

Tennessee Tech University

How to Save Your Seat

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Access the Save My Seat Form

1. Visit the Save My Seat webpage: <https://www.tnitech.edu/savemyseat>
2. Log in to Tech Express using your Username and Password.

Note: Username is the first portion of your student email (example: jasmith42).

Note: After signing in, you will be prompted to use your Mobile Authenticator App.

Review Notice and Consent

3. After completing Mobile Authentication, carefully read the Save My Seat Notice and Consent information.

Select “Next” to proceed.

Complete the Dynamic Form

4. Verify that the following fields are automatically populated from your ID.me login and are accurate:

- First Name
- Last Name
- T Number
- Email Address

5. After confirming the information, select “Submit Form.”

Confirmation

6. A confirmation message will display indicating that your seat has been successfully saved.