

Tennessee Tech University

How to Fill Out a Student Information Release Authorization Form

Login Instructions

1. Visit the Tennessee Tech Website Homepage: <https://www.tntech.edu>
2. Move your cursor to the Express tab in the top right corner and select "Tech Express."
3. 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.

Accessing the Information Release Authorization Form

4. After using the Mobile Authenticator, click the green box labeled "Information Release Authorization."
5. Select the "Add New Authorization" button.

Completing the Authorization Form

6. Enter the following information:

- Name of the authorized individual.

- Relationship (select one: Agency, Employer, Family, Friend, Scholarship Donor).

- Passphrase (8-character alphanumeric).

- Authorized For (select one or more: All Records, Academic Advising, Admissions, Bursar/Cashier, Financial Aid Office, Graduate Studies, Registrar Office).

7. Toggle the Active switch to enable the authorization.

8. Click "Save New Authorization."

Note: Your authorized user must provide the passphrase when contacting university offices.

Note: Selecting "All Records" allows the authorized user to speak with all offices regarding student information.

Final Step

After completing the form, click “Save New Authorization” to ensure the information is saved for future use.