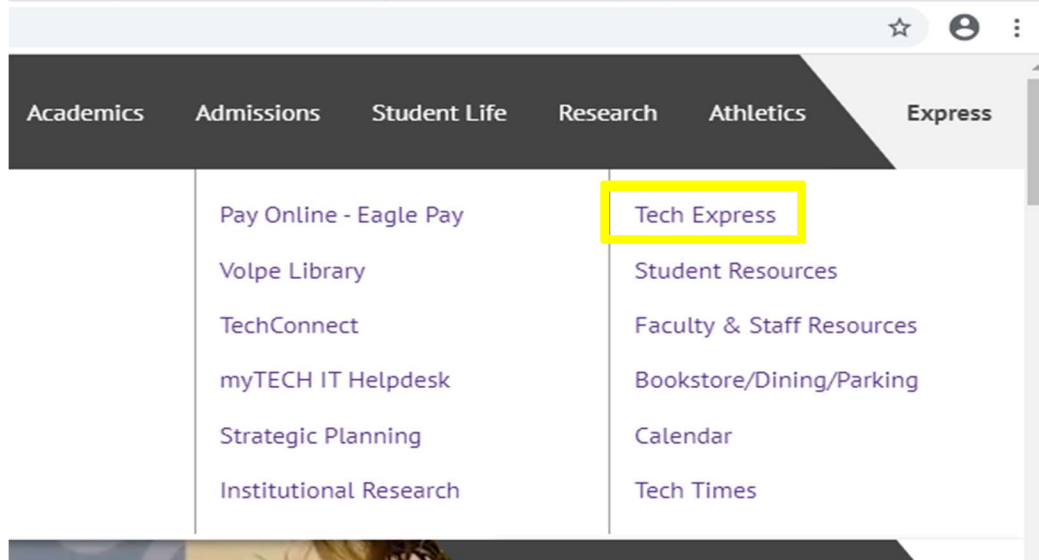
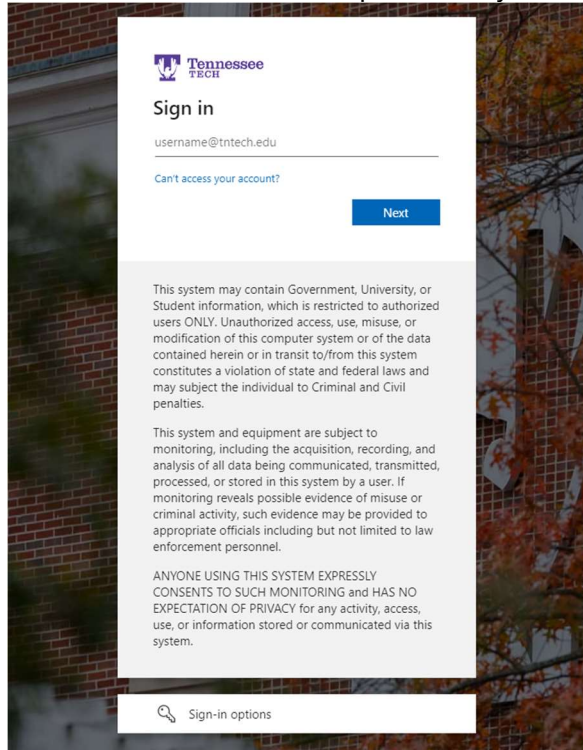


## How to Add an Authorized User to Your Account

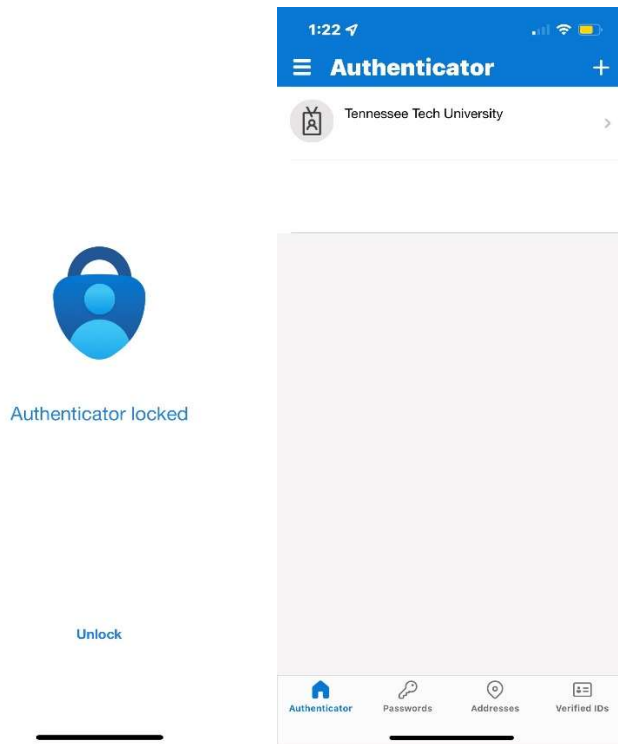
1. Visit the Tennessee Tech Website Homepage
  - a. <https://www.tntech.edu>
2. Move your cursor to the express tab in the top right corner and select "Tech Express"



3. Login to Tech Express using your Username and Password  
Note: Username is the first portion of your student email (jasmith42)

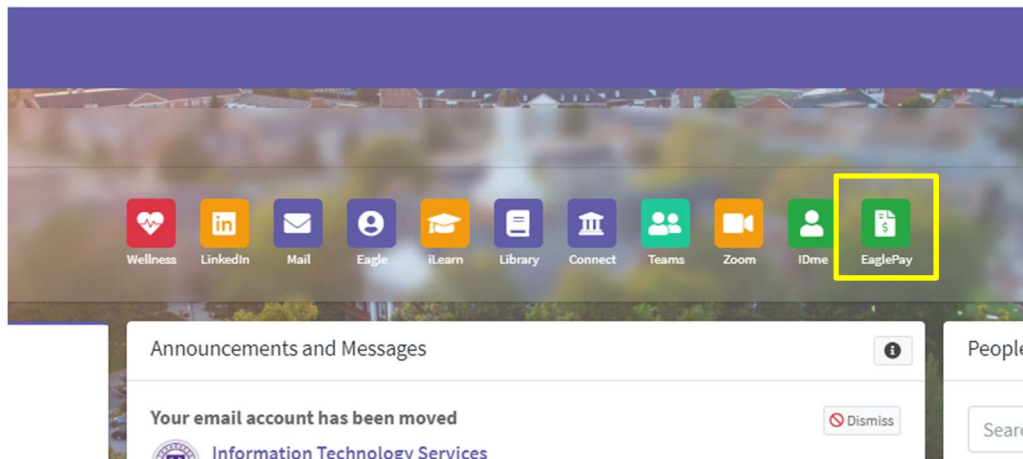


Note: After signing in to Tech Express it will prompt you to use your Mobile Authenticator App

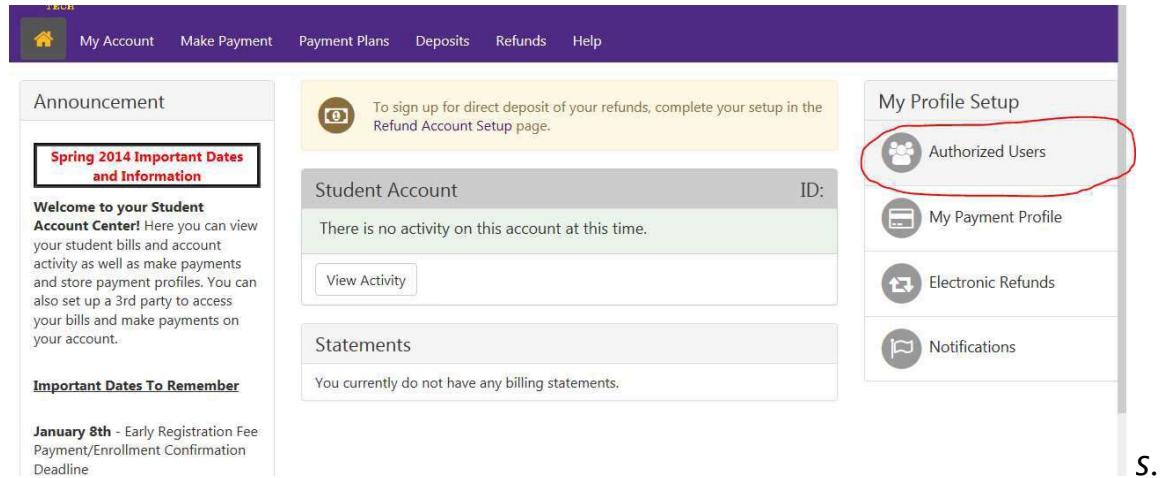


After using the Mobile Authenticator, it will take you to the next page you see below.

4. Select the "Eagle Pay" icon in the QuickLinks toolbar of Tech Express.

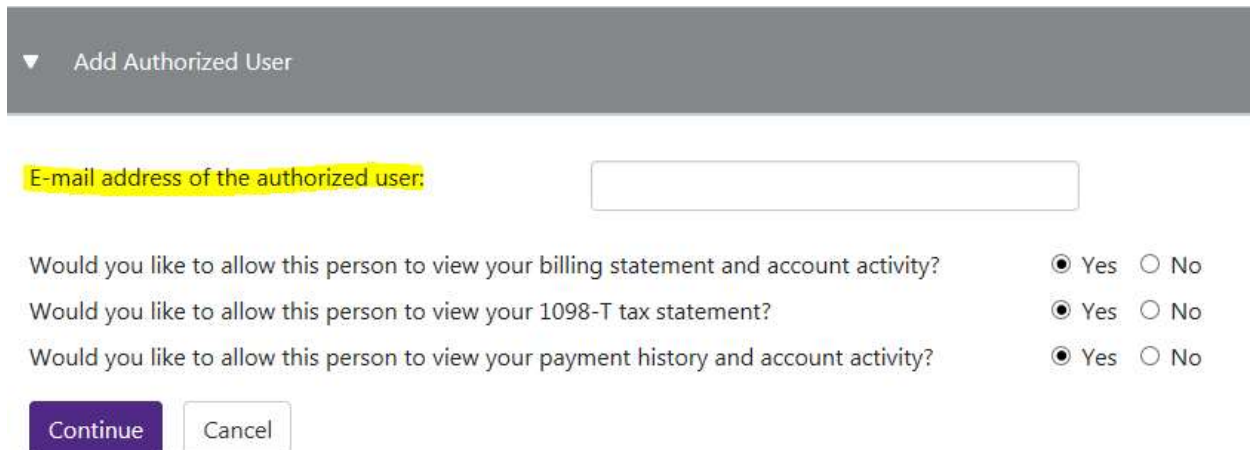


## 5. Click *Authorized User*



The screenshot shows the 'My Account' portal with a purple navigation bar. The 'My Profile Setup' menu on the right has 'Authorized Users' highlighted with a red circle. Other menu items include 'My Payment Profile', 'Electronic Refunds', and 'Notifications'. The main content area includes an announcement for 'Spring 2014 Important Dates and Information', a 'Student Account' section with a 'View Activity' button, and a 'Statements' section.

6. Enter the email address of your authorized user. Answer "Yes" or "No" to the questions on the page. Click *Continue*.



The form is titled 'Add Authorized User'. It features a text input field for the 'E-mail address of the authorized user:'. Below the input field are three questions, each with 'Yes' and 'No' radio button options:

- Would you like to allow this person to view your billing statement and account activity?  Yes  No
- Would you like to allow this person to view your 1098-T tax statement?  Yes  No
- Would you like to allow this person to view your payment history and account activity?  Yes  No

At the bottom of the form are two buttons: 'Continue' (purple) and 'Cancel' (white).

7. Read the agreement. If you agree, check the *I Agree* box and click *Continue*.
8. An email will be sent to your new authorized user.

You may enter more than one authorized user.

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), your student financial records may not be shared with a third party without your written consent. Adding an authorized user is your written consent that an individual may view your account information and make payments on your behalf. Please note that authorized users DO NOT have access to your stored payment methods, academic records, or other personal information.

