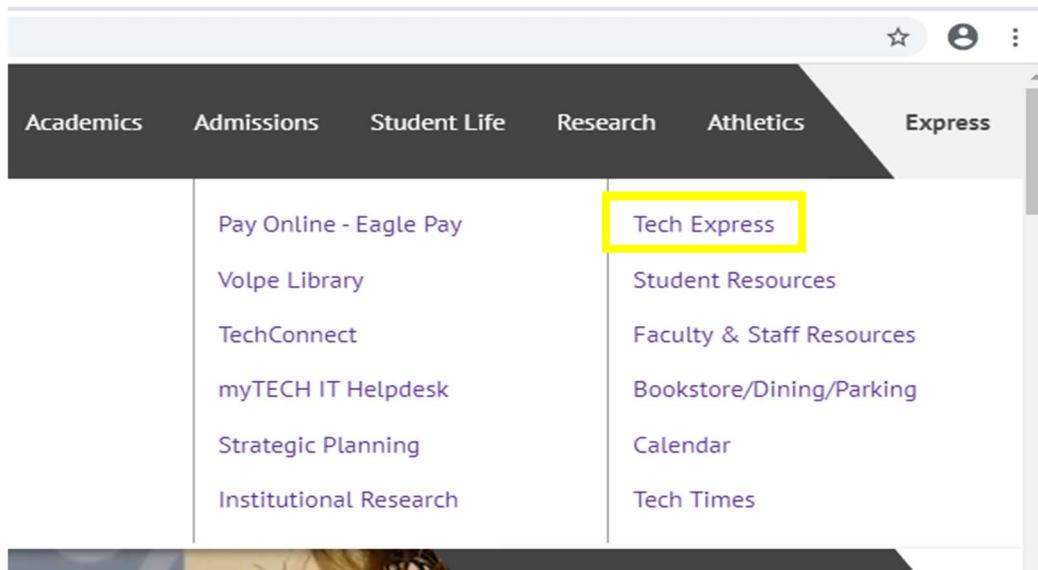


How to Fill Out a Student Information Release Authorization Form

1. Visit the Tennessee Tech Website Homepage

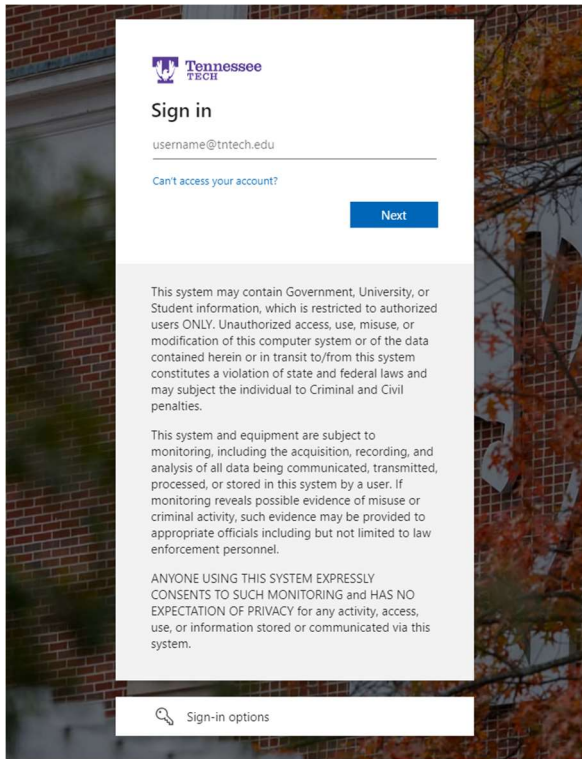
a. <https://www.tntech.edu>

2. Move your cursor to the express tab in the top right corner and select “Tech Express”

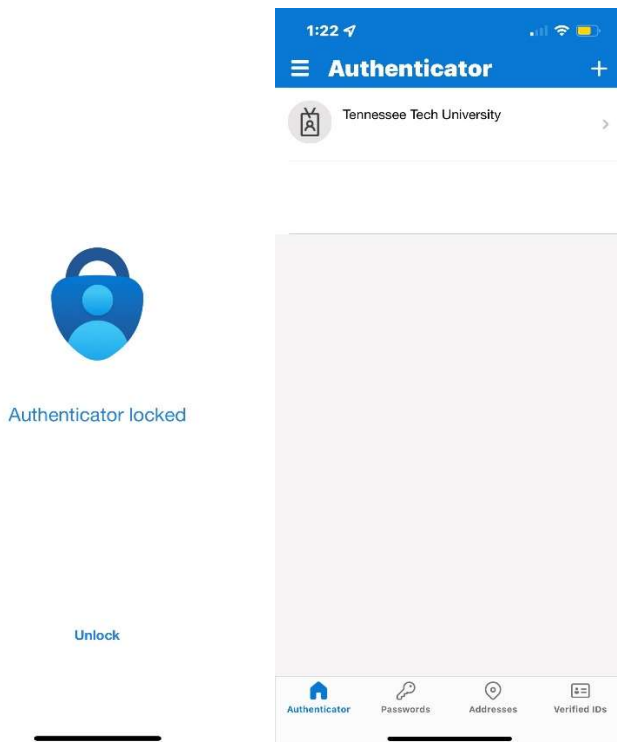


3. Login to Tech Express using your Username and Password

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

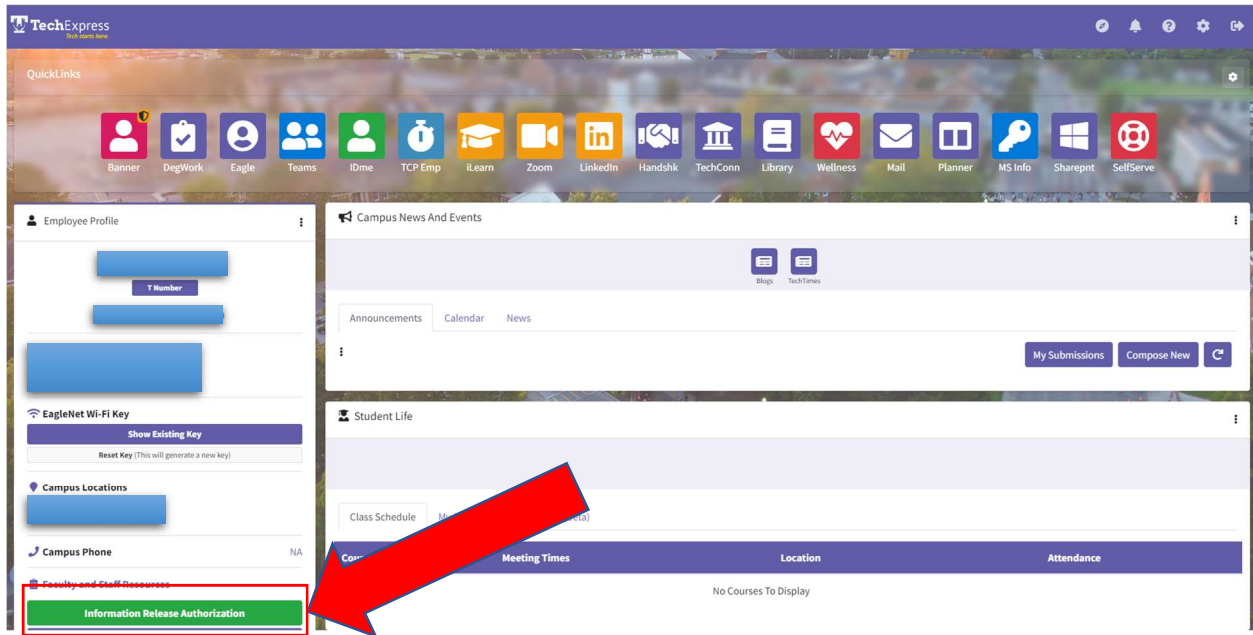


Note: After signing in to Tech Express it will prompt you to use your Mobile Authenticator App



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

4. You will now click the Green Box as shown below to add the Information Release Authorization.



Note: After clicking the Information Release Authorization button you will see the screen below.

5. You will now select the Add New Authorization Button in purple.

Information Release Authorization

Release of Directory Information
 Schools may disclose, without consent, directory information; however, students may restrict the release of this information. If you choose to restrict this directory information, your information will not be included in Commencement materials or Dean's List Press Releases.

I do not want my directory information released to individuals, employers, media, etc.

Release of Academic Record or Student Account Information
 Students may explicitly identify individuals to have access to distinct portions of their academic or student accounts.

Existing Information Release Authorizations

Notes/Comments	NA	NA	
[Redacted]	[Redacted]	[Redacted]	[Icon]
[Redacted]	[Redacted]	[Redacted]	[Icon] [Edit]
[Redacted]	[Redacted]	[Redacted]	[Icon] [Edit]

[+ Add New Authorization](#)

Close



Note: After clicking the Add New Authorization Button this will be the next screen you will see.

Information Release Authorization

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Release of Academic Record or Student Account Information
 Please identify the individual you wish to give access to your account or records. You must provide an 8 character passphrase for the user and select what portion of your account and records they have access to.

Name **Relationship**

Passphrase **Authorized For:**

Active

[Save New Authorization](#)

[Cancel Add](#)

Close

Step 6: You will enter the name, relationship, passphrase, and which authorization you are giving this person.

See the example below:

Information Release Authorization

Release of Directory Information

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I do not want my directory information released to individuals, employers, media, etc.

Release of Academic Record or Student Account Information

Please identify the individual you wish to give access to your account or records. You must provide an 8 character passphrase for the user and select what portion of your account and records they have access to.

Name **Relationship**

Passphrase **Authorized For:**

Active

Save New Authorization

Cancel Add

Close

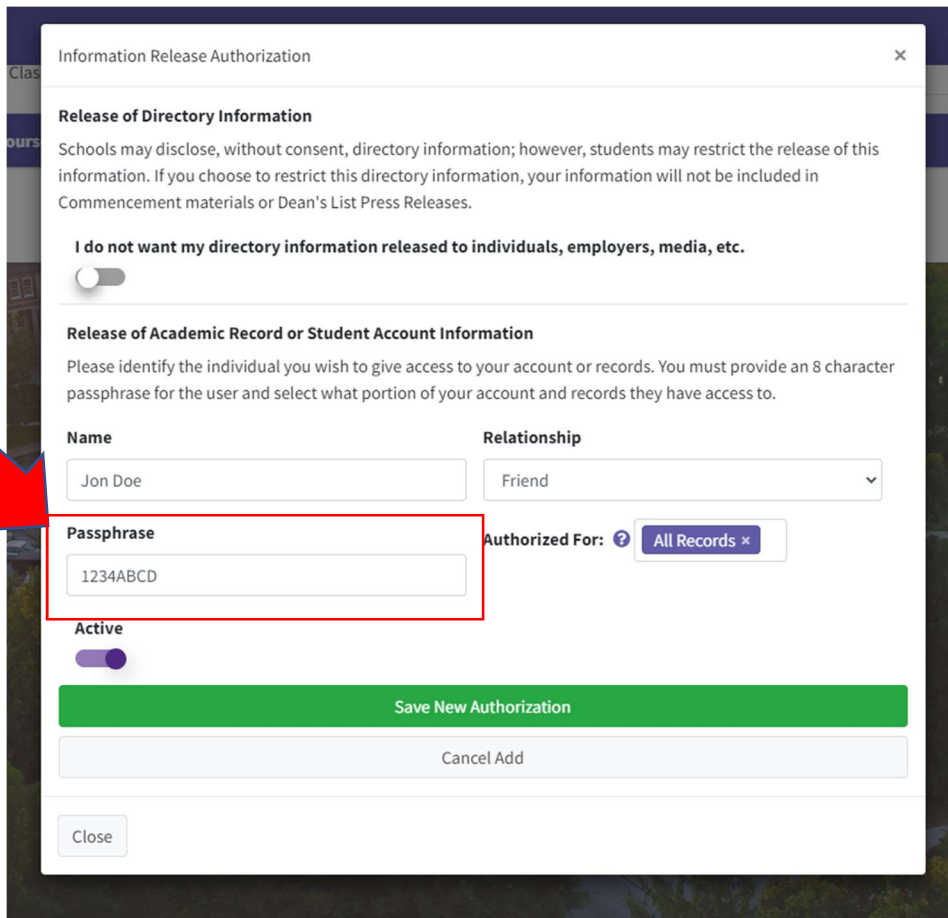
Note: In the relationship box there will be a drop-down menu giving you the choice to pick either:

- Agency
- Employer
- Family
- Friend
- Scholarship Donor

Note: In the Authorized for Box you have the option to select:

- All Records
- Academic Advising
- Admissions
- Bursar/Cashier
- Financial Aid Office
- Graduate Studies
- Registrar Office

Note: When filling this form out you may select All Records so the authorized user may speak with all offices regarding student information.



Information Release Authorization

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Name Jon Doe **Relationship** Friend

Passphrase 1234ABCD **Authorized For:** All Records

Active

Save New Authorization

Cancel Add

Close

Note: Your authorized user will need to be able to provide this passphrase to any offices they call to discuss any student information.

Information Release Authorization ×

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Release of Academic Record or Student Account Information

Please identify the individual you wish to give access to your account or records. You must provide an 8 character passphrase for the user and select what portion of your account and records they have access to.

Name **Relationship**

Passphrase **Authorized For:**

Active

Save New Authorization

Cancel Add

Close



Note: After filling out the form you will need to click “Save New Authorization” to ensure the information entered is saved for future use.