

FLASHLINE DETAILS



You will be using your FlashLine account for the following:

- Register for classes
- Access your KSU email
- Make Tuition Payments
- Log in to BlackBoard Learn 9 for online courses
- Apply for Student Financial Aid
- View your bursar's account
- University Directory

You will be assigned a **User ID** which will become the first part of your **@kent.edu** address.

You will also be given a 9 digit number called a **Student ID** which will replace your social security number. Have your Student ID available when conducting university business.

Both your User ID and Student ID are needed to log in to FlashLine.

Set up your FlashLine account once you receive your User ID and Student Number.

Step 1: Go to: <http://www.kent.edu>

Step 2: Click on “**Get User Name and Login Help**” under the word **FlashLine**

Step 3: Select the first article that begins “**I’m new to Kent State**” for information on determining your default password, answering security questions, providing an alternate email address and setting up your new password.

If you need login assistance, please contact the Help Desk at 330-672-HELP (4357) or go online to support.kent.edu. Retain the following information as they are key pieces as you interact with Kent State University.

To Register for Classes

1. Log in to your FlashLine account
2. Click on the yellow “Student Tools & Courses” tab
3. In the “Registration & Class Tools” box under “FlashFAST” click “Add or Drop Classes”
4. Click “I ACKNOWLEDGE” after reading the payment acknowledgment.
5. In the drop down menu, choose which term you would like to register for and click “Submit.”
6. Scroll to the bottom of the page and enter the CRN number in one of the boxes and click “Submit Changes.”
7. The class should then appear on the same page under “Current Schedule”

To Check your Registration Status

1. Log in to your FlashLine account
2. Click on the “Student Tools & Courses” tab
3. In the “Registration & Class Tools” box under “FlashFAST” click “Registration Status”
4. In the drop down menu, choose which term you would like to register for and click “Submit.”

To Waive Student Legal Services

You **must do this online** or pay the \$9 fee. This should be done before the term begins or by the end of the second week of the term. Contact info: 330-672-2982 or legal@kent.edu. To view services: www.kent.edu/iniversitycounsel

1. Log-in to your FlashLine account
2. Click on the “My Account” tab
3. In the “My Student Account” box under “Tuition and Payments” click “Legal Services Fee Information & Opt-out”

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4. In the drop down menu, choose which term you would like to register for and click “Submit.”
5. Scroll to the bottom of the page. Under the statement: “I DO NOT – want to utilize Student Legal Services and wish to waive the \$9.00 Legal Service Fee” click “Submit.”
6. You should receive a screen saying “Your Legal Services Request Submission was Successful.”

To Post your Tuition Payment

Please pay when you register.

1. Log-in to your FlashLine account
2. Click on the “My Account” tab
3. In the “My Student Account” box under “Tuition and Payments” click on “Pay My Bill Using a Check or Credit Card.”
4. At the top of the page, select “Make Payment”
5. CAREFULLY select the term you want to make the payment for
6. Enter dollar amount
7. Click “Add to School Bag” the “Check Out”

You can pay by credit card, electronic check (you must know your routing number and account number) or FLASHCard. Please note that Kent State University does not accept Visa®. You may pay with MasterCard®, Diners’ Club®, Discover Card®, or American Express®. You will be assessed a 2.9% convenience fee by your credit card company. There is no convenience fee on electronic check payment.

To Check your Payment Status

1. Log-in to your FlashLine account
2. Click on the “My Account” tab
3. In the “My Student Account” box under “Tuition and Payments” and “View My Student Account” click on “Account Detail, Includes My Estimated Financial Aid”

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To View your Student Financial Aid

Student Financial Aid is **not** available for all cohort programs. Contact Sylvia Bustard in the Student Financial Aid office for questions about available financial aid...sbustard@kent.edu or 330-672-2972. The Student Financial Aid Office is located on the Kent Campus, 103 Michael Schwartz Center, 800 Summit St, Kent, OH 44242 and open Monday through Friday, 8 AM – 5 PM. Visit their website at <http://www.sfa.kent.edu>

1. Log-in to your FlashLine account
2. Click on the “My Account” tab
3. In the “My Student Account” box under “Financial Aid” select “Financial Aid Awards – view, accept or decline”
4. Select the academic year you want to view.
5. Click on the tab “Accept Award Offer”
6. Follow the prompts.

For any FlashLine login, BlackBoard Learn, or Email problems, call the Kent State HELP DESK at 330-672-HELP (4357). They are open 24/7. To Learn More About Blackboard Learn

Go to: <http://www2.kent.edu/is/resources/elearning/index.cfm>