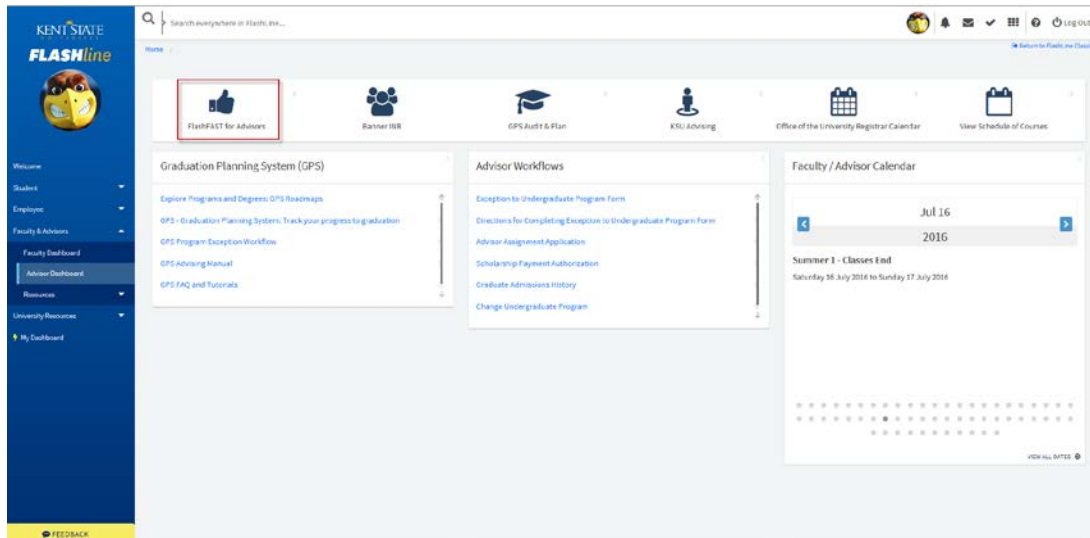


ADVISING PIN ASSIGNMENT IN SSB

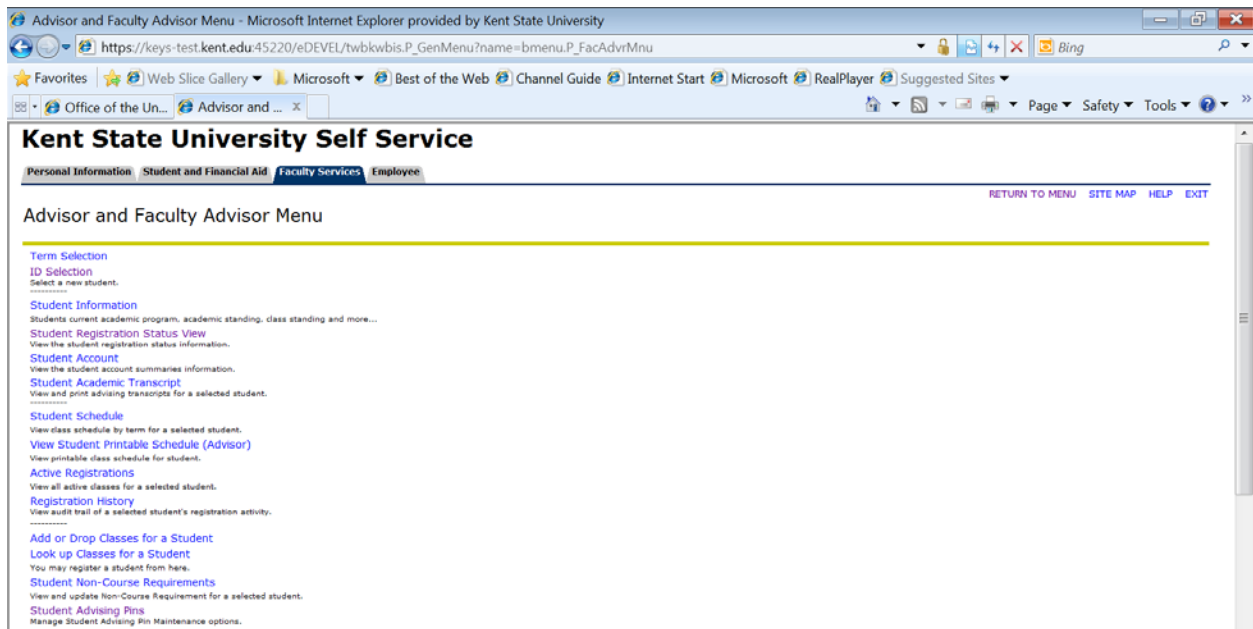
Active advisors with the KPIN attribute may assign and remove advising requirement pins, SPORT pins, New Transfer Student pins, Your Time to Register Override pin, etc. in SSB.

NOTE: The TREG registration pin will automatically be assigned when all advising pins have been removed.

1. Log in to FlashLine and click on the FlashFAST for Advisors in from within the Faculty & Advisor Category / Advisor Dashboard.



2. Click Student Advising Pin link on the Advisor and Faculty Advisor Menu.



3. Select the term.

The screenshot shows a web browser window titled "Select Term - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL: https://keys-test.kent.edu:45220/eDEVEL/szkfacPlacer.P_FacPinCreateLookup. The page header includes navigation tabs: "Personal Information", "Student and Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is active. The main heading is "Select Term". Below it, there is a dropdown menu labeled "Select a Term:" with "Spring 2014" selected. A "Submit" button is located below the dropdown. At the bottom left, it says "RELEASE: 8.5.4.3". At the bottom right, there is a "KENT STATE" logo and links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT".

4. Select the student to be updated. You may search by Name, Kent State ID, or FlashLine Username.

The screenshot shows a web browser window titled "Student Advising Pins - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL: https://keys-test.kent.edu:45220/eDEVEL/szkfacPlacer.P_FacPinCreateLookup. The page header includes navigation tabs: "Personal Information", "Student and Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is active. The main heading is "Student Advising Pins". Below it, there is a "Student Search" section with four input fields: "Last Name:", "First Name:", "Kent State ID:", and "FlashLine Username:". A "Search for a Student" button is located below the input fields. At the bottom left, it says "RELEASE: 8.5.3". At the bottom right, there is a "KENT STATE" logo and links for "SITE MAP", "HELP", and "EXIT".

The screenshot shows a web browser window titled "Student Advising Pins - Microsoft Internet Explorer provided by Kent State University". The address bar shows the URL: https://keys-test.kent.edu:45220/eDEVEL/szkfacPlacer.P_AdvVerifyPinCreateIDLookup?last_name=&first_name=&stud_id=&flash_id=jdoe. The page header includes navigation tabs: "Personal Information", "Student and Financial Aid", "Faculty Services", and "Employee". The "Faculty Services" tab is active. The main heading is "Student Advising Pins". Below it, there is a "Student Search" section. The search results display the text: "Jane T. Doe is the name of the student or advisee that you selected." A "Submit" button is located below the search results. At the bottom left, it says "RELEASE: 8.5.3". At the bottom right, there is a "KENT STATE" logo and links for "SITE MAP", "HELP", and "EXIT".

5. The update screen will appear, displaying the student's name, etc. and options to assign advising pins or remove advising pins (if advising pins have been assigned).

Kent State University Flashline - Microsoft Internet Explorer provided by Kent State University

https://flashline.kent.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dbanweb%26ur%3dhdt

Kent State University Flashline

FlashLine

Personal Information Student and Financial Aid Faculty Services Employee

Student Advising Pins

Student Advising Pins Information

Student Name:	Jane Doe
Kent State ID #:	810160849
Term:	Fall 2013
FlashLine Username:	jdoe
Current Program:	Postundergrad Non-Degree
Level:	Undergraduate
Admit Term:	Fall 2012
Admit Type:	Undergraduate Ashtabula
College:	College of Business Admin
Campus:	Kent Campus
Major and Department:	No Major Required, Business Administration

Advising Pin(s) for:

Fall 2013

Select the Advising Pin to be Assigned

None

Assign New Advising Pin

No Advising Pins have been assigned.

RELEASE: 8.3

[New Student Advising Pin Lookup | Faculty/Advisors Menu]

KENT STATE

Done

Trusted sites | Protected Mode: Off

6. To assign a new advising pin, select an advising pin from the Select the Advising Pin to be Assigned drop down box then click on Assign New Advising Pin button.

- When allowing students to register prior to their scheduled registration time, select the *Your Time to Register Override* pin from the drop down box. This pin is not an advising pin and will override any advising pins for the term.
 - Please note that the Your Time to Register Override pin will be overwritten nightly by the TREG pin assigned by the job SWPRPIN.

Kent State University Flashline - Microsoft Internet Explorer provided by Kent State University

https://flashline.kent.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dbanweb%26ur%3dhdt

Kent State University Flashline

FlashLine

Personal Information Student and Financial Aid Faculty Services Employee

Student Advising Pins

Student Advising Pins Information

None

Assign New Advising Pin

No Advising Pins have been assigned.

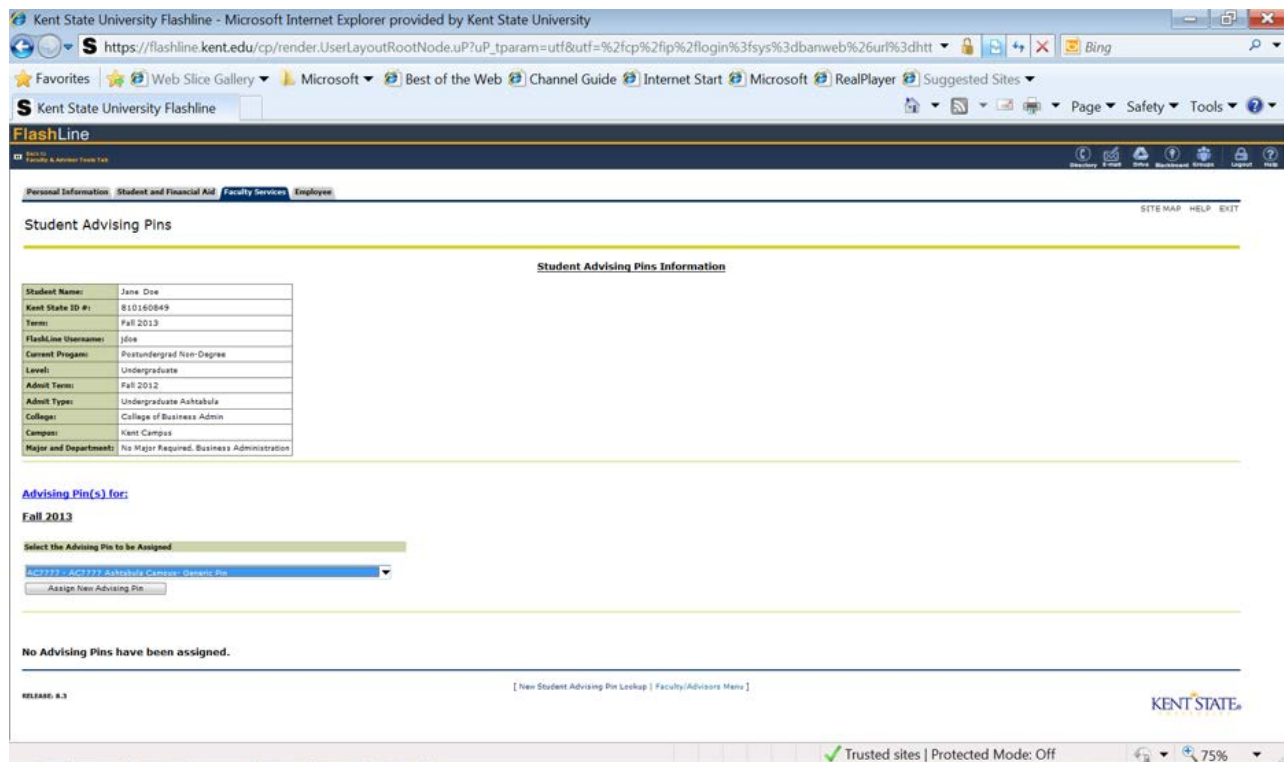
RELEASE: 8.3

[New Student Advising Pin Lookup | Faculty/Advisors Menu]

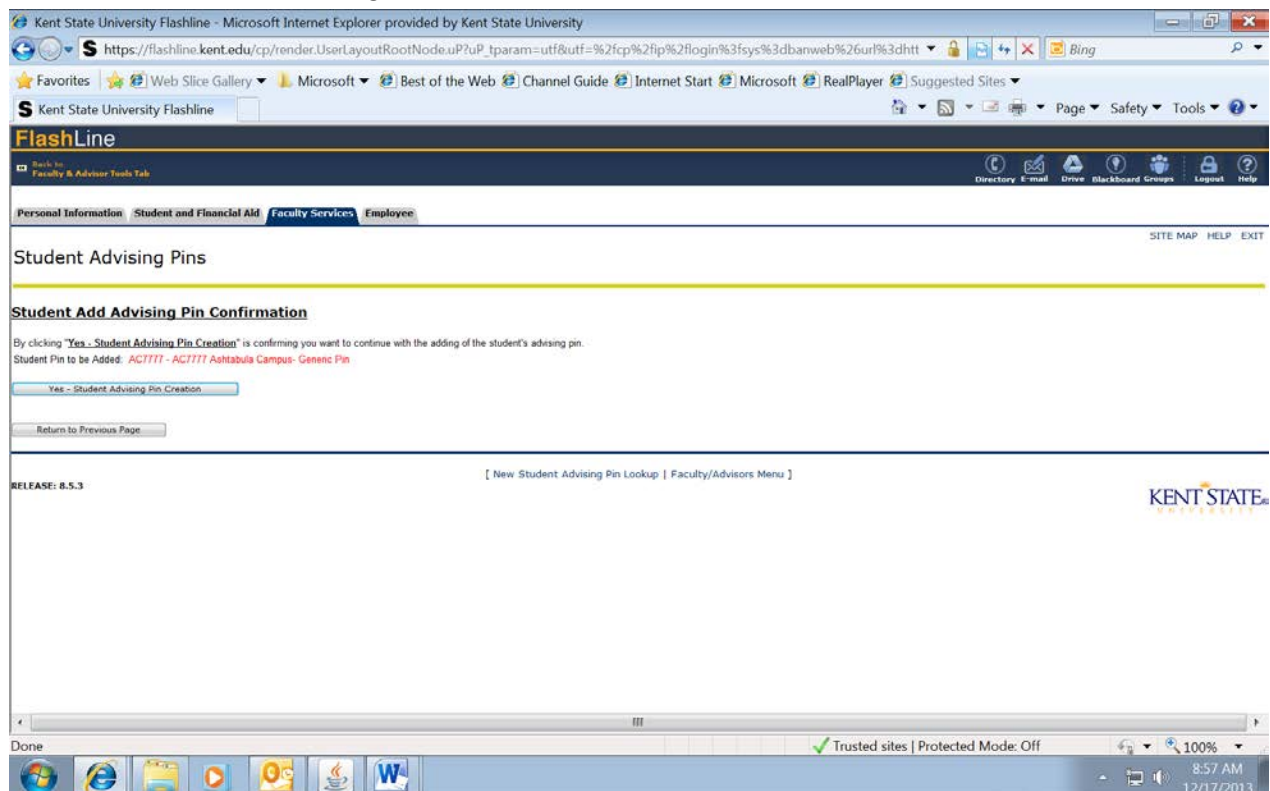
KENT STATE

Done

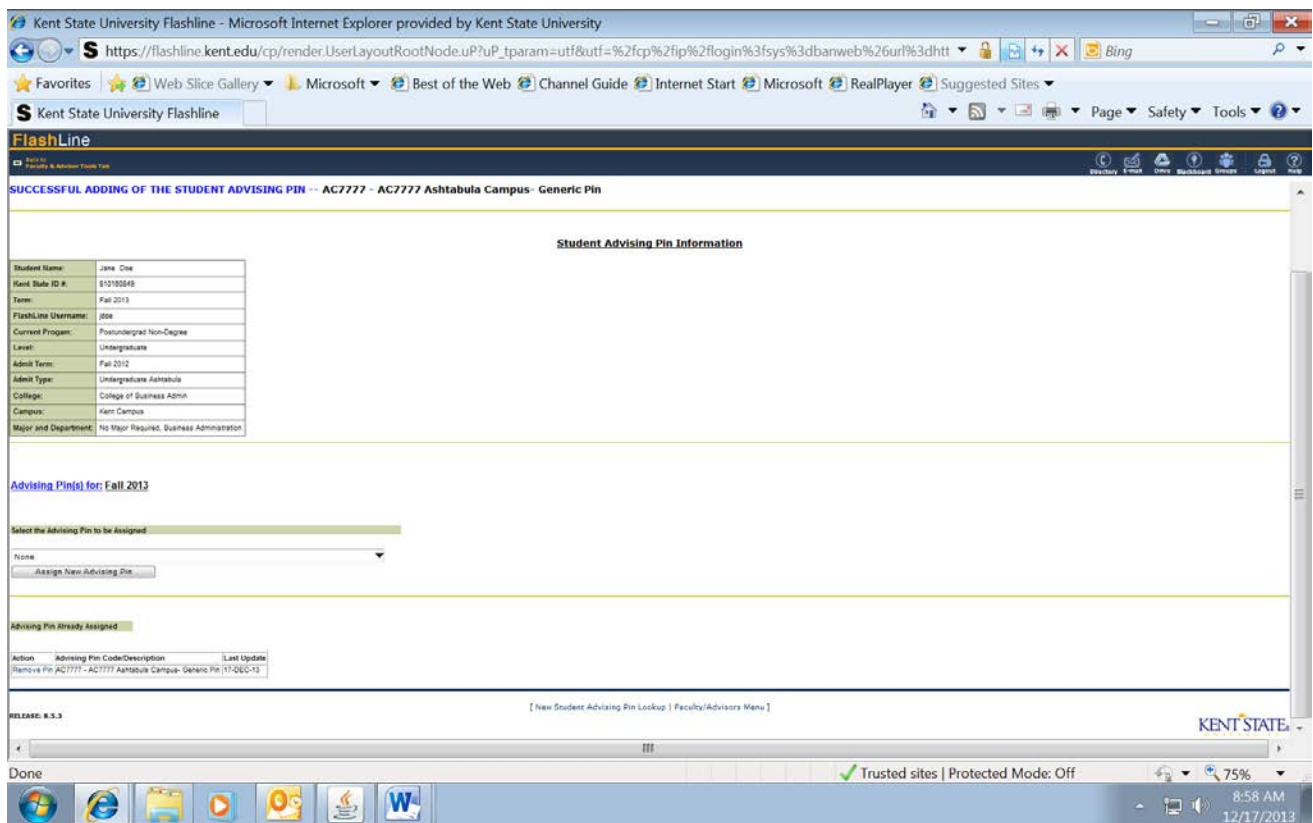
Trusted sites | Protected Mode: Off



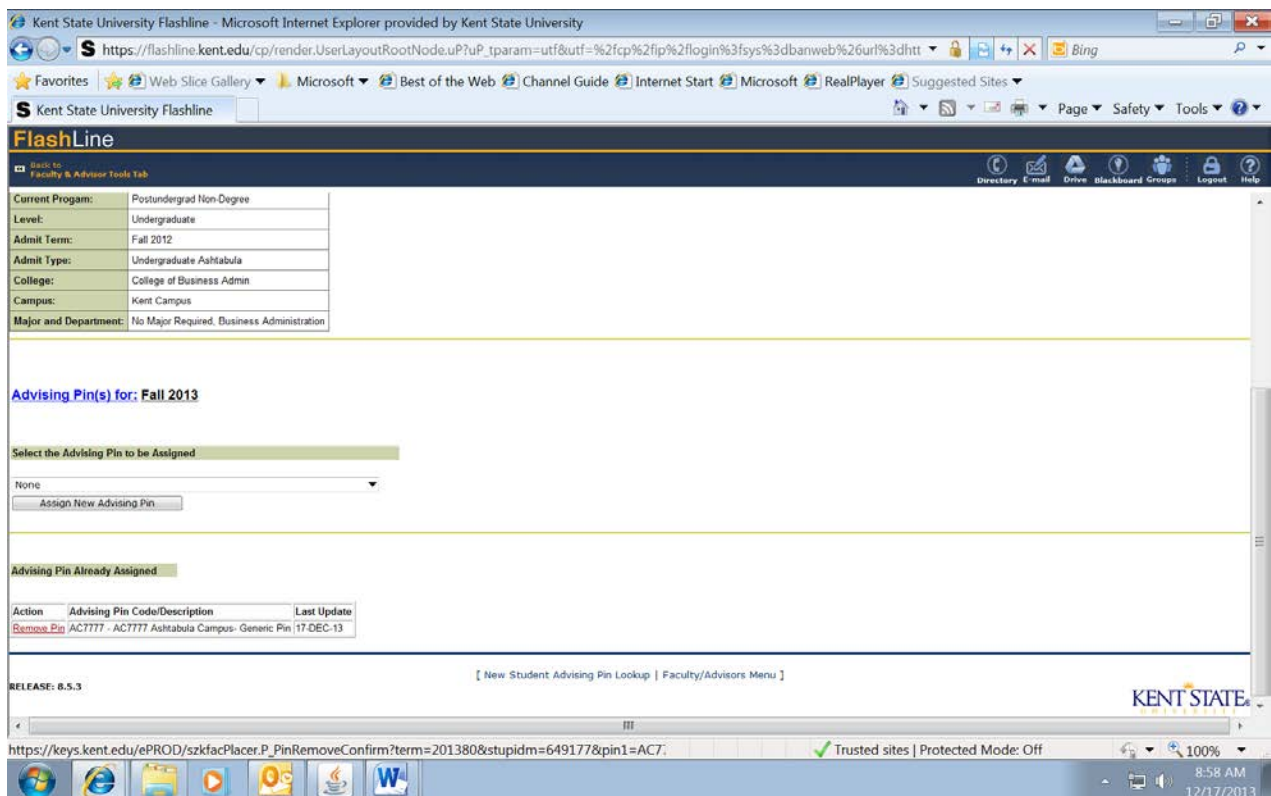
- Confirm your update by clicking Yes-Student Advising Pin Creation button. *If you want to cancel your selection, click the Return to Previous Page.*



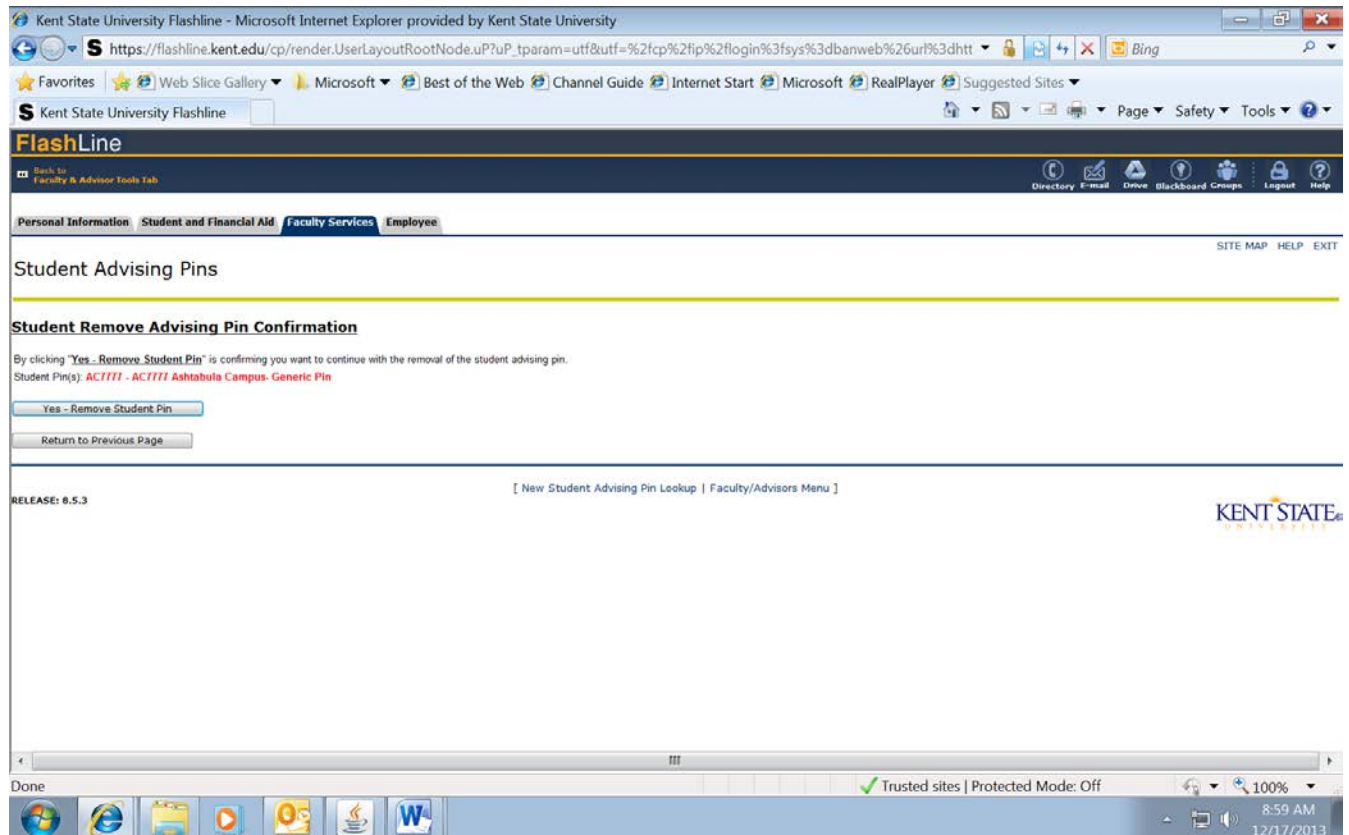
- The assigned advising pin will now be displayed on the Student Advising Pin page. You may add multiple advising pins for a student by repeating the steps above.



- To remove an existing advising pin, click on Remove Pin link next to the advising pin to be removed in the Action column.



10. Confirm your removal by clicking Yes-Remove Student Pin button. *If you want to cancel your selection, click the Return to Previous Page.*



11. The assigned advising pin will now be removed on the Student Advising Pin page. You may remove multiple advising pins for a student by repeating the steps above.

Kent State University Flashline - Microsoft Internet Explorer provided by Kent State University

https://flashline.kent.edu/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=%2fcp%2fip%2flogin%3fsys%3dbanweb%26url%3dhtt

Kent State University Flashline

FlashLine

Personal Information Student and Financial Aid Faculty Services Employee

Student Advising Pins

SUCCESSFUL REMOVAL STUDENT ADVISING PIN -- AC7777 - AC7777 Ashtabula Campus- Generic Pin

Kent State University Student Advising Pins

Student Name:	Jane Doe
Kent State ID #:	810100849
Term:	Fall 2013
FlashLine Username:	jdoe
Current Program:	Postundergrad Non-Degree
Level:	Undergraduate
Admit Term:	Fall 2012
Admit Type:	Undergraduate Ashtabula
College:	College of Business Admin
Campus:	Kent Campus
Major and Department:	No Major Required, Business Administration

Advising Pin(s) for: Fall 2013

Select the Advising Pin to be assigned

None

Assign New Advising Pin

No Advising Pins have been assigned.

Done

Trusted sites | Protected Mode: Off

75%

8:59 AM

12/17/2013