

One Stop for Student Services

FlashLine Guide to Registration & Records

For Issues logging into FlashLine (username or password), contact the Technology Help Desk at 330-672-4375.

How to Grant On-Line FERPA Authorization

Authorizes One Stop Staff to speak with a Parent/Guardian/Advocate regarding a student's account. The **student must complete the following steps before** a Parent/Guardian/Advocate can contact the One Stop for Student Services.

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Resources**, select **Requests and Authorizations**.
3. Go to 3rd Tab in the first column, "**Grant Online FERPA Authorization**"
4. Student must click **Add New Ferpa Release** button.
5. Student must complete all of the required fields.
 - a. The Passphrase will be used to identify the grantee when contacting staff by phone.
 - b. The email address will be used to notify the grantee of the passphrase that has been created by the student.
6. Student will receive online confirmation. In addition, an email confirmation is sent to both the student grantor and the grantee.
7. To resend a passphrase to the grantee, the student must click the **Resend Passphrase** button
8. To revoke a release, the student must click **Revoke Release** button. An email confirmation will be sent to the student and the grantee.

How to Update an Address

1. Log into FlashLine Account.
2. Select image that appears under "FlashLine" to open "**Edit My Profile**".
3. Scroll down to "**Secure Student Access**".
4. Select "**Addresses & Phone Numbers**".

How to Add/Drop a Class

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Resources**, select **Courses and Registration**.
3. Access registration by clicking on "**Add or Drop a Class**" or "**Look Up and Register for Courses**"
4. View your schedule by clicking on **View or Print Course Schedule**.

Please Note: You are encouraged to print a copy of your transactions for your records.

How to Apply for Graduation

1. Log into FlashLine and select **Student** from the main menu.
2. Review and acknowledge the Important Information Concerning Your Graduation Application page.
3. Select and submit your curriculum.
4. Select and submit your graduation term.
5. Review your information for accuracy and submit your request.
6. Print the Graduation Application Acknowledgment page for your records.
7. View submitted graduation applications by clicking on the link at the bottom of your acknowledgment page or from the link on the Student Category/Resources Page/Graduation Section.
8. Once the information has been submitted, it will be reviewed and acted on appropriately by your college or Regional Campus office.

Please Note: Any questions about applying for graduation should be referred to your advisor/advising office.

How to Obtain an Official Transcript

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Resources**, Select **Grades and Transcripts**.
3. Click on **Request Official Transcript**.
4. View the **Official Transcript Menu**.
5. Select the method of preferred delivery: US Postal, Fed Ex or E-Transcript. E-Transcript is secure and environmentally-friendly delivery method to employers, agencies, and other institutions (Ohio non-public, non-Ohio and for graduate admission).

How to Obtain an Enrollment Certification

Students may obtain the following Kent State enrollment information from the National Student Clearinghouse web site to certify enrollment as a Kent State student. To access the Clearinghouse web site:

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Resources**, select **Requests and Authorizations**
3. Click on **National Student Clearinghouse**.
4. Select **Obtain an enrollment certificate**.

How to Obtain an Enrollment Verification (Letter)

Students may obtain a verification letter (often used to request a student discount, verify good standing or verify enrollment).

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Resources**, select **Requests and Authorizations**.
3. Click on **Enrollment Verification**.
4. Select the appropriate letter or indicate the reason for the letter needed and hit **Continue**.
5. Complete **Information Release Form** and **Methods of Delivery** sections.
6. Click **Submit Request**.

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