GET CONNECTED

AT KENT STATE UNIVERSITY

KENT STATE UNIVERSITY

STARK

FLASHline

Your portal to all things Kent State

Email
Blackboard
Google Drive
Registration
Student Account
Financial Aid
Grades ... and more!

DETERMINE YOUR FLASHline USERNAME

Your FlashLine username is the text before the "@" symbol in your Kent State email address. Example: Joseph Student's email is **jstudent@kent.edu**. His username is **jstudent**. You received your email address in the mail shortly after you were admitted. If you do not know your Kent State email address, contact the Office of Student Services at 330-244-3251 for assistance.

LOGGING INTO FLASHline FOR THE FIRST TIME

Go to the Kent State Stark website at **www.kent.edu/stark** and click on FlashLine Login (top center).

Enter your **Username**.

Your initial password will consist of information that only you will know. The format for your initial 10-character password is:

mmm yy xxxxx   (all lower case)

1. **mmm** = the first three letters of your birth month (ex. April = apr)

2. **yy** = the last two digits of your birth year

3. **xxxxx** = the last five digits of your Kent State ID Number. Your Kent State ID Number is on your admission letter. It is the nine-digit number that begins with 8.

FLASHline

| Username | jstudent |
| Password | .... |

Login

Forgot your username or password?

Learn about cyber security and how to protect your Kent State identity at **SecureIT.kent.edu.**

This secure website uses encryption and authentication standards to protect the confidentiality of Web transactions.

WHAT IS FLASHLINE?

FlashLine is your key to all things "Kent State," providing access to:

- Email, Google Drive and Blackboard Learn
- Registration, scheduling and advising
- Employee resources and records
- Campus news and announcements
- ... and more

EXAMPLE

Name:	Joseph R. Student
Kent State Email:	jstudent@kent.edu
Username:	jstudent
Date of Birth:	**Jun**e 30, 19**99**
Kent State ID Number:	820**16812**
Initial Password:	**jun9916812**

NOW CHANGE YOUR PASSWORD

After initially logging in, you will be prompted to change your password to something with which you are more familiar. After providing an alternate email address and answering three security questions, you will set your new password. Your new password must be comprised of at least eight characters, using a combination of upper and lower case letters and numbers. Note that your FlashLine password is case sensitive. In the future, you can change your password, update your security questions or provide an alternate email address in FlashLine > Click on photo to access My Profile.

LOGGING INTO CAMPUS COMPUTERS

To access the computers in labs and classrooms, your username and password are the same as your FlashLine credentials. See the Helpdesk in the Main Hall East Wing Computer Lab if you need assistance. Be sure to have a photo ID with you.

LAPTOP LOANERS & KENT STATE'S WIRELESS NETWORK

Laptops can be checked out for use on campus from the Library with valid identification and a signed a laptop agreement. Kent State Stark is a wireless campus and provides access for both Macs and PCs using the Kent State Wireless network. For directions on how to get logged in, see the Helpdesk in the Main Hall East Wing Computer Lab or visit **support.kent.edu**.

NAVIGATING FLASH*line*

Now that you've logged into FlashLine, you can access your academic information from the Student section and your Kent State email, checklists, Blackboard and Drive.

EMAIL: Check it daily!

This is how the university communicates with you. Check it daily for important information from the university and your professors.

MY LISTS

View your new Student Checklist and other to-do checklists.

BLACKBOARD

Blackboard is Kent State University's course management system that allows faculty to supplement their face-to-face course with online components. It provides a state-of-the-art teaching and learning environment for students.

DRIVE

Kent State has made it possible to access a number of Google Apps using your FlashLine login. Google Apps makes it easy to collaborate with your professors and classmates by sharing documents and editing them simultaneously. Google Drive offers unlimited free storage of all your digital files and photos.

DON'T LET YOUR ACCOUNT BECOME INACTIVE!
REMEMBER YOUR FLASH*line* PASSWORD!

Your FlashLine account will become inactive if you don't log in regularly. You should log into FlashLine daily when you begin classes. During the summer months, you should be logging in at least twice a week. Remembering your password is also critical.

TROUBLESHOOTING

If you had trouble logging into FlashLine, or if you got locked out, you can:

- Click on FlashLine Login at the top navigation bar of any Kent State website, select **Forgot your username or password?** under the Login button and follow the prompts.

- Visit **support.kent.edu/password** for self-service help.

- Stop by the Main Hall East Wing Computer Lab at Kent State Stark with a photo ID to have it reset. Passwords cannot be reset over the phone.