ADVISING PIN ASSIGNMENT IN SSB

Active advisors with the KPIN attribute may assign and remove advising requirement pins, SPORT pins, New Transfer Student pins, 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 FlashFAST for Advisors link in the Advisor Toolbox on the Faculty and Advisors tab.

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

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

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

8. 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.
9. 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.