KENT STATE
U N I V E R S I T Y
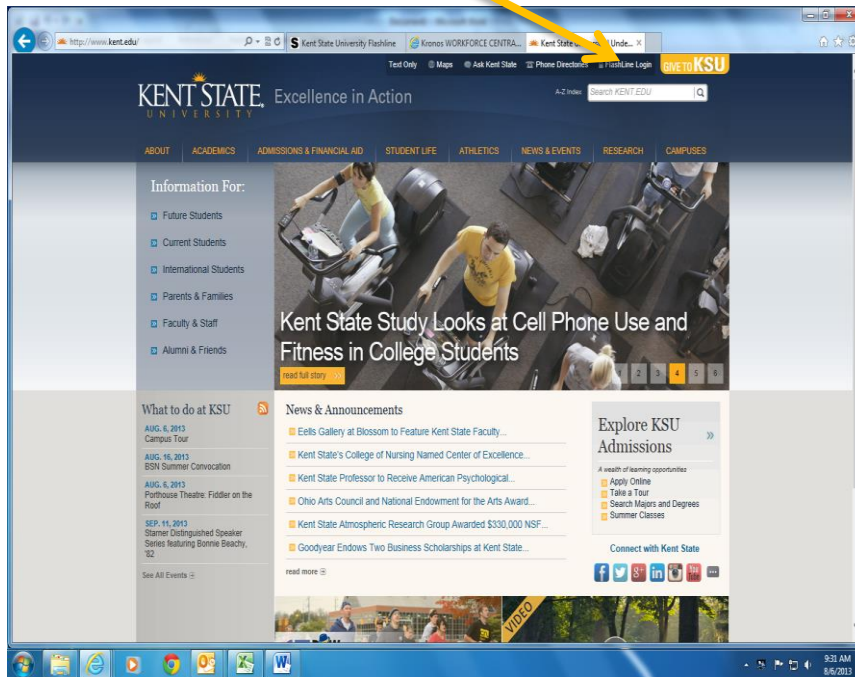## Excellence in Action

Navigating Kent State University FlashLine

1. Please set up your account immediately
2. Visit www.kent.edu
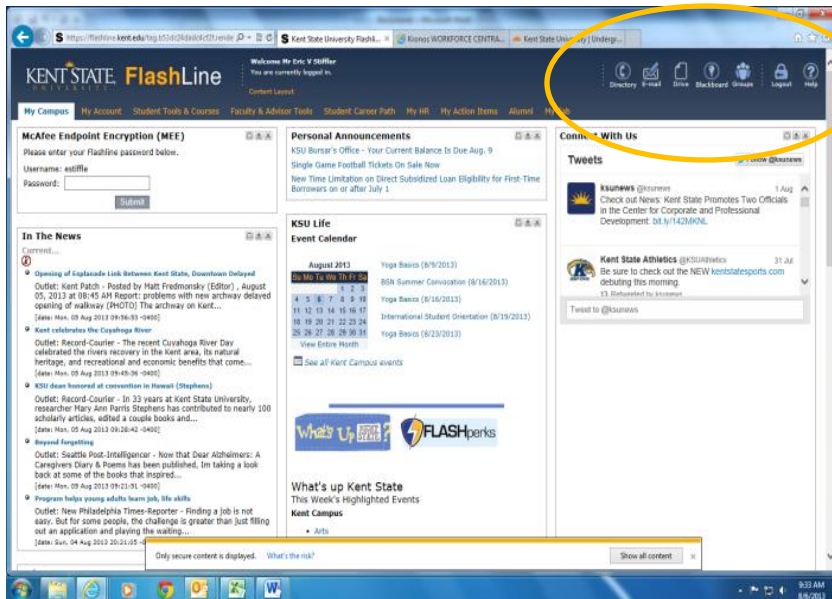3. Access the FlashLine login

4. Type in your user name and password to enter FlashLine

   NOTE: The first time you login to FlashLine, you will have to create a default password. Once you have logged in you will be prompted to establish your own FlashLine password.

   Once you have created your own password, then you will be able to log on. If you are having trouble, please contact the HelpDesk at 330-672-HELP.

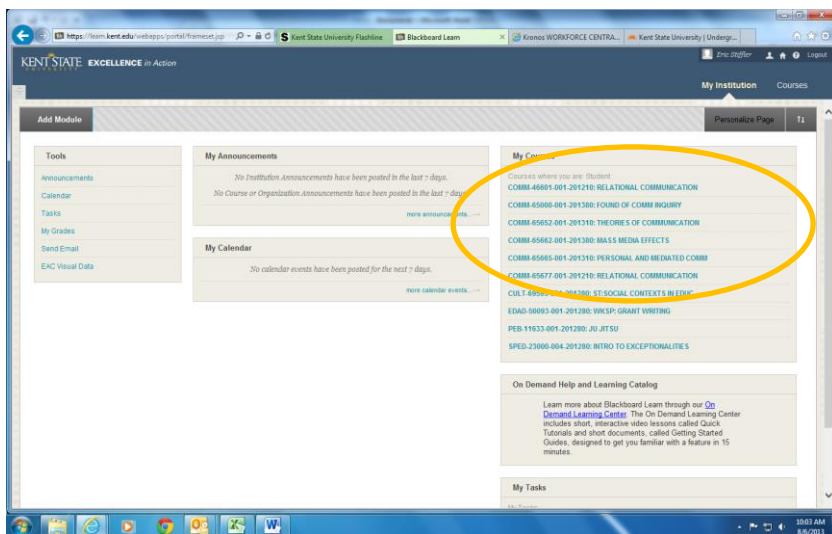   Please refer to the '*How to set up FlashLine password'* document.

ICONS:

Search for KSU staff, faculty, and student contact information through the ***Directory*** icon

Access your KSU E-mail account through the ***E-Mail*** icon. **Check this regularly**

Access Google Docs through the ***Drive*** icon

Access Blackboard Learn through the ***Blackboard*** icon. This is where students access online courses and uploaded course materials (i.e., study guides, videos, discussion boards, handouts)

Blackboard Learn:

This is where students access online coursework, as well as uploaded course materials (i.e., study guides, videos, research articles, discussion boards, class handouts)

Students can visit the web address below for more information about Blackboard Learn, including test tips for students and website navigation tutorials
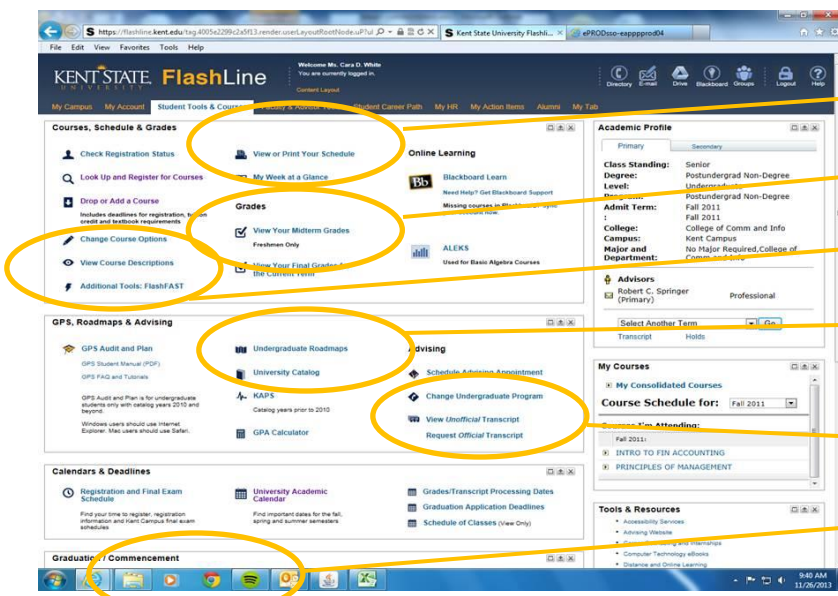
http://www.kent.edu/is/resources/elearning/student.cfm

TABS:

My Campus: Find information on Kent State news, upcoming events, and web-links to campus resources for students

My Account: Find Kent State ID number, update personal information, sign up for FlashALERTS, add money to your FLASHcard account, and access your student account:

- view account balance
- pay tuition
- accept financial aid awards

Student Tools and Courses: View/print course schedule, add/drop classes, view student grades, FERPA release form

Student Career Path: Find information about career paths, employment resources, internships, other resources available to students through the Career Services Center

Student Tools & Courses

- View/print course schedule
- View student grades
- View course descriptions
- View undergraduate degree roadmaps
- Request official transcript
- FERPA release form

Dual Enrollment Programs ▪ Kent State University ▪ 330-672-3743

FLASHLINE Key Terms:

Blackboard Learn: Where to access online coursework, as well as study guides, videos, discussion boards, handouts. Ask your professor if the course you are enrolled in is using Blackboard Learn.

Career Services Center: The mission of the Career Services Center is to support students in achieving their academic and career goals by assisting them in developing self-awareness, making informed decisions, acquiring experience, and obtaining meaningful employment.

Email: Access your Kent State email account. **Check your Kent State email regularly**

FERPA: The Family Educational Rights and Privacy Act of 1974 (FERPA), is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records.

KSUview gives designated individuals access to view selected student information online. However, it doesn't allow other people to discuss student information with university representatives. To have those conversations, your student must give FERPA authorization.

FlashALERTS: FlashAlerts is Kent State's official emergency text notification system. The subscriber-only service allows students, faculty and staff to receive urgent notifications, such as campus closings or emergencies, on a text-enabled mobile phone or via e-mail. The service is free, although standard messaging charges may apply based on your carrier. No spam or advertising is ever sent.

Once subscribed, the user will receive all alerts sent for notifications at any campus. There is no way to block alerts from other campuses

FLASHcard: Kent State student identification card. You can pick up your FLASHcard by visiting the FLASHcard office located on the first floor of the Kent Student Center. Be sure to bring a photo ID and a copy of your student schedule.

How to Set Up Password for FlashLine: Found by going to www.kent.edu/dualenrollment. This document will assist students with creating their password for FlashLine.

KSU ID: Formerly called the Banner ID. This is a student's Kent State identification number. This is needed when setting up students' password for FlashLine. This is your identification number, do not share with others.

User name: Needed to log in to FlashLine. It is a student's email address excluding the '@kent.edu'. For example, if my email address is jane123@kent.edu, then my user name is jane123.

If you have any questions, please do not hesitate to contact us:

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