



First Floor, University Library (Kent Campus)
Phone 330-672-6000 | Fax 330-672-6001
www.kent.edu/onestop

One Stop for Student Services

FlashLine Guide to your Student Account/Bill

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. Follow the prompts.

How to Designate an Authorized User

Authorizes Parent/Guardian/Advocate access to view the student's bill/account and receive billing emails. The **student** must complete the following steps.

1. Go to <https://payonline.kent.edu>.
2. Students should input their FlashLine User ID and password under "**Student Login**" option.
3. Scroll down to the "**Parent PINs**" box. Click on "**Add new**".
4. Enter the authorized user's information in the box. The password must contain at least two non-letters.

Please Note: Students have the ability to cancel Authorized User access at any time by signing into their e-bill account and deactivating the Authorized User's login ID. More than one Authorized User can be set up for a student at a time.

How to Authorize Title IV (Financial Aid)

Determines how KSU uses non-institutional charges (eg. legal fees, parking/Library fines, flash cash, etc.)

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, click on **Financial Aid**.
3. Click on **Title IV Aid Authorization**.

How to View My Student Bursar Account Detail

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, Click on **Tuition & Payments**.
3. Select first tab, "**My Student Account Detail**" (which includes Financial Aid credits to the account).
4. Open Tab, select Term.

How to Make an On-Line Payment (Electronic Check or Credit Card)

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, Click on **Tuition & Payments**.
3. Click "**Make On-Line Payment**" (Middle of 2nd Column).
4. Follow the prompts.

How to Sign-Up for the Monthly Payment Plan

1. Log on to FlashLine and select **Student** from the main menu.
2. Under **Finances**, Click on **Tuition & Payments**.
3. Select "**Monthly Payment Plan**" (second tab in the third column).
4. Follow the prompts

Please Note: The monthly payment plan option is only available for fall and spring terms. For more information, please visit TMS at kent.afford.com or call 800-722-4867. For calls outside of the U.S. and Canada please call 401-921-3999.

How to Opt-Out of the Legal Services Fee

For more information on Student Legal Services visit <http://www.kent.edu/sls>.

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, Click on **Tuition & Payments**.
3. Go to 3rd tab in the second column, "**Legal Services Fee Information & Opt-out**".
4. Follow the prompts.

How to Access 1098T Tuition Tax Form

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, click on **Tuition Tax Forms**
3. Select first tab, "**1098-T forms**" (Tuition Statement for Taxes).
4. Select the Year.
5. Follow the prompts.

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