

One Stop for Student Services

FlashLine Guide to Financial Aid

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

How to View Outstanding Financial Aid Requirements / Financial Aid Messages

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, click on **Financial Aid**.
3. Click on **Financial Aid Status**, select the current aid year from the drop down and **Submit**.
4. If you have any unsatisfied student requirements, click on **You have unsatisfied student requirements**. To the right of the requirement, click on the open box for Instructions.
5. If you have any active messages, click on **You have active messages**.

How do I Accept/Decline my Financial Aid Award (including Scholarships and Student Loans)

To access your account, log on to FlashLine at <https://login.kent.edu>

1. Choose the **Student** tab on the left column
2. Under **Finances** tab click on **Financial Aid**
3. Select "**Financial Aid Awards**"
4. Choose the appropriate **Award Year** from the drop-down box and click **Submit**
5. Click on the **Accept Award Offer** tab
6. Follow the instructions on the page to accept, reduce, or decline offered financial aid

If You Accepted the Direct Student Loan. Now What?

If you accept a Direct Student Loan, you are required to complete both Entrance Loan Counseling and a Master Promissory Note, if you have not already done so, in order to receive the disbursement to your Bursar Account.

1. To complete the **Entrance Loan Counseling**, visit www.studentloans.gov:
 - a. Log onto **StudentLoans.gov** with your FSA ID; see instructions on creating the FSA ID at www.studentaid.gov/fsaid
 - b. Select "**Complete Counseling**"
 - c. Click "**Start Entrance Counseling**" and finish all 5 steps until you complete the counseling successfully.
To verify a completed Entrance Counseling:
 - a. Log onto **StudentsLoans.gov** with your FSA ID
 - b. On the Welcome screen in the left column select "View Completed Counseling"
 - c. If you do not see an Entrance Counseling listed, or you completed the incorrect counseling type, complete the Entrance Counseling steps above

Once you complete the Entrance Loan Counseling, the Student Financial Aid office will receive the confirmation from the Department of Education.

2. To complete the **Master Promissory Note (MPN)** electronic signature visit www.StudentLoans.gov:
 1. Log onto **StudentLoans.gov** with your FSA ID; see instructions on creating the FSA ID at www.studentaid.gov/fsaid
 2. Select "**Complete a Master Promissory Note**"
 3. Select option for "**Complete Subsidized/Unsubsidized MPN**"; complete all 4 steps until you have submitted the promissory note successfully
To verify a completed MPN:
 1. Log onto **StudentLoans.gov** with your FSA ID

2. On the Welcome screen in the left column select "Completed MPNs" under the "My Loan Documents" heading
3. The MPN type for a Direct Student Loan should indicate "Subsidized/Unsubsidized"
4. If you do not see a Promissory Note listed or you completed the incorrect MPN type, complete the Master Promissory Note steps above

Please Note: One Stop/University staff are only authorized to discuss financial aid information and awards with parents/advocates who have been designated on the FERPA (Family Education Rights to Privacy Act) Authorization.

How to Grant On-Line FERPA Authorization

This 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 third 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.

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