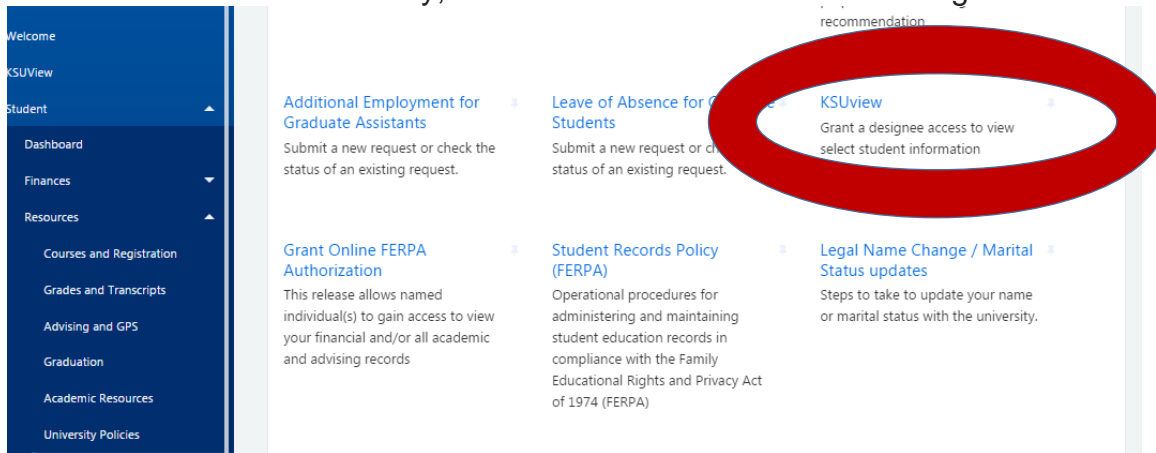


KSUview Student Steps

1. Login to FlashLine (<https://login.kent.edu/>)
2. Click on Student, then Resources, then Requests and Authorizations, and then select KSUview. Alternatively, users can search for KSUview using the search bar.



3. Click on “Add Designee.”

KSUview Management

Designee List

1. Add Designee.
2. Expand the Designee.
3. Complete Profile tab.
4. Complete Authorization tab.

- Expand James Boltz alsikkanllc@gmail.com 10 pages
- Expand John Doe celster@kent.edu 1 page
- Expand Ryan McNaughton rmcnaug2@kent.edu 2 pages
- Expand Ryan Muller cmuller3@kent.edu 2 pages



[Add Designee](#)

PLEASE: 8 7

4. Provide your parent or guardian's first name, last name, and email address.

Add a Designee


 Add a new designee using the form below. Then:

1. Expand the designee.
2. Complete profile tab.
3. Complete Authorization tab.

* - indicates a required field.

First Name*	<input type="text"/>
Last Name*	<input type="text"/>
E-mail Address*	<input type="text"/>
Verify E-mail Address*	<input type="text"/>
<input type="button" value="Add Designee"/>	

5. An email will be sent to the email address you specify for your designee with login information to KSUview.
6. Click on "Expand" next to your designee.
7. Complete the profile information for your designee. **Users must designate either a Mother, Father, Step-Mother, Step-Father, or Legal Guardian to provide Parental Approval for minors.**

 Collapse James Boltz alsikkanllc@gmail.com

Profile	Authorization	History
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Designee Profile

Please select your relationship with this designee. The relationship type must be selected before you can authorize pages for the designee to view. You can control the start and end date for designee access below.

* - indicates a required field.


Relationship*	<input type="text" value="Spouse"/>
Start Date (MM/DD/YYYY)*	<input type="text" value="01/31/2014"/>
Stop Date (MM/DD/YYYY)*	<input type="text" value="01/29/2034"/>

8. Select the Authorization tab.

Page Authorization

Check the information page or pages your designee should be able to access. Once authorized, your designee will be able to view these pages when they log in. To send your designee an email of the pages you authorized, select the page and then hit the Send email to designee link. To remove access from your designee, uncheck the information page or pages.

- Admissions
 - Pay Enrollment Fee (Kent Campus Only)
- Financial Aid
 - Financial Aid Status
 - Eligibility
 - Award: Financial Aid Awards
 - Award: Award Payment Schedule
 - Award: Award History
 - Award: Loan History
- Personal Information
 - Address and Phone
 - Email Address
- Registration
 - Select Term
 - Registration Status
 - View Printable Student Schedule
 - Registration Fee Assessment
- Student Account

 Send email to designee


9. Select the information you would like your designee to view. Use the scroll bar see all the items you have available.

10. Click on "Send email to designee" located in the top right corner.

Page Authorization

Check the information page or pages your designee should be able to access. Once authorized, your designee will be able to view these pages when they log in. To send your designee an email of the pages you authorized, select the page and then hit the Send email to designee link. To remove access from your designee, uncheck the information page or pages.

- Admissions
 - Pay Enrollment Fee (Kent Campus Only)
- Financial Aid
 - Financial Aid Status
 - Eligibility

 Send email to designee

Parent Guardian Steps:

1. Check the email your student specified for an email with the subject line “New KSUview account – action required.” Emails with the subject line “KSUview access authorizations”, inform you that your student has given authorization for you to have access to specific pages in KSUview.
2. Click the link provided and enter your temporary password provided in the email.
3. Enter your email address and create a new PIN. Use the temporary password from the Step 2 as your “Old Pin”. Your new PIN can only be a series of numbers.
4. You will then be taken to the profile page. Provide the required information and click “Save.”
5. Select the student name. There may be more than one name listed if you are a designee for more than one student.