



## FLASHLine Details

### ***KEEP THIS INFORMATION FOR YOUR RECORDS***

*<http://www.kent.edu/ehhs/offices/pd>*

You will be using your **FLASHLine** account for the following:

- Register for classes
- Access your KSU email
- Make Tuition Payments
- Log in to BlackBoard Learn 9 for online courses
- Apply for Student Financial Aid
- View your bursar's account
- University Directory

You will be assigned a **User ID** which will become the first part of your **@kent.edu** address.

You will also be given a 9 digit number called a **Banner # or Student ID** which will replace your social security number.

Have your Banner # available when conducting university business.

Both your User ID and Banner # are needed to log in to FLASHLine.

**Set up your FLASHLine account** once you receive your Username (User ID) and Student ID (Banner #).

Step 1: Go to: <http://www.kent.edu>

Step 2: Click on **FlashLine** Login at the top of the page.

Step 3: Enter your Username which is the first part of your @kent.edu email address.

Step 4: Enter your default password to set up a password for the first time or to change your password.

FLASHLine Password: Your default password is mmmyyxxxxx (all lower case)

- mmm = first 3 letters of your birth month
- yy = last 2 digits of your birth day
- xxxxx = last 5 digits of your Kent State ID/Banner #

Returning students may need to contact the Help Desk at 330-672-HELP(4357) to reactivate their account.

If you need login assistance, please contact the Help Desk at 330-672-HELP(4357) or go online to [support.kent.edu](http://support.kent.edu).

### **Check your Kent State Email regularly!!!**

The University Registrar, The Bursar's Office, Financial Aid, and other university business offices will correspond with you via your KSU email **ONLY!**

### **To Register for Classes**

1. Login to FLASHLine
2. On the left side of your screen click on "Student"
3. Click on "Resources"
4. Click on "Courses and Registration"
5. Click on "Add or Drop a Course."
6. Click on "I ACKNOWLEDGE" (please read first)
7. Click on "I ACKNOWLEDGE" (please read first)
8. Select a Term (term you are trying to register for) and "Submit."
9. Scroll to the bottom of the page until you come to Add Classes Worksheet. Put the CRN or CRNs in the rectangles provided and click "Submit Changes."

10. Once you are done, please go to your course registration and just double check you are in the courses you need.

### **To Check your Registration Status**

1. Login to FLASHLine
2. On the left side of your screen click on “Student”
3. Click on “Dashboard” and you will see your “Student Account Balance”
4. Click on “VIEW MY BILL” and you will have the ability to pay.

### **To Waive Student Legal Services**

You must do this online or pay the \$10 fee. **This should be done before the term begins or by the end of the second week of the term.** To opt-out after the deadline, contact Student Legal Services at [studentls@kent.edu](mailto:studentls@kent.edu).

1. Login to FLASHLine
2. On the left side of your screen click on “Student”
3. Click on “Finances”
4. Click on “Tuition and Payments”
5. Center screen, scroll down to “Legal Services Fee Information & Opt-out”
6. Select the term and click “Submit”
7. Scroll to the bottom of the release form—under the statement “I DO NOT want to utilize Student Legal Services and wish to waiver the \$10.00 legal services fee,” click on “Submit.”

### **About Blackboard Learn**

Go to: <http://www.kent.edu/blackboard> this site has tutorials on how to find your online course, as well as, tutorials on how to use its many features.

For any FlashLine login, BlackBoard Learn, or Email problems, call the Kent State HELP DESK at **330-672-HELP (4357)**. They are open 24/7