

## RESERVATION INSTRUCTIONS

If you do not have access to a computer, you may complete these steps at the Academic Success Center (ASC) at Kent State Stark. View center hours at [www.kent.edu/stark/testing-services](http://www.kent.edu/stark/testing-services).

### 1 **STEP 1: LOG INTO FLASHLINE**

To log into FlashLine for the first time, go to the Kent State Stark website at [www.kent.edu/stark](http://www.kent.edu/stark) and click on FlashLine Login (top center). Your FlashLine Username (Kent State Email before the @kent.edu) and Kent State ID Number are listed on your First Step invitation letter.

Your initial password consists of information that only you know.

The format for your initial 10-character password is:

**mmm yy xxxxx** (all lower case)

1. **mmm** = the first three letters of your birth month (ex. April = apr)
2. **yy** = the last two digits of your birth year
3. **xxxxx** = the last five digits of your Kent State ID Number

#### EXAMPLE:

Name:	Joseph R. Student
Kent State Email:	jstudent@kent.edu
Username:	jstudent
Date of Birth:	June 30, 1999
Kent State ID Number:	820116812
Initial Password:	jun9916812

**KNOW YOUR  
FLASHLINE  
PASSWORD**

*You will be using FlashLine at First Step. Make sure you know your password and are able to log in before attending.*

After logging in, you will be prompted to change your password. Your new password must be comprised of at least eight characters, using a combination of upper and lower case letters and numbers. Note that your FlashLine password is case sensitive. **Remember your new password!**

### 2 **STEP 2: TAKE ALL REQUIRED PLACEMENT ASSESSMENTS**

- Based on your intended major and/or your ACT or SAT scores, you may be required to take certain placement assessments.
- **You must take the assessments checked on your First Step invitation letter.**
- **Don't wait! Take your assessments as soon as possible so you can register for First Step.**
- These assessments ensure proper placement in your first semester classes.
- For assessment instructions, refer to the enclosed handouts.

#### SEE YOUR INVITATION LETTER

##### STEP 2: You MUST take these assessments:

- ☐ ALEKS Math Placement
- ☐ Stanford Reading Placement
- ☐ Music Placement
- ☐ Foreign Language Placement (optional, see instructions)
- ☐ No assessments required; skip to Step 3.

### 3 **STEP 3: MAKE YOUR FIRST STEP RESERVATION ONLINE**

Once you have completed your required placement assessments, you can make your reservation to attend First Step.

Go to: [WWW.KENT.EDU/STARK/FIRST-STEP-RESERVATIONS](http://WWW.KENT.EDU/STARK/FIRST-STEP-RESERVATIONS)

Click on the registration button and follow the instructions to make your reservation.

**TURN OVER  
FAQs ON BACK**



# FREQUENTLY ASKED QUESTIONS

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## WHY DO I HAVE TO TAKE PLACEMENT ASSESSMENTS?

Kent State University requires students to demonstrate their knowledge and skills in English (writing), mathematics, reading and study strategies, foreign language, and chemistry. Students demonstrate their knowledge and skills through ACT or SAT scores and/or placement assessments. Placement assessments are designed to help academic advisors and students determine which courses will provide the best opportunity for success. Your academic advisor will review your placements with you during First Step.

## CAN I WAIT TO TAKE THE PLACEMENT ASSESSMENTS?

**Do not wait.** You must have your placement assessments completed before you can register for and attend First Step. The earlier you attend First Step, the better selection of courses you'll have.

## I STARTED TAKING THE ALEKS MATH PLACEMENT BUT DIDN'T FINISH. HOW DO I GET BACK INTO ALEKS?

Your session most likely timed out. To have your session reset, contact the Kent State Stark Academic Success Center at 330-244-5050, available Monday - Thursday from 8 a.m. - 7 p.m. and Friday from 8 a.m. - 5 p.m.

## I DON'T HAVE A COMPUTER AT HOME [OR] I DON'T WANT TO TAKE MY ASSESSMENTS AT HOME. CAN I TAKE THEM AT KENT STATE STARK?

You can come to the Academic Success Center to take all the placement assessments except for music. Be sure to allow yourself enough time to complete all your assessments. Approximate testing times are provided in the assessment instructions. Visit [www.kent.edu/stark/testing-services](http://www.kent.edu/stark/testing-services) for available hours. Bring a photo ID with you. The Academic Success Center is located in the lower level of the Campus Center and can be reached at 330-244-5050.

## HOW WILL I KNOW WHERE I PLACED?

Your academic advisor will explain all of your course placements to you at First Step.

## I'VE COMPLETED A COLLEGE-LEVEL COURSE AT ANOTHER UNIVERSITY OR THROUGH MY HIGH SCHOOL AND RECEIVED A GRADE. WHO SHOULD I TELL?

If you've completed and earned a grade for a college-level course, please contact us at 330-244-3279. This may impact your testing instructions which are personalized to you. Also, follow the instructions on the **Accessing College Credit Taken in High School** handout for information on how to request and report your transcripts.

## IS THERE A CAMPUS TOUR AT FIRST STEP?

Yes, we offer an optional campus tour at 8:30 a.m. before First Step begins at 9:30 a.m. When you register for First Step, indicate if you plan to take a campus tour.

## WHAT IF I GET LOCKED OUT OF FLASHLINE? HOW DO I FIX IT BEFORE ATTENDING FIRST STEP?

*Possible solutions:*

1. Click on FlashLine Login at the top navigation bar of any Kent State website, select **Forgot your username or password?** under the Login button and follow the prompts.
2. Visit <http://support.kent.edu/password> for self-service help.
3. Stop by the Main Hall East Wing Computer Lab at Kent State Stark with a photo ID to have it reset. Passwords cannot be reset over the phone.

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## FIRST STEP QUESTIONS:

**Ruby Groves**

Office of Student Services  
330-244-3279  
[rbgroves@kent.edu](mailto:rbgroves@kent.edu)

## PLACEMENT ASSESSMENT QUESTIONS:

**Lisa Hart**

Director of Academic Services  
Academic Success Center  
Office: 330-244-5050  
[lhart@kent.edu](mailto:lhart@kent.edu)