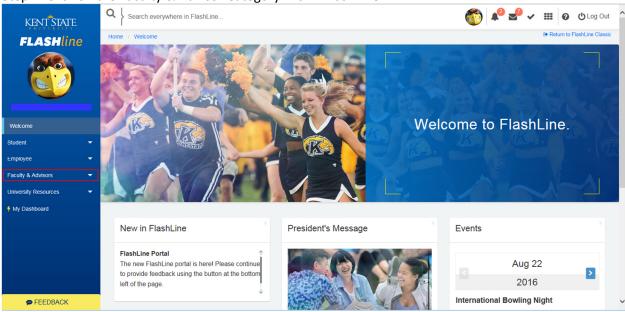
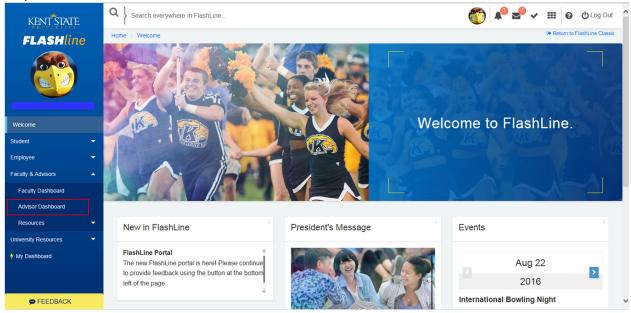
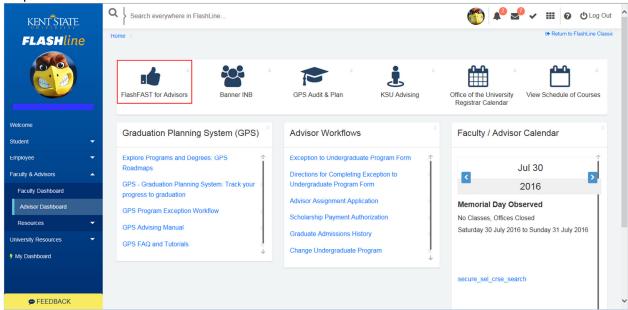
Step 1: Click on the Faculty & Advisor Category within FlashLine



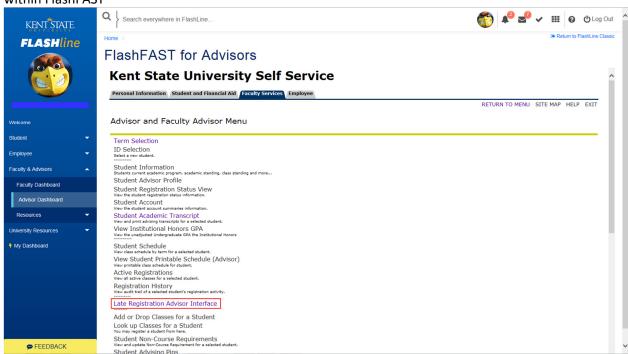
Step 2: Click on Advisor Dashboard



Step 3: Click on FlashFAST for Advisors within the Advisor Dashboard



Step 4: Select the Late Registration Advisor Interface from the Advisor and Faculty Advisor Menu from within FlashFAST



Step 5: Select a term

| Select Term |
|------------------------------|
| Select a Term: Spring 2016 ▼ |
| Submit |
| RELEASE: 8.5.4.3 |

Step 6: Select a student by Name, Kent State ID, or FlashLine UserName using the Student Search box



Step 7: Confirm the student by hitting the submit button

