

## One Stop for Student Services

### FlashLine Guide to your Student Account/Bill

For Issues logging into FlashLine (username or password), contact the Technology Help Desk at 330-672-4357.

#### How to Grant On-Line FERPA Authorization

This grants One Stop staff the ability 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. Select the **Grant Online FERPA Authorization** tab
4. The student must click the **Add New FERPA Release** button
5. The 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. The student will receive online confirmation of the release being granted. In addition, an email confirmation is sent to both the student 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 the **Revoke Release** button. An email confirmation of the revoked release will be sent to the student and the grantee

#### How to Designate an Authorized User

Authorizes Parent/Guardian/Advocate access to view the student's bill/account and receive billing emails. The **student** must complete the following steps

1. Go to [payonline.kent.edu](http://payonline.kent.edu)
2. Students should input their FlashLine User ID and password under **Student Login**
3. Scroll down to the **Parent PINs** box. Click on **Add New**
4. Enter the authorized user's information in the box. The password must contain at least two non-letters

Please Note: Students have the ability to cancel Authorized User access at any time by signing into their e-bill account and deactivating the Authorized User's login ID. More than one Authorized User can be set up for a student at a time.

#### How to Authorize Title IV Financial Aid

Determines how KSU uses non-institutional charges (eg. Legal fees, parking/library fines, FlashCash, etc.)

1. Log into Flashline and select **Student** from the main menu
2. Under **Finances**, click on **Financial Aid**
3. Click on **Title IV Aid Authorization**

#### How to View My Student Bursar Account Detail

1. Log into FlashLine and select **Student** from the main menu
2. Under **Finances**, click on **Tuition & Payments**
3. Select first tab, **My Student Account Detail**
4. Select the appropriate term

## How to Make an Online Payment (Electronic Check, Credit Card, or 529 Payment)

1. Log into FlashLine and select **Student** from the main menu
2. Under **Finances**, click on **Tuition & Payments**
3. Click **Make On-Line Payment**
4. Choose the appropriate term you wish to make payment for
5. Enter the amount you wish to pay, then choose **Add to Cart**
6. Confirm the amount(s) you have entered, then select **Checkout**
7. Follow the prompts until you receive a screen that states **Transaction Complete**

Please Note: If you are paying with a credit card, there is an additional 2.99% charge for domestic credit cards and a 4.25% charge for international credit cards. There is no additional charge for electronic check payments.

Please note: Some 529 providers allow students to make an electronic payment from their 529 account. If your 529 provider does not permit this option, you must request the funds be sent to Kent State.

## How to Sign-Up for the Monthly Payment Plan

1. Log into FlashLine and select **Student** from the main menu
2. Under **Finances**, click on **Tuition & Payments**
3. Select **Monthly Payment Plan**, and then **Enroll in a payment plan**
4. Follow the prompts to create a payment plan

Please Note the following:

- There is a one-time enrollment fee of \$55 for each plan that is created
- Payments are automatically withdrawn on the fifth of each month from the account is selected
- Students may create an authorized user to have their own plan for the student's account by setting up **Authorized User** access. You may do so by choosing **Setup Now** on the payment plan site
- The options for the duration of the plan vary depending on when students create the plan
- The payment plan option is only available for the fall and spring terms

For more information about the payment plan, please contact Flywire at (857) 287-3823.

## How to Opt-Out of the Legal Services Fee

For more information on Student Legal Services, please visit <http://www.kent.edu/sls>.

1. Log into FlashLine and select **Student** from the main menu.
2. Under **Finances**, click on **Tuition & Payments**
3. Go to 3<sup>rd</sup> tab in the second column, **Legal Services Fee Information & Opt-Out**
4. Read the document carefully, then choose **I wish to Opt-Out of the Student Legal Services Fee** if you choose to opt-out of the fee. If you wish to remain enrolled with the fee, exit the page

Please Note: You must opt-out of the fee for each academic term you are enrolled.

## How to Access 1098-T Tuition Tax Form

1. Log into FlashLine and select **Student** from the main menu
2. Under **Finances**, click on **Tuition Tax Forms**
3. Select the first tab, **1098-T Forms**
4. Select the appropriate year
5. If a 1098-T is available, the document will be visible. If no 1098-T is available for that year, an error message will appear