One Stop for Student Services

FlashLine Guide to Financial Aid & How to Accept Financial Aid Awards

For Issues logging into FlashLine (username or password), contact the Technology Help Desk at 330-672-4375.

Check Your Financial Aid Status/Messages
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, click on Financial Aid.
3. Click on Financial Aid Status, select the current aid year from the drop down and Submit.
4. If you have any unsatisfied student requirements, click on You have unsatisfied student requirements. To the right of the requirement, click on the open box for Instructions.
5. If you have any active messages, click on You have active messages.

View your Financial Aid Award Information
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, click on Financial Aid.
3. Click on Financial Aid Awards, select the current aid year from the drop down and Submit.
4. Click on the Award Overview tab.
5. Select Award Messages at the bottom of the page or click on each award to read more information.

Submit a Decision (Accept/Decline) your Financial Aid/Scholarship Award
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, click on Financial Aid.
3. Click on Financial Aid Awards, select the current aid year from the drop down and Submit.
4. Click on the Accept Award Offer tab
5. Choose an option for your award offers. You can accept or decline to the right of the total award.

I Accepted the Direct Loan. Now What?
If you accept a Direct Loan, you are required to complete both Entrance Loan Counseling and a Master Promissory Note, if you have not already done so, to receive the disbursement to your Bursar Account.

1. To complete the Entrance Loan Counseling, visit www.studentaid.gov:
   a. Log onto studentaid.gov with your FSA ID
   b. Under the Complete Aid Process tab, Select "Complete Entrance Counseling"
   c. Click Start based on your grade level, select Kent State University, and complete the modules.
      To verify a completed Entrance Counseling:
      a. Select the My Documents (dropdown next to your name) and select loan counseling,
      b. If you do not see the Sub/Unsub Entrance Counseling listed, you completed the incorrect counseling type

Once you complete the Entrance Loan Counseling, the Student Financial Aid office will receive confirmation from the Department of Education.

2. To complete the Master Promissory Note (MPN) electronic signature visit www.studentaid.gov:
   a. Log onto studentaid.gov with your FSA ID
   b. Under the Complete Aid Process tab, select "Complete a Master Promissory Note (MPN)"
   c. Click Start based on your grade level, and complete the MPN
      To verify a completed MPN:
a. Select the My Documents (dropdown next to your name) and select Master Promissory Note (MPN)

b. If you do not see the select Master Promissory Note (MPN) listed, you completed the incorrect form.

Once you complete the Master Promissory Note (MPN), the Student Financial Aid office will receive confirmation from the Department of Education.

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