

One Stop for Student Services

FlashLine Guide to Accept Financial Aid Awards

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

How to View Outstanding Financial Aid Requirements/Financial Aid Messages

To access your account, log on to FlashLine at <https://login.kent.edu>

1. Choose the **Student** tab on the left column
2. Under **Finances** tab 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** to view all active messages

How do I Accept my Awards

To access your account, log on to FlashLine at <https://login.kent.edu>

1. Choose the **Student** tab on the left column
2. Under **Finances** tab click on **Financial Aid**
3. Select "**Financial Aid Awards**"
4. Choose the **Award Year** from the drop-down box and click **Submit**
5. Click on **Terms & Conditions** tab to accept. You must do this before **Accept Award Offer** tab
6. Click on the **Accept Award Offer** tab
7. Follow the instructions on the page to accept, reduce, or decline offered financial aid

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, in order to receive the disbursement to your Bursar Account.

1. To complete the **Entrance Loan Counseling**, visit www.studentaid.gov
 - a. Log onto www.studentaid.gov with your FSA ID; see instructions on creating the FSA ID at fsaid.ed.gov
2. Click on drop down arrow at the top right "**Complete Aid Process**"
 - a. Select Option "**Complete Entrance Counseling**"
 - b. Click on Blue Start Button to the left and finish all 5 steps until you complete the counseling successfully.

To verify a completed Entrance Counseling:

- a. Log onto www.studentaid.gov with your FSA ID
- b. Click on the arrow to the right of your name in top right hand corner
- c. Select Documents
- d. Click on the Drop Down Arrow next to Document Type
- e. Select Loan Counseling

If you do not see an Entrance Counseling listed, or you completed the incorrect counseling type, complete the Entrance Counseling steps above.

3. To complete the **Master Promissory Note (MPN)** electronic signature visit www.studentaid.gov :
 - a. Log onto www.studentaid.gov with your FSA ID; see instructions on creating the FSA ID at fsaid.ed.gov
 - b. Click on drop down arrow at the top right "**Complete Aid Process**"
 - c. Select option **Complete Master Promissory Note**
 - d. Select Blue Start Button for "**Complete Subsidized/Unsubsidized MPN**"; complete all 4 steps until you have submitted the promissory note successfully.

To verify a completed MPN:

- a. Log onto www.studentaid.gov with your FSA ID

- b. Click on the arrow to the right of your name in top right hand corner
- c. Select Documents
- d. Click on the Drop Down Arrow next to Document Type
- e. Select Master Promissory Note (MPN)

If you do not see a Promissory Note listed or you completed the incorrect MPN type, complete the Master Promissory Note steps above.

Once you complete the Entrance Counseling & Master Promissory Note (MPN), the Student Financial Aid Office will receive the confirmation from the Department Of Education.

Please note: One Stop/University staff are only authorized to discuss financial aid information and awards with parents/advocates who have been designated on the FERPA (Family Education Rights to Privacy Act) Authorization.

How to Grant Online FERPA Authorization

This authorizes One Stop staff 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 onto 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 **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 grantor 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

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