



KEEP IN CHECK

AT KENT STATE UNIVERSITY



STARK



FLASHline

Your portal to all things Kent State

- Student Checklist
- Email
- Registration
- Student Account
- Financial Aid
- ... and more!

DETERMINE YOUR FLASHline USERNAME

Your FlashLine username is the text before the “@” symbol in your Kent State email address. Example: Joseph Student’s email is **jstudent@kent.edu**. His username is **jstudent**. You received your email address in the mail shortly after you were admitted. If you do not know your Kent State email address, contact the Office of Student Services at 330-244-3251 for assistance.

LOGGING INTO FLASHline FOR THE FIRST TIME

Go to the Kent State Stark website at www.kent.edu/stark and click on the FlashLine icon  in the top navigation bar.

Enter your **Username**.

Your initial password will consist of information that only you will know. The format for your initial 10-character password is:

mmm yy xxxxx (all lower case)

- mmm** = the first three letters of your birth month (ex. April = apr)
- yy** = the last two digits of your birth year
- xxxxx** = the last five digits of your Kent State ID Number. Your Kent State ID Number is on your admission letter. It is the nine-digit number that begins with 8.

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

NOW CHANGE YOUR PASSWORD

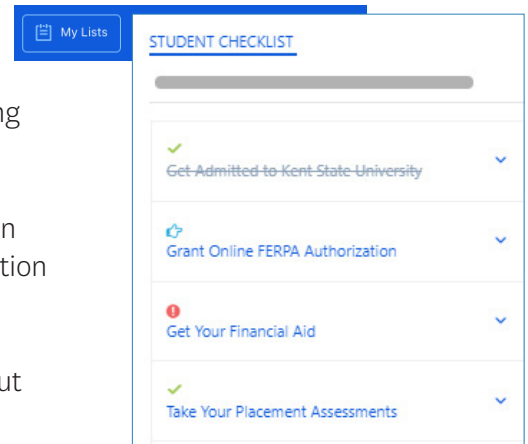
After initially logging in, you will be prompted to change your password to something with which you are more familiar. After providing an alternate email address and answering three security questions, you will set your new password. Your new password must be comprised of at least eight characters, using a combination of upper and lower case letters and numbers. Note that your FlashLine password is case sensitive. In the future, you can change your password, update your security questions or provide an alternate email address in FlashLine > Click on photo to access My Profile.

VIEW YOUR STUDENT CHECKLIST

Now that you’re accepted, you can focus on your next steps such as taking placement assessments, applying for financial aid, scheduling classes, getting your FLASHcard student ID and attending new student orientation.

After logging into FlashLine, click on the **My Lists** button in the top navigation bar to access your **Student Checklist**. You will receive detailed communication about scheduling classes at a later date so watch your Kent State email.

Call the Office of Student Services at 330-244-3251 if you have questions about your Student Checklist or your next steps.



NAVIGATING FLASHline

Now that you've logged into FlashLine, you can access your academic information from the Student section and your Kent State email, checklists, Blackboard and Drive.

FLASHline Search FlashLine... Events Calendar My Lists

Student

- Dashboard
- Finances
 - Top Resources
 - Finance Summary
 - Tuition and Payments
 - Financial Aid
 - Tuition Tax Forms
- Resources
 - Courses and Registration
 - Grades and Transcripts
 - Advising and GPS
 - Graduation
 - Academic Resources
 - University Policies
 - Requests and Authorizations
 - Placement Assessments
- Career Exploration & Development

EMAIL: Check it daily!
This is how the university communicates with you. Check it daily for important information from the university and your professors.

MY LISTS
View your Student Checklist and other to-do checklists.

BLACKBOARD
Blackboard is Kent State University's course management system that allows faculty to supplement their face-to-face course with online components. It provides a state-of-the-art teaching and learning environment for students.

DRIVE
Kent State has made it possible to access a number of Google Apps using your FlashLine login. Google Apps makes it easy to collaborate with your professors and classmates by sharing documents and editing them simultaneously. Google Drive offers unlimited free storage of all your digital files and photos.

DON'T LET YOUR ACCOUNT BECOME INACTIVE! REMEMBER YOUR FLASHline PASSWORD!

Your FlashLine account will become inactive if you don't log in regularly. You should log into FlashLine daily when you begin classes. During the summer months, you should be logging in at least twice a week. Remembering your password is also critical.

TROUBLESHOOTING

If you had trouble logging into FlashLine, or if you got locked out, you can:

- Click on FlashLine icon in the top navigation bar of any Kent State website, select **Forgot your username or password?** under the Login button and follow the prompts.
- Visit support.kent.edu/password for self-service help.
- 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.

CONTACT US

Remember that as you move forward in the enrollment process, there are many people on campus ready to answer any questions you may have. Give us a call today. We look forward to talking with you!

OFFICE OF STUDENT SERVICES

132 Main Hall
330-244-3251