KSUview Student Steps

1. Login to FlashLine (https://login.kent.edu/)

2. Click on Student, then Resources, then Requests and Authorizations, and then select KSUview. Alternatively, users can search for KSUview using the search bar.

3. Click on “Add Designee.”

KSUview Management

**Designee List**

1. Add Designee.
2. Expand the Designee.
3. Complete Profile tab.

Expand James Boltz  alsikkannlc@gmail.com  10 pages
Expand John Doe  celster@kent.edu  1 page
Expand Ryan McNaughton  rmcnaug2@kent.edu  2 pages
Expand Linda Muller  cmuller3@kent.edu  2 pages

Add Designee
4. Provide your parent or guardian’s first name, last name, and email address.

Add a Designee

* Add a new designee using the form below. Then:
  1. Expand the designee.
  2. Complete profile tab.

* - indicates a required field.

First Name

Last Name

E-mail Address

Verify E-mail Address

Add Designee

5. An email will be sent to the email address you specify for your designee with login information to KSUview.

6. Click on “Expand” next to your designee.

7. Complete the profile information for your designee. Users must designate either a Mother, Father, Step-Mother, Step-Father, or Legal Guardian to provide Parental Approval for minors.

8. Select the Authorization tab.
9. Select the information you would like your designee to view. Use the scroll bar see all the items you have available.

10. Click on "Send email to designee" located in the top right corner.
Parent Guardian Steps:

1. Check the email your student specified for an email with the subject line “New KSUview account – action required.” Emails with the subject line “KSUview access authorizations”, inform you that your student has given authorization for you to have access to specific pages in KSUview.
2. Click the link provided and enter your temporary password provided in the email.
3. Enter your email address and create a new PIN. Use the temporary password from the Step 2 as your “Old Pin”. Your new PIN can only be a series of numbers.
4. You will then be taken to the profile page. Provide the required information and click “Save.”
5. Select the student name. There may be more than one name listed if you are a designee for more than one student.