

Flashline Details

You will be using your Flashline account to access the following:

KSU e-mail

Student Legal Services Waiver

Tuition Payment

Banner Number (this will replace your social security number) and can be

Found under the Student Services Legal Services Waiver link

Student Financial Aid information

Access to **WebCt/VISTA** for on-line courses

Access your class schedule

Please make sure that you can access your **Flashline** account. If you have difficulty, please contact the HELP desk at 330.672.help.

In addition, you will find many resources at www.ehhs.kent.edu/PD under “Student Services” to help you to do the following:

1. **Waive Student Legal Services.** You must do this on-line or pay the \$7 fee. This should be done the first week of the term or before the start of the term.

PROCEDURES TO OPT OUT OF LEGAL SERVICES FEE:

1. *Student* should log on to FlashLine* at www.kent.edu.
2. On the yellow tool bar at the top of the screen, click on “Student Tools.”
3. Go to the “My Account” box at top right of screen.
4. Under “View,” click on “Legal Services Information and Fee Waiver.”
5. At “Select a Term,” use the drop down box to select the desired term**
6. Click on “Submit.”

7. Scroll to the bottom of the release form. Under the statement “I DO NOT want to

utilize Student Legal Services and wish to waive the \$7.00 legal services fee,” click on

“Submit.”

8. You should receive a screen that says “Your Legal Services Request Submission was

Successful.”

*For problems logging on to FlashLine, students should contact Kent State’s Help Desk

at (330)-672-4357.

** The deadline to opt out is by the end of the second week of each semester. (Students

must opt out each semester). To opt out when course registration occurs after the

deadline, contact the Bursar’s Office at bursar@kent.edu.

2. Post your tuition payment. You must also do this within one week of registering for your class/es. There may be a day or two time delay between the completion of your paper registration and your official registration in Banner since your registration forms are hand-processed.

- 1) Go to <https://payonline.kent.edu>
- 2) Login using FlashLine User ID and password
- 3) Click “Make Payment” in the blue bar at top of screen
- 4) Click on which term you want to make the payment for
- 5) Enter dollar amount
- 6) Click “Add to School Bag” then “Check Out”

You can pay by credit card, electronic check (you must know your routing number and account number) or Flashcard. Please note that we will no longer accept Visa payments. You may pay with MasterCard, Diners' Club, Discover, or American Express. You will be assessed a 2.9% convenience fee by your credit card company. You may also pay with an electronic check posting.

3. Student Financial Aid. If you have applied for financial aid, you will have to accept it through your Flashline account. If you have any questions about financial aid please consult sfa.kent.edu or contact Yvonna Washington-Greer at ywashing@kent.edu.

Please bookmark my web site at www.ehhs.kent.edu/PD where you will also find a complete set of instructions under "Student Services" about using your Flashline account and other important details.