Step 1: Click on the Faculty & Advisor Category within FlashLine

Step 2: Click on Advisor Dashboard
Step 3: Click on FlashFAST for Advisors within the Advisor Dashboard

Step 4: Select the Late Registration Advisor Interface from the Advisor and Faculty Advisor Menu from within FlashFAST
Step 5: Select a term

Select Term

Select a Term: Spring 2016

Submit

RELEASE: 8.5.4.3

Step 6: Select a student by Name, Kent State ID, or FlashLine User Name using the Student Search box

Student Search

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent State ID:</td>
<td>FlashLine User Name:</td>
</tr>
</tbody>
</table>

Search for a Student

Step 7: Confirm the student by hitting the submit button

Student Search

is the name of the student or advisee that you selected.
Step 8: View the information on the Late Registration Advisor Interface page