One Stop for Student Services
FlashLine Guide to your Student Account/Bill
For Issues logging into FlashLine (username or password), contact the Technology Help Desk at 330-672-4375.

How to Grant On-Line FERPA Authorization
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 into FlashLine and select Student from the main menu.
2. Under Resources, select Requests and Authorizations.
3. Go to 3rd Tab in the first column, “Grant Online FERPA Authorization”
4. Follow the prompts.

How to Designate an Authorized User
Authorizes Parent/Guardian/Advocate access to view the student’s bill/account and receive billing emails. The student must complete the following steps.
2. Students should input their FlashLine User ID and password under “Student Login” option.
3. Scroll down to the “Parent PINs” box. Click on “Add new”.
4. Enter the authorized user’s information in the box. The password must contain at least two non-letters.

Please Note: Students have the ability to cancel Authorized User access at any time by signing into their e-bill account and deactivating the Authorized User’s login ID. More than one Authorized User can be set up for a student at a time.

How to Authorize Title IV (Financial Aid)
Determines how KSU uses non-institutional charges (eg. legal fees, parking/Library fines, flash cash, etc.)
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, click on Financial Aid.
3. Click on Title IV Aid Authorization.

How to View My Student Bursar Account Detail
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, Click on Tuition & Payments.
3. Select first tab, “My Student Account Detail” (which includes Financial Aid credits to the account).
4. Open Tab, select Term.

How to Make an On-Line Payment (Electronic Check or Credit Card)
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, Click on Tuition & Payments.
3. Click “Make On-Line Payment” (Middle of 2nd Column).
4. Follow the prompts.
How to Sign-Up for the Monthly Payment Plan
1. Log on to FlashLine and select Student from the main menu.
2. Under Finances, Click on Tuition & Payments.
3. Select “Monthly Payment Plan” (second tab in the third column).
4. Follow the prompts

Please Note: The monthly payment plan option is only available for fall and spring terms. For more information, please visit TMS at kent.afford.com or call 800-722-4867. For calls outside of the U.S. and Canada please call 401-921-3999.

How to Opt-Out of the Legal Services Fee
For more information on Student Legal Services visit http://www.kent.edu/sls.
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, Click on Tuition & Payments.
3. Go to 3rd tab in the second column, “Legal Services Fee Information & Opt-out”.
4. Follow the prompts.

How to Access 1098T Tuition Tax Form
1. Log into FlashLine and select Student from the main menu.
2. Under Finances, click on Tuition Tax Forms
4. Select the Year.
5. Follow the prompts.

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