How to ESTABLISH your evaluation password 
(for first time access)

If this is your first time accessing the online evaluation process, you can establish an evaluation password by:

1. Access your homepage log-in site at https://videsktop.kent.edu/viEvalHomepage/login.aspx
2. In the “Email Address” field, enter your entire email address
3. Leave the “Password” field blank
4. Select “Login”

5. The next screen will prompt you to create a password
6. Your “Old Password” field should be left blank
7. Enter a “New Password”
8. Enter new password again to confirm

9. Select “change”. You will be redirected to your evaluation homepage.
10. Keep in mind that the evaluation program does not ‘sync’ with your FlashLine password.