How to Update:
Local Address and Telephone Number

International Student and Scholar Services
Office of Global Education
Kent State University

www.kent.edu/iss
How to update addresses and phone numbers on Flashline

• Login to https://login.kent.edu
• On the left menu, click “Edit my account profile”
How to update addresses and phone numbers on Flashline

- Click “Addresses & Phone Numbers” at the bottom of the page:

- Click “Update Addresses and Phones”
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• To update your Local Address, select it from the “Type of Address to Insert” dropbox:

  Type of Address to Insert: Local Address

  Submit

• You can update your permanent address as well by selecting “Permanent Address” from the box
How to update addresses and phone numbers on Flashline

- Complete the required fields marked below:
You are also required to report your U.S. phone number. Please make sure that your phone number is also updated:

<table>
<thead>
<tr>
<th>Area Code</th>
<th>Area Code</th>
<th>Phone Number</th>
<th>Phone Number</th>
<th>Ext.</th>
<th>Ext.</th>
<th>International Access Code and Phone Number</th>
<th>International Access Code and Phone Number</th>
<th>Unlisted Delete</th>
<th>Unlisted Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>330</td>
<td>330</td>
<td>6727980</td>
<td>6727980</td>
<td></td>
<td></td>
<td>OR</td>
<td>OR</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Submit  Reset