Senior Guest Program

Setting Up Your Guest Account and Accessing courses in Blackboard Learn

Please follow these steps to log into your course(s).

Step 1

A guest account username will be emailed to your personal email address.

Step 2 Create a temporary password

A temporary password is required. Please follow this formula to create a temporary password:

- First two letters of your first name in UPPER CASE
- Your date of birth (year, month, day)
- First two letters of your last name in lower case.

ie: CHarles kent
    CH19501101ke

Step 3 FlashLine -

Login to FlashLine https://login.kent.edu to fully activate the account.

Enter your guest account username and the temporary password. You should see the following screen for Account Setup and follow the directions below:
- In the alternate field, enter a NON Kent email address
- In the Confirm Alternate field, enter the NON Kent email address again.
- Complete 3 security questions.
Enter new password (see New Password Requirements)

![New Password Requirements]

Confirm new password. Please make a note of it to access current and future courses.

Click Submit

Next, close FlashLine – you will no longer be using it.

**Step 4 Accessing a course in Blackboard Learn**

Blackboard Learn works best with Google Chrome, Mozilla Firefox, and Apple Safari browsers.

- Type [learn.kent.edu](http://learn.kent.edu) in the address field in your browser. Hit Enter
- Enter your User Name and the Password you created
- Click LOGIN

Your course will now be available to access in Blackboard Learn.

**Need Help?**

Call the Office of Continuing and Distance Education
Senior Guest phone # 330-672-2002 or 330-672-3100
Mon- Fri 8:00am – 4:30pm

Blackboard Learn's scheduled maintenance windows are on Sunday's from 5am - 7am. During this time, Blackboard Learn may be down for regular maintenance so please plan your course activities accordingly.
FAQs

1. Why can’t I access my course through FlashLine?
   As you are not a registered, for-credit student, FlashLine will not recognize or allow you to access courses. You must go to: learn.kent.edu to access your course(s).

2. I have forgotten my password. How can I reset it?
   Go to learn.kent.edu; enter your user name and answer the security questions.
   Any problems, contact: Darlene Kosar at 330-672-2002 or 330-672-3100.
   Do not contact the Help Desk as they will be unable to assist you.

3. If I forget my password can I just enter Kent1910?
   No; that password is no longer in use.

4. I have entered my Username and Password; why am I still unable to view my course(s) in Blackboard Learn?
   There are a number of possibilities including: guest accounts are deactivated at the end of each semester, yours may not have been reactivated; the faculty member has not yet added you to the course; we have temporarily run out of guest accounts and are in the process of requesting more, among others. Please contact: Darlene Kosar at 330-672-2002 or 330-672-3100.
   Do not contact the Help Desk as they will be unable to assist you.

5. If I have a kent.edu account and password, can I use that to access courses?
   Yes, in fact you should use that rather than requesting a guest account. Please indicate on your registration form that you have a kent.edu account.

6. The Schedule of Classes shows only a few seats remaining in the class I want. Can I reserve one of them?
   It is up to the faculty member to decide if you will be allowed to enroll in a class with only a few open seats. He/she may prefer to hold the seats for students who decide to change their schedules during the first week of classes. In which case, you will be unable to enroll in the class.

7. Are any courses closed to Senior Guests?
   Certain programs allow only students who are enrolled in their degree programs to register for classes. These include, but are not limited to: Fashion Design & Merchandising; Nursing; Architecture and Environmental Design; Art – Independent Study; American Sign Language.