I’m new to Kent State and have never logged in to FlashLine before. What is my default password and how do I change it?

If you are a new student, faculty or staff member trying to log into FlashLine for first time, you will need to use your default password. You must include this one-time setup to receive access to campus resources, such as the FlashZone wireless network and VPN.

The formula for the default password is mmmyyyyy (all lower case), where:

- **mmm** = first three letters of the birth month
- **yy** = last two digits of the birth year
- **xxxxx** = last five digits of the Kent State ID Number (formerly, Banner ID)

If you need assistance locating your Kent State ID Number, [click here for instructions](http://www.kent.edu).

The following steps will get you logged in for the first time:

1. Please go to one of the following pages to log in to FlashLine. [http://www.kent.edu](http://www.kent.edu)
Enter the FlashLine User Name that was provided in your acceptance letter and click "Login".

Or visit [http://flashline.kent.edu](http://flashline.kent.edu).

2. On the next screen, enter the following information:

   • An alternate email address. If you do not have one, click [here](http://flashline.kent.edu) for instructions on how to create one. This will not be used for marketing purposes. The sole purpose of the alternate email address is to send a temporary password to in the event you request a password reset in the future.
• Answer 3 security questions. If you should forget your password in the future, you will be able to reset your password by providing the answers to these questions.

• Change your password and click Submit.

3. Once you have clicked Submit, you will be presented with a “Success” dialogue box. Click OK and you will be logged directly into FlashLine.

You should now be able to log into FlashLine, E-mail and all other services at Kent State University. If you are still unable to log in and change your password, please call the Helpdesk at 1-330-672-4357 so we can work through some additional verification and provide you with a password reset. Please have your acceptance letter when you call.