

Flashline ID and Flashword

rev. 12/6/06

Help Resources

Web: <http://helpdesk.kent.edu>

E-mail: helpdesk@kent.edu

Phone: 330-672-HELP

FlashLine ID (username)

Your FlashLine ID is assigned to you by the university. As part of the admission process, new students should receive a letter that provides your ID and other information.

The FlashLine ID is the first part of your Kent State University e-mail address.

If your e-mail address is: bcubbins@kent.edu, your FlashLine ID would be: bcubbins.

If you do not know your ID, you can look it up in the campus phone directory at www.kent.edu/phonedi-rectory.

Default FlashWord

The first time you log in to FlashLine, you will use a default FlashWord (a password assigned by the university) to access the system. After logging in successfully, you will need to change the default to a personal FlashWord of your choice.

Determine your default FlashWord

Your default FlashWord is a 10-character code determined by the formula: #AMMMYYSSSS.

Character	Description	Write Your Flashword Here
#A	The first letter of your middle name (Use 'X' if you do not have a middle name.)	
#MMM	The first three letters of your birth month	
#YY	The last two numbers of your birth year	
#SSSS	The last four numbers of your social security number	

Personalizing Your Flashword

rev. 12/6/06

Help Resources

Web: <http://helpdesk.kent.edu>E-mail: helpdesk@kent.edu

Phone: 330-672-HELP

When you first log in to FlashLine, you will need to change your default FlashWord to a password of your choice. Go to flashword.kent.edu to set up a personal password known only to you.

Self-service login

Please enter your network login ID:

My login ID on FlashLine Authentication

Press to continue:

Login

Procedure

1	Go to flashword.kent.edu
2	Type your ID and click Login to continue.
3	Type your default password and click Verify Password.

Before changing your password, you need to set up a series of four questions with secret answers. This will enable you to reset your own FlashWord later, if you forget it.

Your current challenge response Q&A:

You have defined enough questions.

In the future, P-Synch may ask you to prove your identity by answering some personal questions. Please add personal, secret questions to the following list, by filling in the blanks and pushing the Submit button.

- Clear the answer to a pre-defined question to remove it.
- Clear the text or answer of a free-form question to remove it.

Pre-populated example questions

Minimum questions [4], Questions still required [0]

Question	Answer
What was your first telephone number? (1-99 chars)
What was your first car? (1-99 chars)

Procedure

4	Choose four questions and provide your secret answers. Click Submit the Changes.
5	Click on Pick a New Password.
6	Type your new password (using criteria below). Click Change Password.
7	Return to flashline.kent.edu and log in to FlashLine with your new password.

Your new password must conform to the following rules:

- Have at least 8 characters
- Have at least 3 letters
- Have at least 1 digit
- Not be your username (ID)
- Not be your username backwards
- Not contain your username backwards
- Not be your username with letters rearranged
- Not be an old password

Flashline Overview and Login

rev. 12/6/06

Help Resources

Web: <http://helpdesk.kent.edu>

E-mail: helpdesk@kent.edu

Phone: 330-672-HELP

Login Procedure

1	In your web browser, navigate to http://www.kent.edu .
2	Locate the FlashLine login fields and type your FlashLine ID and password.



Features

FlashLine has tools that help you

View information channels of your choice

Check out what's happening in your courses.

Read and send e-mail from the campus system.

Schedule your time in a private calendar.

Join and lead online groups at Kent State

Welcome to FlashLine | Welcome AllRoles Guest | You are currently logged in. | My Account | Customize Layout

My Campus | My Courses | WFS | WFFA | Library | My Career Path | My HR | My Action Items | Help | Alumni | My Tab | January 4, 2007

Kent State News -New

- Daily Kent Stater
- e-Inside
- Events Calendar
- KSU Home Page News
- KSU Media Web Site

Campus Resources

- Adult Student Services, Kent Campus
- Bookstore, Ashtabula Campus
- Bookstore, East Liverpool Campus
- Bookstore, Geauga Campus
- Bookstore, Kent Campus
- Bookstore, Salem Campus

Personal Announcements

You currently have no personal announcements

Academic Services

Official Academic Calendar (In PDF format)

- Academic Calendar, Tuscarawas Campus
- Academic Center, Salem Campus
- Academic Departments, Kent Campus
- Academic Programs, Ashtabula Campus

Phone Directory

Search: Student

Last: _____

First: _____

E-mail: _____

Search

List Departments | Advance Search

Important Campus Dates

Important Campus Dates