

How to Register

Your Steps to Registering for Courses through FlashLine



REGISTER IF YOU KNOW YOUR CRN NUMBER

1. Log into your **FlashLine** account.
2. Click on the **Student** link at the left of the screen.
3. Choose **Resources**; then choose **Courses and Registration**.
4. Click on **Add or Drop a Class**.
5. Click on the “**I Acknowledge**” words at the bottom of the screen.
6. Click on the “**I Acknowledge**” words at the bottom of the next screen.
7. Select **Spring 2018** from the drop-down menu, and click on **Submit**.
8. Type in course CRNs in the white boxes under **Add Classes Worksheet** and click on **Submit Changes**.
9. Confirm that you are registered for all courses correctly by viewing your student schedule. Click on **Return to Menu** at the top right hand of the screen and click on **View Printable Student Schedule**.

DON'T KNOW YOUR CRN NUMBER?

1. Log into your **FlashLine** account
2. Click on the **Student** link at the left of the screen.
3. Choose **Resources**; then choose **Courses and Registration**.
4. Click on **Look Up and Register for Courses**.
5. Click on the “**I Acknowledge**” words at the bottom of the screen.
6. Click on the “**I Acknowledge**” words at the bottom of the next screen.
7. Select **Spring 2018** from the drop-down menu, and click on **Submit**.
8. In the “Subject” box - **Click on the subject(s) you are looking for** (i.e. ENGLISH).
9. In the “Campus” menu – Select the **Ashtabula Campus**.
10. In the “Course Level” menu – select **Undergraduate**.
11. Select any day/time restrictions you may have (**Note: If you are having trouble finding courses in your time frame, you may want broaden the times otherwise courses will be eliminated from your options if they start even 1 minute outside of your specifications**).
12. Select any attribute types that you may want (**Note: if you are looking for a particular kind of Kent Core course such as a Kent Core Humanities course, you can select that in the attribute type to narrow your results**).
13. Hit “**Class Search**” at the bottom of the screen.
14. Scroll through the course options until you find the one you want to register for.
15. Click on the **little white box** to the left of the course you want to register for.
16. Scroll to the bottom of the page and click “**Register**”.
17. Make sure the course is showing on the screen under your “**Current Schedule**”.