Relationship/Guest Access

Students can grant parents (primarily for undergraduates), employers, spouses (primarily for graduate and professional students), or others' access to view certain elements of their record. This access has been requested by both parents and students over the years and will reduce the number of students who share their NETIDs and passwords with their parents. It will give the students control over the student data they share with others. Students will be able to select what access a particular guest may have (e.g., the guest can see the student’s bill, but not their grades). They can give different levels of access to different guests.

The students will be able to access this functionality on the front page of the Student Center near the bottom of the page, under personal data. The link will say “Relationship/Guest Access.” (See “Grant Relationship/Guest Access” link in the Student’s HOW TO section).

The Guest will receive an email very similar to the one below that is used to activate the Guest account:

From: help@duke.edu
Date: August 19, 2011 9:21:26 AM EDT
To: johnjoe@ael.com
Subject: Duke University Guest Account

You have been invited to register a Duke University guest account. In addition to this email, you should receive an email stating that "A Student Guest account has been created" with the name of the Duke University student who initiated this request. To view the information that this student has granted you access, you will need to activate your Student Guest account. Please click on this link to begin the activation process:

https://dms-web-test03.oit.duke.edu/duke_activation/barn=e171d84edfba5b794ece28eb2e36802aeb7f&guestType=peoplesoft

After activation, you can manage your guest account here: http://guest.sisdev.duke.edu/?cmd=start

OIT Service Desk
919-684-2200
help@duke.edu

The Guest will sign into the Guest Center (using the URL in the email) and see the access granted by the student.

Each area/tab (Academics, Bursar Info, Financial Aid, Personal and Insurance) may have sub-tabs pertaining to the area with the information granted:
If the Guest does not have access to a particular section, a message will display:

One of two actions a guest can take is to make a payment. The student ID is presented to aid in the payment request:

The only other action a guest can take is to enroll the student for health insurance and enter the insurance information. Here again, the student ID will be associated with the transaction:
Links in some areas, like Financial Aid, allow for the guest to drill down into additional data:

If the Student makes changes to the Guest access, the Guest will receive an email letting them know that a change has been made:

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From: do not reply@sis.slu.edu
Date: August 18, 2011 9:18:35 AM EDT
To: jplinco@com
Subject: Changes have been made to your Duke Student Guest Account access

This letter is to inform you that Jennifer Tsao has updated your Duke Student Guest Account access to his/her student record information. As the student has sole control of which information is displayed, if you have any questions about these changes please address them to him/her.
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