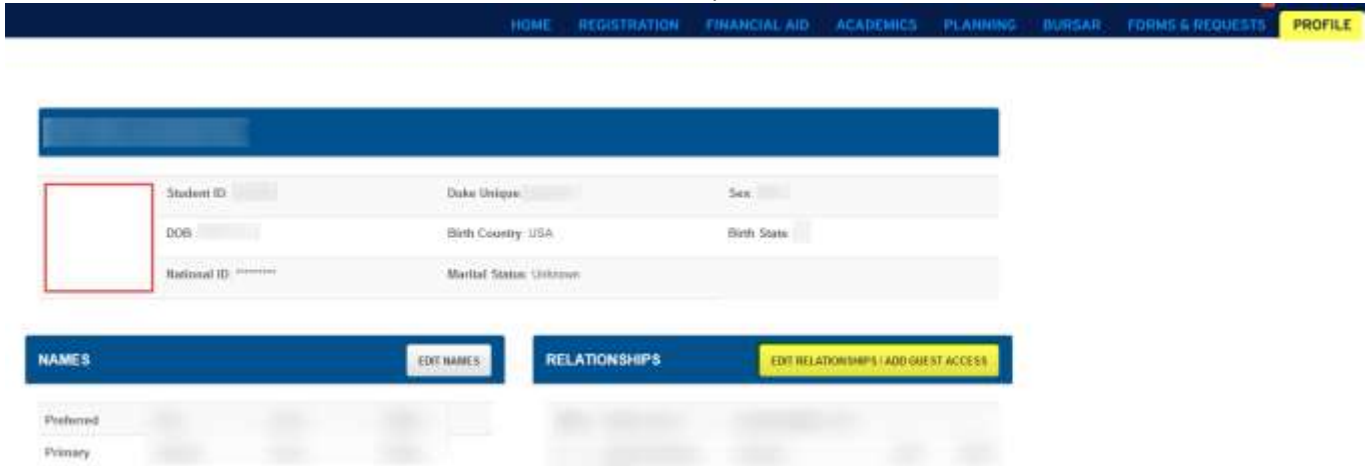


Guest Access

In the Student Center, under Profile select “Edit Relationships/Add Guest Access”:



On the Relationships page there are options to Add or Update Guest Access as well as Adding a New Relationship:



PLEASE NOTE---

ANY TIME YOU ADD OR UPDATE A GUEST'S ACCESS, YOU MUST SELECT THE “[RESEND ACCOUNT ACTIVATION EMAIL](#)”. THIS INCLUDES GUESTS FORGETTING THEIR PASSWORD. IF A GUEST FORGETS THEIR PASSWORD, YOU ARE THE ONLY ONE WHO CAN RESEND THE ACCOUNT ACTIVATION SO THAT THEY MAY RESET THEIR PASSWORD.

To add a completely new relationship, select the “Add a Relationship” button which will then prompt you to add the new relationship’s bio/demo data:

Relationships

Relationship Detail

Please enter Relationship Details.

*Relationship:

*First Name:

Middle Name:

*Last Name:

Prefix:

Gender: Name Suffix:

*Guardian Relationship: Marital Status:

Send University Correspondence: Relation Deceased?:

Relationship Address

Copy Relationship Address:

Country:

Address: [Edit Address](#)

Relationship Detail

Daytime Telephone:

Evening Telephone:

Fax Number:

Email ID:

URL Address:

National Identification Number

Country: National ID Type: National ID:

[Return to Relationship Summary](#)

Save the panel and continue the process by following the steps below for adding access to an existing relationship.

To add access for an already existing relationship, select the “Add Access” link next to the Relationship’s name.

- Type the relationship’s email address in the “Guest Email Address” field and then select the “Verify Email Address” button.
- Select the areas in which you want to grant access, by checking the box next to the desired item.
- Select Save at the bottom of the page to complete your selection.

Guest Access

Guest Access Detail

Guest Email Address:

Guest Name:

To grant access for the current Guest E-mail Address, check the boxes below and Save your changes. To revoke access, deselect the check box. You may return at anytime to grant or revoke access to this guest e-mail address.

Once you save and sign the consent agreement, you and the guest will receive an e-mail confirmation. The guest will need to activate their account and navigate to the appropriate URL to view the information you have granted. Any changes you make to their access will not require a new activation.

Please note: Access is granted to the e-mail address above. If you wish to change the the e-mail of your guest, you must first remove all the access to this guest e-mail and then save. Then you can add a different guest e-mail address.

Academics	Bursar Info
Class Schedule <input type="checkbox"/>	Activity <input type="checkbox"/>
Grades <input type="checkbox"/>	Bills/Make a Payment <input type="checkbox"/>
Academic History <input type="checkbox"/>	Payments <input type="checkbox"/>
	1098-T Tax Form <input type="checkbox"/>

Insurance Information

Enter Insurance Information*

*Grant Guest access to enter insurance information on my behalf.

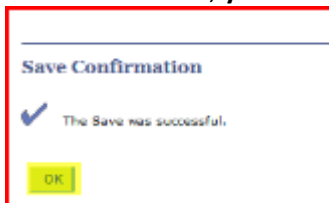
SAVE

[Return to Relationship Summary](#)

Once the panel is saved, the guest will receive an email similar to the one below that is used to activate the guest account:



At the same time, **you** will see a confirmation pop up. Click OK.



You will still need to officially grant access before a guest has privileges to see your student data. Check the "I grant permission.." field, then select the "Continue" button:

Guest Access



Informed Consent -- Important Information for Students

Duke University Release of Information Policy

Guest Access allows students to give permission to parents or other third parties to view specified student record data. This access can be only granted, removed or adjusted by the student.

Duke University adheres to a policy, informed by federal law, permitting students access to their education records and certain financial information. Students may request review of any information which is contained in their education records and may, using appropriate procedures, challenge the content of these records. An explanation of the complete policy on education records may be obtained from the Office of the University Registrar.

The complete Duke University student records policy can be found at the following site: <http://registrar.duke.edu/registrar/studentpages/student/ferpa.html>

[U.S. Department of Education Family Educational Rights and Privacy Act \(FERPA\)](#)

Informed Consent

By consenting below, you are granting permission to disclose the selected information to the person using the e-mail address you have entered. You may change or remove this access at any time.

Only you can grant or remove access to this information; academic or financial offices of Duke University cannot grant, change or remove this access.

I grant Duke permission to release the selected information.

Continue

The confirmation page will again be presented:

Save Confirmation



The Save was successful.

OK

IMPORTANT

Once access has been granted, you must still select the "Resend Activation Email" access activation code.

Guest Access

Guest Access Detail

Guest Email Address:

Guest Name:

To grant access for the current Guest Email Address, check the boxes below and Save your changes. To revoke access, deselect the check box. You may return at anytime to grant or revoke access to this guest email address.

Once you save and sign the consent agreement, you and the guest will receive an e-mail confirmation. The guest will need to activate their account and navigate to the appropriate URL to view the information you have granted. Any changes you make to their access will not require a new activation.

Please Note: Access is granted to the email address above. If you wish to change the email of your guest, you must first remove all the access to this guest e-mail and then save. Then you can add a different guest e-mail address.

Academic	Bursar Info
Class Schedule <input checked="" type="checkbox"/>	Activity <input checked="" type="checkbox"/>
Grades <input type="checkbox"/>	Bills/Make a Payment <input checked="" type="checkbox"/>
Academic History <input checked="" type="checkbox"/>	Payments <input checked="" type="checkbox"/>
	1098-T Tax Form <input checked="" type="checkbox"/>

Financial Aid	Personal
Notifications <input checked="" type="checkbox"/>	Addresses <input checked="" type="checkbox"/>
To Do List <input checked="" type="checkbox"/>	Phone Numbers <input type="checkbox"/>
Budget <input checked="" type="checkbox"/>	Email Addresses <input checked="" type="checkbox"/>
Expected Family Contribution <input checked="" type="checkbox"/>	
Financial Aid <input checked="" type="checkbox"/>	
Loan Info <input checked="" type="checkbox"/>	

Insurance Information

Enter Insurance Information*

*Grant Guest access to enter insurance information on my behalf.

RESEND ACCOUNT ACTIVATION EMAIL

[Return to Relationship Summary](#)

You will need to confirm resending the activation code.

Resend Activation email for:

Click OK to resend an Account Activation email to the current Guest Login ID shown above.

The guest will then need to re-verify their account. Therefore, you would only want to do this under certain circumstances; for example, if the original Activation email failed to reach the intended recipient, or was accidentally deleted, etc.

PLEASE NOTE---

ANY TIME YOU ADD OR UPDATE A GUEST'S ACCESS, YOU MUST SELECT THE "RESEND ACCOUNT ACTIVATION EMAIL". THIS INCLUDES GUESTS FORGETTING THEIR PASSWORD. IF A GUEST FORGETS THEIR PASSWORD, YOU ARE THE ONLY ONE WHO CAN RESEND THE ACCOUNT ACTIVATION SO THAT THEY MAY RESET THEIR PASSWORD.