

How to Grant Guest Access in DukeHub

-Log in to DukeHub and click on the Profile tab. Scroll down to the Relationships section and click on the Edit Relationships/Add Guest Access button.

The screenshot shows the DukeHub Profile page. At the top, there is a navigation bar with tabs: HOME, REGISTRATION, ACADEMICS, FINANCIAL AID, BURSAR, PLANNING, FORMS & REQUESTS, and PROFILE (which is circled in red). Below the navigation bar, there is a section for Local Residence/Residence Hall with fields for HOUSE, ROOM, DURHAM, NC, FEW, QUAD, United States, and 27708. To the right, there are sections for RELIGIOUS PREFERENCE (with an EDIT RELIGIOUS PREFERENCE button) and ETHNICITY (with an EDIT ETHNICITY button). The ETHNICITY field is set to WHITE. Below these, there is a RELATIONSHIPS section with an EDIT RELATIONSHIPS / ADD GUEST ACCESS button circled in red. Underneath, there are fields for Father and Mother, both with redacted names.

-A pop-up window will open with the Relationships summary.

Relationships

Below is a list of your relationships. To edit the information for a relationship, click the Edit button. To add a relationship click the Add a Relationship button. Information for parents that have applied for a Federal Direct PLUS Loan CANNOT be edited here. Please email the Student Loan Office (studentloans@duke.edu) to request updates to your parent's information. Guest Access: You can grant access to certain academic, financial or demographic information to any of your current relationships. Access is granted to a specific e-mail address of your relationship. You can choose as little or as much access to grant to each relationship. Use the link in the Guest Access column to add or edit access.

Name	Send University Correspondence	Address	Relationship	Edit	Delete	
[REDACTED]	No		Mother	edit	delete	
[REDACTED]	No		Father	edit	delete	

[ADD A RELATIONSHIP](#)

Scroll over to the right and click the 'Add Access' button.

-Scroll to the right of this information and click on the Add Access link:

Guest Access

Guest Email Address

[VERIFY 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

- Class Schedule
- Grades
- Academic History

Bursar Info

- Activity
- Bills/Make a Payment
- Payments
- 1098-T Tax Form

Financial Aid

- Notifications
- To Do List
- Budget
- Expected Family Contribution
- Financial Aid
- Loan Info

Personal

- Addresses
- Phone Numbers
- Email Addresses

Insurance Information