

# 10 STUDENT PROFILE PAGE

The Profile page allows a student to review, and where applicable edit/update biographical information

The first display area shows the student's photo and biographical information that cannot be updated on line. Students should contact the Registrar's Office if there are any errors.

The screenshot shows the top navigation bar with links: HOME, REGISTRATION, FINANCIAL AID, ACADEMICS, PLANNING, BURSAR, FORMS & REQUESTS, and PROFILE. Below this is a blue header for 'JANE MARIE STUDENT'. The main content area displays a student photo on the left and a table of biographical information on the right.

Student ID: [REDACTED]	Duke Unique: [REDACTED]	Sex: Female
DOB: 1995-	Birth Country: USA	Birth State: FL
National ID: *****	Marital Status: Unknown	

## 10.1 VIEW /EDIT/ADD NAMES

Students can edit a preferred name and add a phonetic name

The screenshot shows the 'NAMES' section of the student profile. On the left, a blue header contains the word 'NAMES' and an 'EDIT NAMES' button. Below this is a table of names. On the right, a modal window titled 'Names' is open, showing a list of current names with an 'edit' button next to the preferred name.

Preferred	Janie	Marie	Student
Primary	Jane	Marie	Student

**Names**  
View, add, change or delete a name.  
Below is a list of your current names. Each name has a type associated with it that is indicative of the name's use.

Name Type	Name	
Primary	Student, Jane Marie	
Preferred	Student, Janie Marie	<a href="#">edit</a>

[ADD A NEW NAME](#)

## 10.2 MANAGE RELATIONSHIPS AND GUEST ACCESS

Students can add and update relationships and grant those relationships access to their student information.



Father	Student,Alan	[Redacted]
Mother	Student,Miriam	[Redacted]

Relations [X]

**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](mailto: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
Student,Alan	No	[Redacted]	Father	<a href="#">edit</a>	<a href="#">delete</a>
Student,Miriam	No	[Redacted]	Mother	<a href="#">edit</a>	<a href="#">delete</a>

[ADD A RELATIONSHIP](#)

Close

Scroll to the right to add or update guest access

Address	Relationship	Edit	Delete	Guest Access
170 Dick Wilson Dr Durham, NC 27708	Father	<a href="#">edit</a>	<a href="#">delete</a>	<a href="#">Update Access for Glov4@hotmail.com</a>
	Mother	<a href="#">edit</a>	<a href="#">delete</a>	<a href="#">Add Access</a>

[Red arrow pointing right to the scrollbar]

## 10.3 VIEW, ADD, UPDATE ADDRESSES

Students can update their Home and Local Addresses. Duke Residence Halls/Apartments, as well as Duke P.O boxes cannot be updated

ADDRESSES					EDIT ADDRESSES
Home	123 Main St		Sarasota	FL	
			United States	34240-8732	
Mailing	123 Main St		Sarasota	FL	
			United States	34240-8732	
Local Residence/Residence Hall	1234 PACE	APT. C	DURHAM	NC	
		1700PC	United States	27705	

Addresses

If you are on a non-immigrant U.S. visa, Duke Visa Services must report the "Local Residence" address to SEVIS as your physical address while you are in the United States. The address entered as your "Local Residence" address must be a U.S. address in the correct United States Postal Service standardized format. You can check the format of your address with the [USPS Zip Code Look-Up tool](#).

You can find specific information on these address requirements on the [Duke Visa Services website](#).

If you are also a Duke employee, you must also change your address with [Corporate Payroll](#)

Address Type	Address	
Home	Sarasota, FL 34240-8732	<a href="#">edit</a>
Mail	Sarasota, FL 34240-8732	<a href="#">edit</a>

[ADD A NEW ADDRESS](#) [CHANGE A FUTURE ADDRESS](#)

Close

## 10.4 ADD UPDATE PHONE NUMBERS

### PHONES

EDIT PHONES

✓ Cellular 919/123-4567

## Phones



Enter your phone numbers below. Country code is required for non-US numbers. [Phone Policy](#)

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox. A cellular phone number is REQUIRED for students on the Durham or Beaufort campus.

If you do not have a cellular number or are on the Kunshan campus, please check the box to the right.

(Check if no  
Cell phone)

*Phone Type	*Telephone	Ext	Country	Preferred
Cellular	919/123-4567		000	<input checked="" type="checkbox"/>

ADD A PHONE NUMBER

SAVE

[Click to initiate a test SMS message from DukeALERT](#)

\* Required Field

Close

## 10.5 ADD, UPDATE EMAIL ADDRESSES

EMAIL

EDIT EMAILS



Duke Alias

jane.student@duke.edu

## Emails



### Email Addresses

Enter your email addresses below.

If multiple email addresses are entered, specify your primary contact email address by selecting the preferred checkbox.

*Email Type	*Email Address	Preferred	
Duke Alias	jane.student@duke.edu	<input checked="" type="checkbox"/>	delete

ADD AN EMAIL ADDRESS

SAVE

\* Required Field

Close

## 10.6 ADD, EDIT EMERGENCY CONTACTS

**EMERGENCY CONTACT** **EDIT EMERGENCY CONTACT**

Alan Student Parent 919/123-4567

**Emergency Contacts** x

**Emergency Contacts**

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Per the Higher Education Opportunity Act of 2008, you may designate individuals to be notified in the event you are determined to be missing. Click [here](#) for details of Duke's policy.

Primary Contact	Missing Person Contact	Contact Name	Relationship	Telephone Number(s)	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">Alan Student</a>	Parent	Other: 919/123-4567	<a href="#">edit</a>

**ADD AN EMERGENCY CONTACT**

**Close**

## 10.7 ADD, UPDATE RELIGIOUS PREFERENCE

**RELIGIOUS PREFERENCE** **EDIT RELIGIOUS PREFERENCE**

No Religious Preference indicated.

Religious Preference ×

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**Religious Preference**

Please select your religious preference

Religious Preference

SAVE

- Independent Catholic
- Independent Baptist
- Islam (Muslim)
- Japan Holiness Church
- Jesus Korea Holiness
- Jesus Korea Sung-Kyul
- Jewish
- Korean Evangelical
- Korean Evangelical Holiness Ch
- Korean Methodist Church
- Korean Nazarene
- Korean Presbyterian
- Korean Presbyterian Church Am
- Latter-Day Saints (Mormon)
- Lutheran
- Lutheran Church-Missouri Synod
- Mennonite
- Metropolitan Community Church
- Missionary Baptist Church
- Moravian

Close

## 10.8 EDIT ETHNICITY

ETHNICITY

EDIT ETHNICITY

HISPANIC

Ethnicity ✕

1) Are you Hispanic or Latino? [Explain](#)

Yes, I am Hispanic or Latino

No, I am not Hispanic or Latino

2) What is your race? Select one or more. [Explain](#)

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

(Optional) Which best describes your background? Select one or more.

*Background	
Cuban	<a href="#">delete</a>

[ADD BACKGROUND INFO](#)

The Information is correct as entered.

[SUBMIT](#)

[Close](#)