

How to Complete DukeHub Proxy Access Invite

1 – Please follow the email instructions in your Duke Student Proxy Access invitation:

A Duke Student Proxy Access Account has been requested for you (29110.33) Inbox x

do-not-reply@siss.duke.edu

to me ▾

has invited you to register as a Duke Student Proxy, which will give you access to selected information for his / her account in the Duke University Student Information System.

A Duke OneLink account or active Duke NetID is required to connect to your student's information, so please select one of the following:

1. If you do NOT have a Duke OneLink account or an active Duke NetID select the link below:
 1. Create a [Duke Onelink account](#).
 2. After creating your Duke Onelink Account, you will be walked through additional steps to register as a Duke Student Proxy
2. If you ALREADY HAVE a OneLink account or an active NetID, connect this existing account to your student and register as a [Duke Student Proxy](#).

After linking your new or existing Onelink Account or DukeNetId to your student, go to [DukeHub](#) and select the Student Proxy button.

2 After registering for a Duke OneLink account, you will be required to create a username and password:

Register for Duke OneLink

Hello, [redacted]!

Register with an external account

- Register with Facebook
- Register with Google
- Register with LinkedIn
- Register with Yahoo

This option allows you to log in to Duke services with an external account. Duke will only store an account name so we can recognize you in the future.

Create a new username
All fields are required.

Username (OneLink ID)

Password

Your password meets the strength requirements and is a strong password.

Confirm Password

Security Question

Answer

Register with OneLink ID →

3 – Finally, please confirm your DukeHub Student Proxy Registration is correct.

The screenshot shows a web browser window with the URL <https://idm.oit.duke.edu/tools/dukehub-student-proxy/71CA2jhdvoA4uY18103oIc955Luia5vRK2QCTSnD0=>. The page title is "Duke DukeHub Student Proxy Registration". The main heading is "Confirm Registration". Below the heading, a message states: "Before completing your Student Proxy registration, we need to make sure that you're logged in with the right account. Please confirm that this is you:". A form displays the following information: Name: [redacted], Email: [redacted], and Duke UniqueID: [redacted]. At the bottom of the form, there are two buttons: "Yes, this is me →" (highlighted in dark blue) and "No, this is not me ✕" (white with a blue border).

4 – Please, bookmark the DukeHub website <https://dukehub.duke.edu> and not the DukeHub Student Proxy link. Please click the Student Proxy button to login.

The screenshot shows the DukeHub homepage. On the left, there is a "Public Access" sidebar with links for "Course Catalog", "Class Schedule", and "Sakai". The main content area is titled "Duke Announcements" and features a "Welcome to DukeHub!" message. Below the welcome message, there is a "Before you Begin" section with the following text: "For an optimal experience, please do the following:" followed by a list of instructions: "Once logged in, please turn off any pop-up blockers you may have." and "Review Technical Requirements". At the bottom of the main content area, there is a link for "» Providing Feedback". On the right side, there is a "SignOn Links" sidebar with buttons for "Student", "Faculty", "Advisor", "Staff", "Student Proxy", and "DukeHub Mobile". A red arrow points from the "Student Proxy" button in the "SignOn Links" sidebar to the "Before you Begin" section in the main content area.



Student Proxy Center

Welcome to the Duke University Student Proxy Center

Below is a list of students who have authorized you to view their records. Following each student is a list of what access you have been granted (✓). Click on any link in the list to view that information. You can also navigate with the top tabs. Access to this information may only be granted by the student.

? How did I get access?

Academics		Bursar Info	
Class Schedule	✓	Activity	✓
Grades	✓	Bills/Make a Payment	✓
Academic History	✓	Payments	✓
		1098-T Tax Form	✗
Financial Aid		Personal	
Notifications	✗	Addresses	✗
To Do List	✗	Phone Numbers	✗
Budget	✗	Email Addresses	✗
Expected Family Contribution	✗		
Financial Aid	✗		
Loan Info	✗		
Insurance Information			
Enter Insurance Information*	✗		