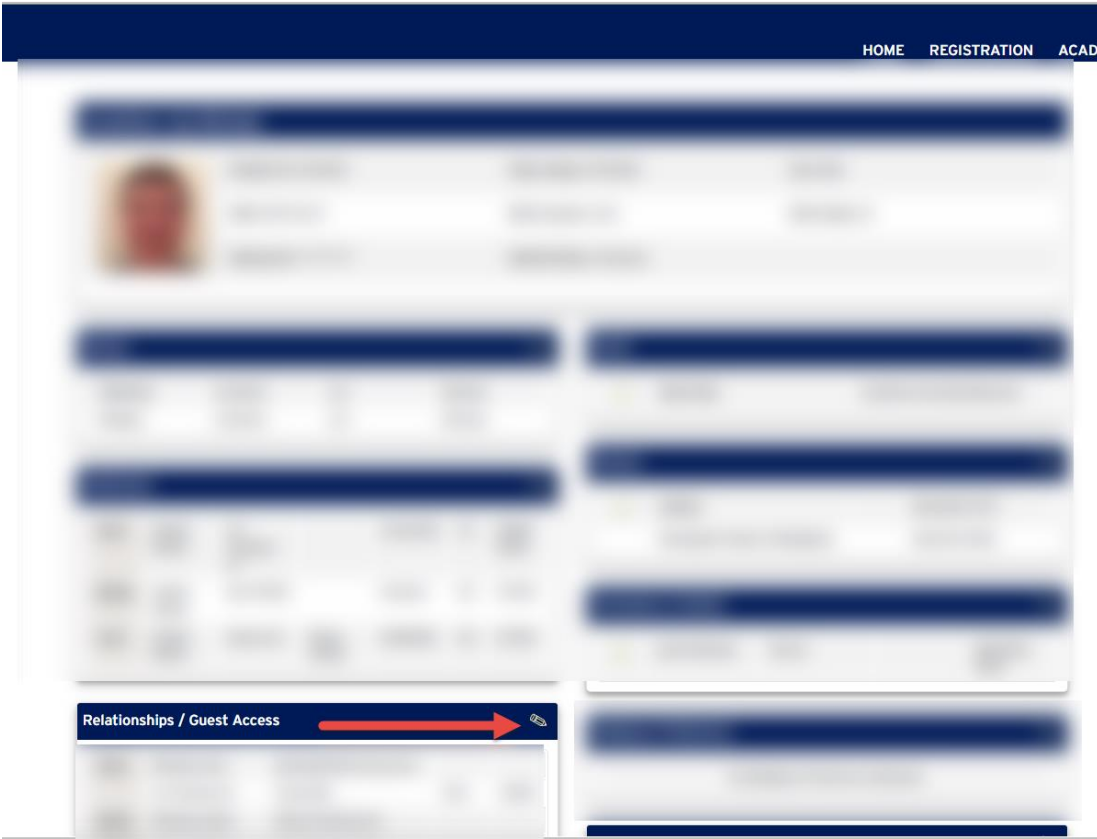
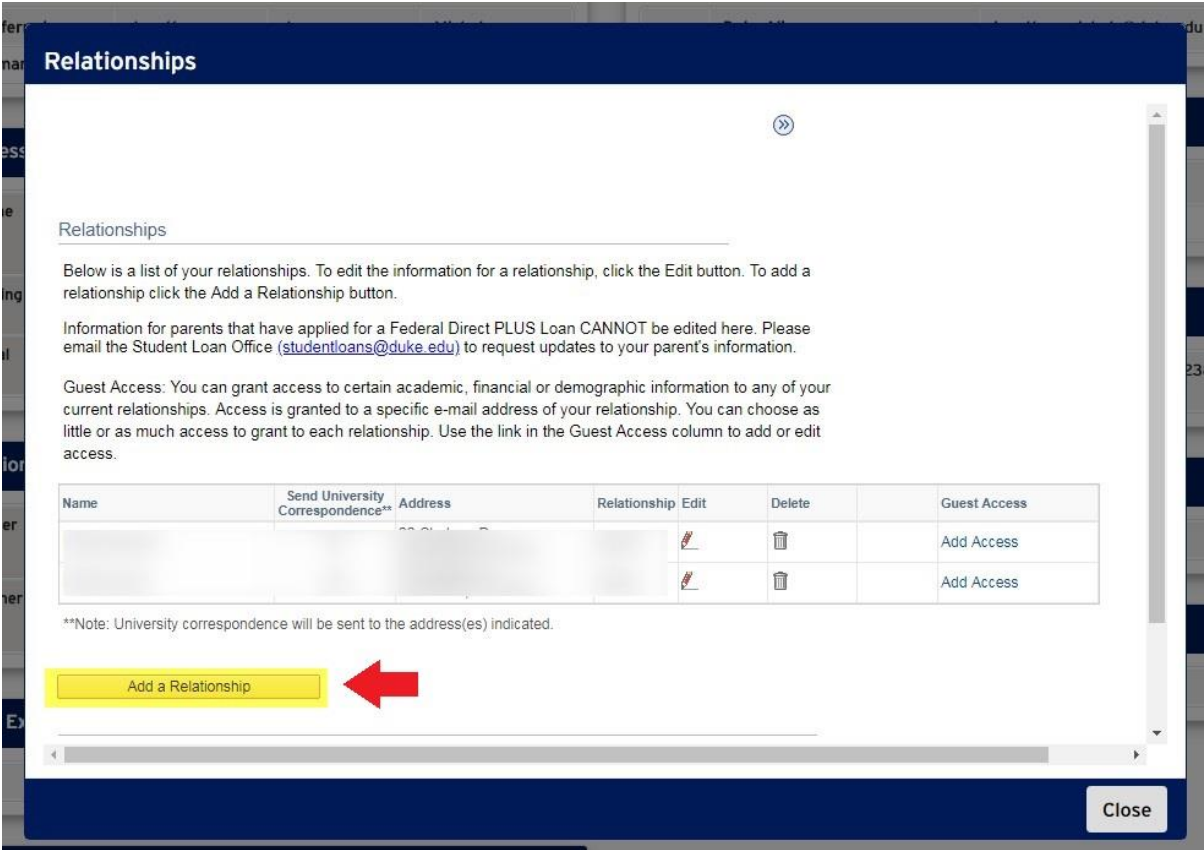


# How to Grant Guest Access in DukeHub

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



2 - A pop-up window will open with the Relationships summary. Click Add a Relationship:



### 3 - Enter the Relationship Detail and click Save:

**Relationships**

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

[Close](#)

**Relationships**

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 Nbr

Email ID  (Why is this field grayed out?)

URL Address

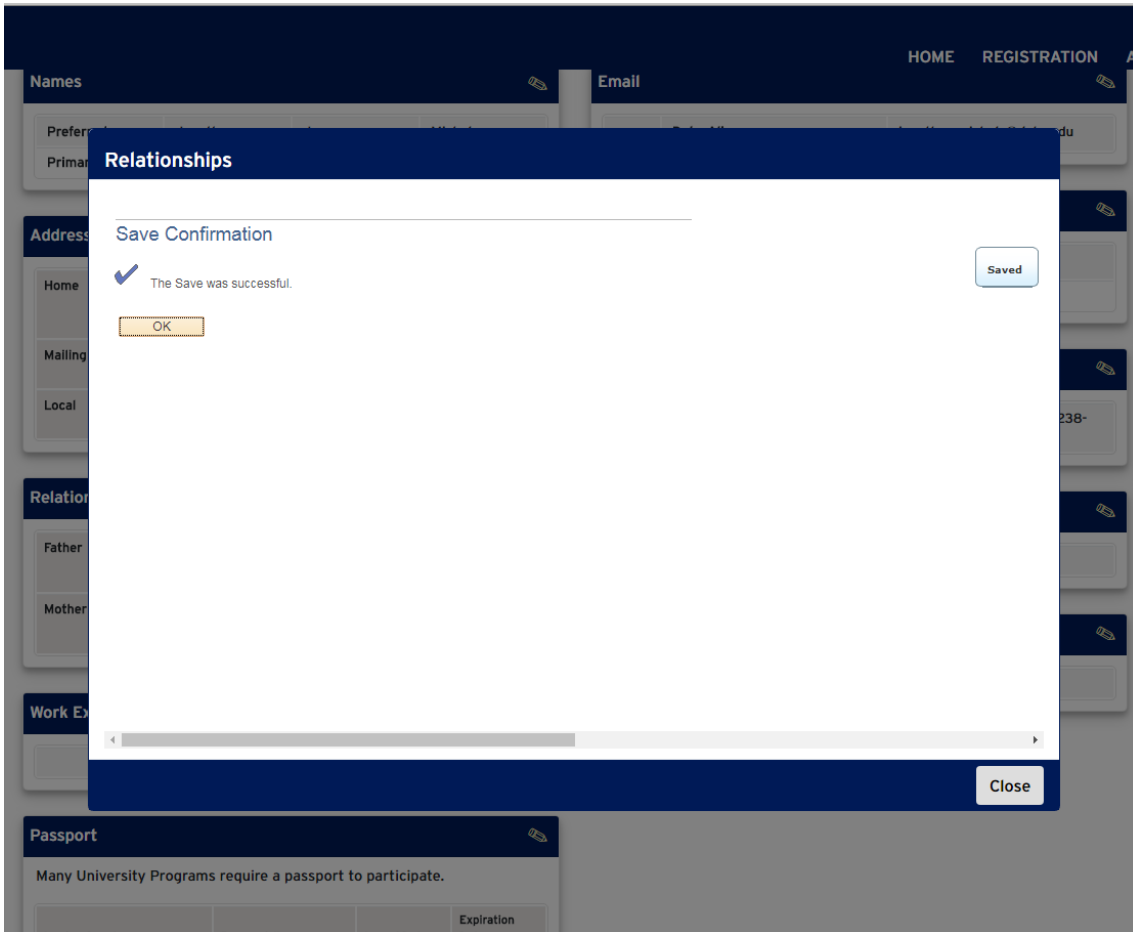
**National Identification Number**

Country	Short Description	National ID	SSN Key
United States	SSN		

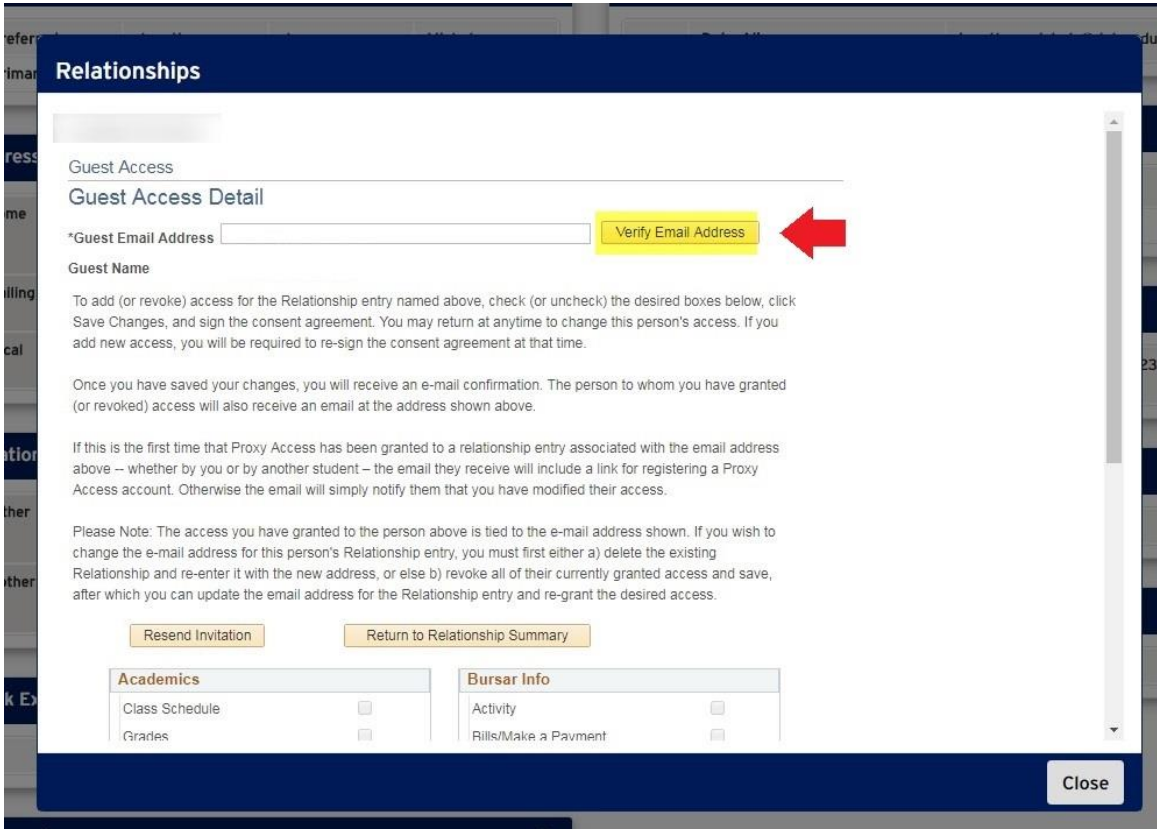
[Save](#)  [Return to Relationship Summary](#)

[Close](#)

#### 4 - Click OK to Save Confirmation:



#### 5 - Enter a valid email address for the proxy (gues) user and click the 'Verify Email Address' button:



6 - After the email verification, check the boxes for the information you want the guest user to be able to access, then scroll down and click 'Save'. A Guest Access pop-up window will appear with Instructions to Continue:

7 - After you click Continue, emails are generated to proxy. The Student and Proxy (Guest) will receive an email.