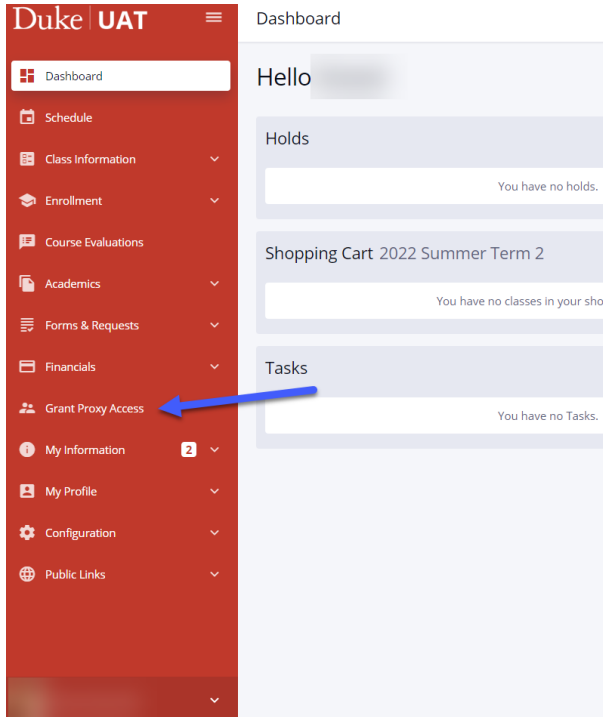
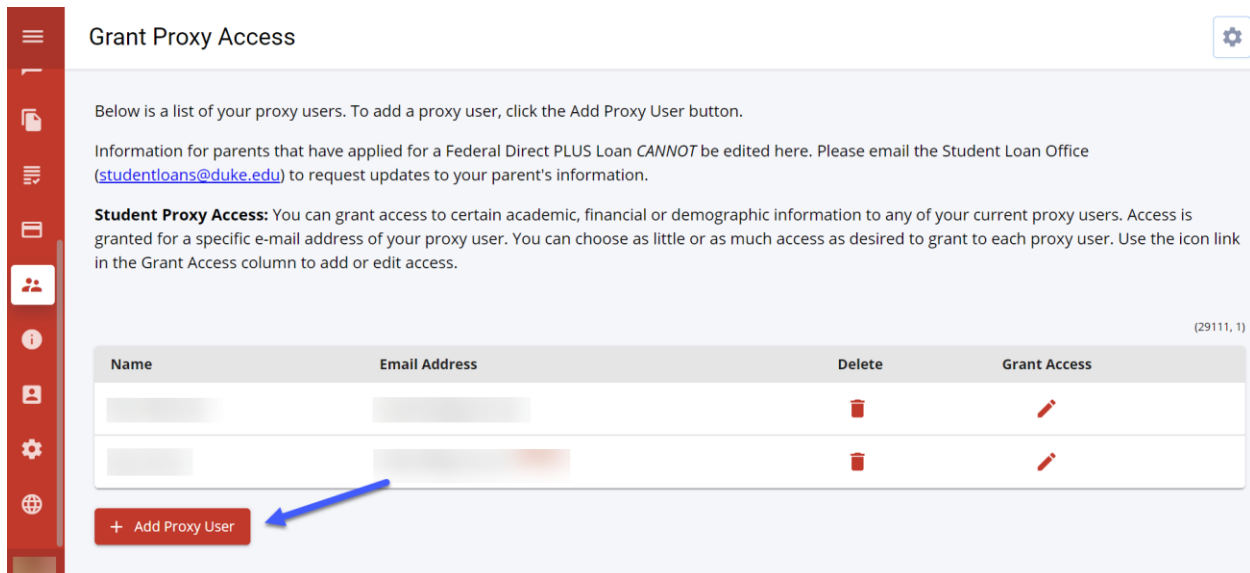


How to Grant Proxy Access in DukeHub

1. Log into DukeHub and from your Dashboard homepage, select the “Grant Proxy Access” menu item:



2. You will now see a list of your current proxy users (if any) and will have the ability to add new users or edit/delete existing ones. To add a proxy, simply click the “Add Proxy User” button. To edit access or delete a proxy, use the icons to the right of the proxy’s name.



3. Enter the proxy user's information and follow the instructions to complete the form. Add access by checking the desired boxes under each category. When completed, please click the "Submit New Proxy" button in the top right corner

The screenshot shows a web form titled "Proxy User Information" with a "Return to Proxy User List" link in the top left and a "Submit New Proxy" button in the top right. The form contains fields for "First Name", "Middle Name", "Last Name", and "Email Address". Below these fields is a checkbox labeled "Send University Correspondence".

The "Proxy Access Detail" section contains the following text:

To add (or revoke) access for the Relationship entry named above, check (or uncheck) the desired boxes below, click Save Changes, and sign the consent agreement. You may return at anytime to change this person's access. If you add new access, you will be required to re-sign the consent agreement at that time.

Once you have saved your changes, you will receive an e-mail confirmation. The person to whom you have granted (or revoked) access will also receive an email at the address shown above.

If this is the first time you have granted Proxy Access to the email address above, the email they receive will include a link for registering a Proxy Access account. Otherwise the email will simply notify them that you have modified their access.

Please Note: The access you have granted to the person above is tied to the e-mail address shown. If you wish to change the e-mail address for this proxy user, you must delete the existing entry from the Proxy User List and add them again using the new email address.

Below the text are several categories with checkboxes:

- Academics**: Grades, Course List
- Class Information**: Schedule
- Financials**: Account Activity-Classic, Billing History, View Financial Aid, Financial Aid Summary, View 1098-T, Account Activity, My Loans
- Forms & Requests**: Student Medical Insurance
- My Information**: To Dos
- My Profile**: Contact Info

A blue arrow points to the "Return to Proxy User List" link, another blue arrow points to the "Submit New Proxy" button, and a third blue arrow points to the "Financials" category.

4. Read the "Duke University Release of Information Policy" and check the box at the bottom of the page to acknowledge the policy. Then click the "Continue Button".

The screenshot shows a dialog box titled "Informed Consent - Important Information for Students". The content includes:

Duke University Release of Information Policy

Proxy 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:
<https://registrar.duke.edu/student-records-resources/ferpa>

(29110, 26)

U.S. Department of Education Family Educational Rights and Privacy Act (FERPA)

Informed Consent

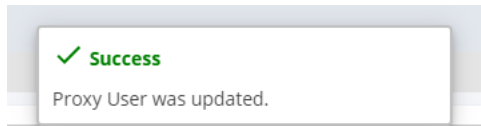
By consenting below, you are granting permission to disclose the selected information to the person using the e-mail address you have entered. You may change or remove this access at any time.

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

(29110, 27)

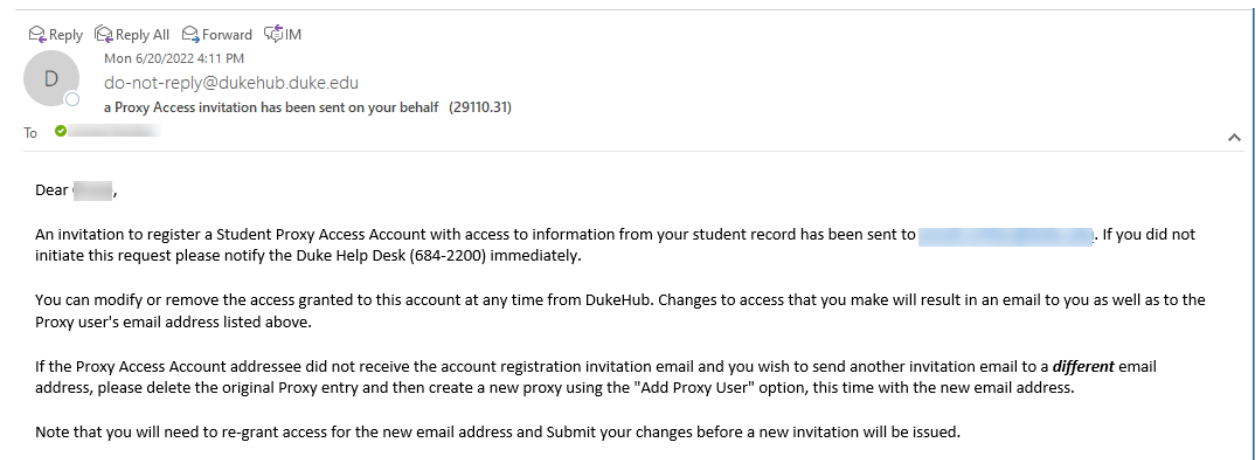
At the bottom, there is a checkbox with a blue arrow pointing to it, followed by the text "I grant Duke permission to release the selected information." and a "CONTINUE" button.

5. You will receive a confirmation on your screen that your proxy submission was registered.



6. You have completed the Proxy process. Please note that the system will generate two emails – one to you, the student, and one to the proxy. The content of the emails is included below:

Student email:



Proxy email:

