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.

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”.

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

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.

I grant Duke permission to release the selected information.

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

![Success]

Proxy User was updated.

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:**

```text
Dear [Name],

An invitation to register a Student Proxy Access Account with access to Information from your student record has been sent to [Email Address]. If you did not initiate this request please notify the Duke Help Desk (684-2200) immediately.

You may modify or remove the access granted to this account at any time from DukeHub. Changes to access that you make will result in an email to you as well as to the Proxy user’s email address listed above.

If the Proxy Access Account addressee did not receive the account registration invitation email and you wish to send another invitation email to a different email address, please delete the original Proxy entry and create a new proxy using the “Add Proxy User” option, this time with the new email address.

Note that you will need to re-grant access for the new email address and submit your changes before a new invitation will be issued.
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**Proxy email:**

```text
Greetings from Duke University!

[Name] has invited you to register as a Duke Student Proxy, which will give you access to selected information for your student’s 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:

- If you do NOT have a Duke OneLink account or an active Duke NetID, select the link below:
  1. Create a [Duke OneLink account](https://www.olin.duke.edu/sis/login)
  2. After creating your Duke OneLink Account, you will be walked through additional steps to register as a Duke Student Proxy.

- If you ALREADY HAVE a OneLink account or an active NetID, [click here](https://www.olin.duke.edu/sis/login) to 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](https://dukehub.duke.edu) and select Proxy Login from the Homepage tiles.

Instructions for setting up and navigating the Proxy process can be found on the SIS Office website and the same documents are linked below for your convenience:

- [Proxy Access](https://oisoffice.duke.edu/sites/default/files/ProxyExpressionsAccess.pdf)
- [Proxy Navigation](https://oisoffice.duke.edu/sites/default/files/ProxyNavigation.pdf)

We appreciate your engagement in the Duke community.
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