

What is Proxy Access?

Proxy (guest) access is available in the student portal, DukeHub, and with this functionality students can grant parents (primarily for undergraduates), employers, spouses (primarily for graduate and professional students), or others' access to view certain elements of their record. It gives the students control over the student academic data they share. Students are able to select what access a particular proxy may have (e.g., the proxy can see the student's bill, but not grades). They can give different levels of access to different proxies. The students can access this functionality from their Dashboard homepage by selecting the "Grant Proxy Access" menu item in the left menu bar.

Items to note:

- The proxy will have view-only access to most items. They cannot, for instance, register for the student. The only actions a proxy can take is to pay the student's bill, or with the student's permission, update the student's medical insurance option.
- The provision of access by the student to the proxy does not replace or change university policy about administrators having discussions with parents or other relations about the student. Current confidentiality and FERPA procedures should still be followed.
- Only the student can add, delete, or change the access given to a particular proxy. If a parent calls and requests access of an administrative unit, the response should be for the parent to ask the student.
- The students will be informed of their [FERPA](#) rights and the implications of giving certain kinds of access. Some managers have expressed concern that students may feel compelled to share information with parents, guardians, or spouses. We would like advisors and administrators to counsel students to be judicious in granting access and to communicate that this service is entirely optional.

Below is the list of the items to which students can grant access:

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