Navigating the Student Record with Proxy Access

Make certain you have created your Duke OneLink account prior to attempting to access the Student Record.

Please see the SISS Office Website (https://sissoffice.duke.edu/documentation-how) under Proxies for instructions on how to create a new OneLink account.

1. To begin navigating your student’s record, please go to DukeHub (https://dukehub.duke.edu/) and click on the Proxy Login tile.

2. Select Log in with OneLink.
3. Enter your UserID and Password you selected in the OneLink creation process.

4. Select the student whose record you wish to view (should you have proxy for more than one student) and click on the appropriate “ACT AS USER” button.

5. You will now see the student Dashboard. The menu items visible in the left-hand menu bar will be dependent upon the view permissions granted by your student.
6. To stop viewing this student record, click EXIT in the top right of our screen. This will return you to the student selection screen. To log out of the Proxy system completely, please click on the arrow at the bottom left of the page and select Logout.