

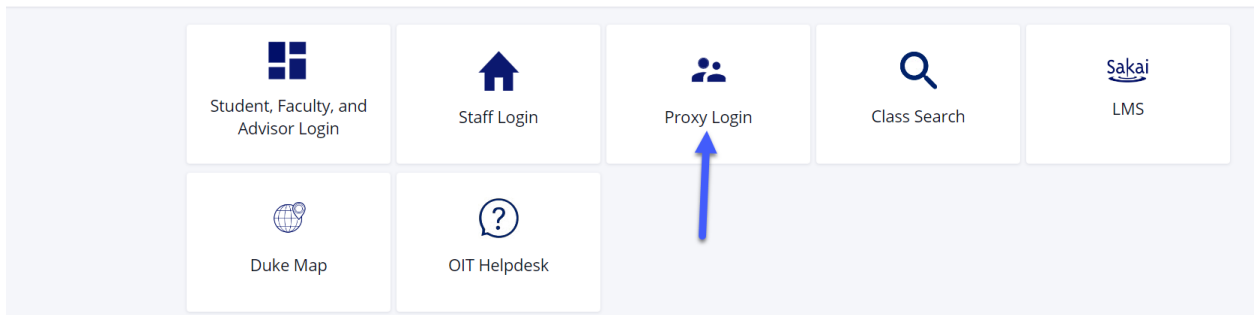
## Navigating the Student Record with Proxy Access

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

Please see the [SISS Office Website \(https://sissoffice.duke.edu/documentation-how\)](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 \(https://dukehub.duke.edu/\)](https://dukehub.duke.edu/) and click on the Proxy Login tile.

Duke | DukeHub



2. Select Log in with OneLink.



You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>.

### NetID

Current students, faculty, staff, sponsored guests

Log in with NetID

NetID

Password

[Forgot your password?](#)

Log In

### OneLink

All other visitors ([is this you?](#))

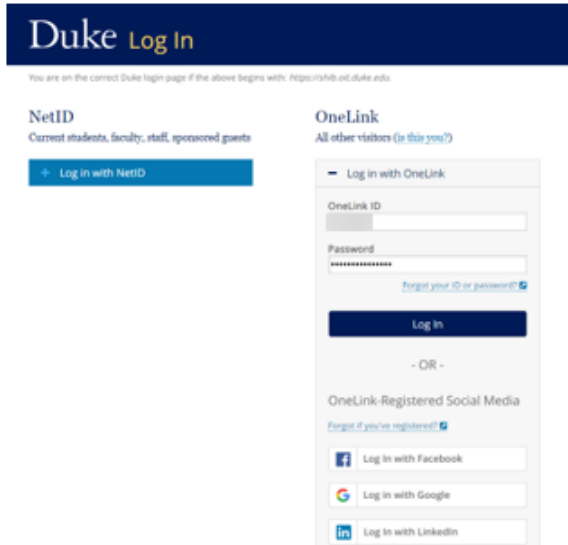
Log in with OneLink

[OneLink help](#)

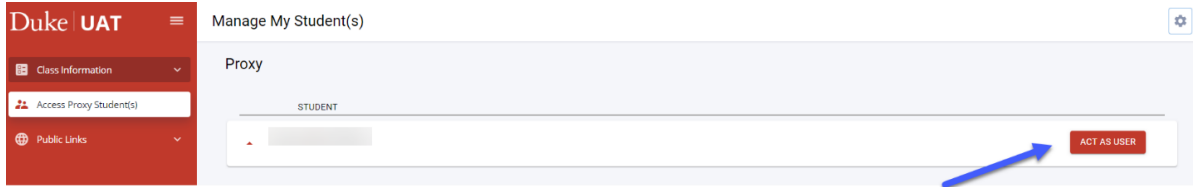


For assistance, please visit [oit.duke.edu/help](https://oit.duke.edu/help) or [dhts.duke.edu](https://dhts.duke.edu).

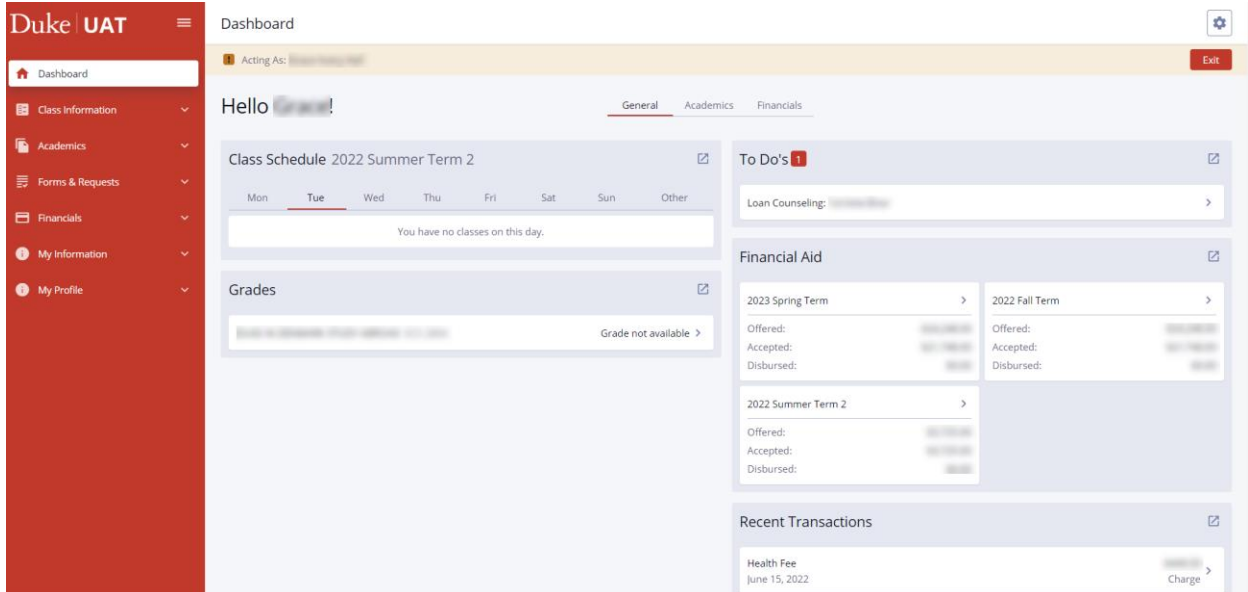
3. Enter your UserID and Password you selected in the OneLink creation process.



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.



- 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.

The screenshot shows the Duke UAT dashboard interface. On the left is a red sidebar with navigation options: Dashboard, Class Information, Academics, Forms & Requests, Financials, My Information, and My Profile. The main content area is titled 'Dashboard' and includes a 'Hello [Name]!' greeting, tabs for 'General', 'Academics', and 'Financials', and a 'Click to return to student selection screen' link with an arrow pointing to an 'Exit' button in the top right. The dashboard displays sections for 'Class Schedule 2022 Summer Term 2' (showing 'You have no classes on this day.'), 'Grades' (showing 'Grade not available'), 'To Do's' (with a 'Loan Counseling' item), 'Financial Aid' (with tables for 2023 Spring Term, 2022 Fall Term, and 2022 Summer Term 2), and 'Recent Transactions' (listing 'Health Fee' and 'Insurance'). A blue arrow at the bottom left points to a small arrow icon in the sidebar, with the text 'Click on the arrow and select Logout to leave the system completely'.