

How To... Grant Relationship/Guest Access

With this new functionality, you can grant parents (primarily for undergraduates), employers, spouses (primarily for graduate and professional students), or others' access to view certain elements of your record. This access has been requested by both parents and students over the years and will reduce the number of students who share their NETIDs and passwords with their parents. It will give you control over the student data you share with others. You will be able to select what access a particular guest may have (e.g., the guest can see the bill, but not grades).

In the Student Center, under Personal Information selects "Relationships/Guest Access".

Student ID:
 Duke Unique ID:

Student Center
My Academics
Registration
Future Plans
Bursar Info
Financial Aid
Services

Jen's Student Center

▼ Academics

[My Academics](#)
[Registration](#)
[Future Plans](#)
[Bursar Info](#)
[Financial Aid](#)
[Services](#)

✔ Enrolled ▲ Wait Listed

| 2011 Fall Term Schedule | | | |
|---------------------------|---|--------------------------|---|
| Class | Schedule | Description | |
| CHEM 152L-002 LEC (3972) | TuTh 10:05AM - 11:20AM Gross Chem 107 | ORGANIC CHEMISTRY | ✔ |
| CHEM 152L9-324 LAB (3984) | Tu 1:15PM - 4:15PM French Science 1260 | ORGANIC CHEMISTRY LAB | ✔ |
| CULANTH 121-01 LEC (2774) | TuTh 11:40AM - 12:55PM Friedl Bdg 204 | CULTURE/POLITICS-CHINA | ✔ |
| SPANISH 76-07 LEC (4866) | MWF 1:30PM - 2:20PM East Duke 204D | ADV INTERMEDIATE SPANISH | ✔ |

[weekly schedule ▶](#)
[enrollment book bag ▶](#)

SEARCH FOR CLASSES

▼ Announcements

No Announcements.

▼ Holds

No Holds.

▼ To Do List

No To Do's. [details ▶](#)

▼ Enrollment Dates

Book Bag Appointment
Your Book Bag for the 2011 Fall Term Regular Academic Session is available for use beginning March 28, 2011.

Enrollment Appointment
You may begin enrolling for the 2011 Fall Term Regular Academic Session on April 16, 2011.

[details ▶](#)

▼ Eligible to Enroll

UGRD 2011 Fall ✔ Yes

▶ Finances

▼ Personal Information

[Demographic Data](#)
[Emergency Contact Names](#)
[User Preferences](#)
[Relationships/Guest Access](#)

Contact Information

[Home Address](#)

[Mailing Address](#)

On the Relationships page there is column to Add or Update Guest Access.

go to ...

| | | | |
|--|---|--------------------------------------|---------------|
| Personal Information | Security | Credentials | Participa |
| addresses names phone numbers email addresses | emergency contacts demographic information | ethnicity duke community standard | relationships |

Relationships

Below is a list of your relationships. To edit the information for a relationship, click the Edit button. To add a relationship click the Add a Relationship button.

Guest Access: You can grant access to certain academic, financial or demographic information to any of your current relationships. Access is granted to a specific e-mail address of your relationship. You can choose as little or as much access to grant to each relationship. Use the link in the Guest Access column to add or edit access.

| Name | Send University Correspondence** | Address | Relationship | Edit | Delete | Guest Access |
|----------------|----------------------------------|---------|--------------|----------------------|------------------------|---|
| Campbell, John | No | | Friend | edit | delete | Update Access for johnspersonal@yahoo.com |
| | Yes | | Father | edit | delete | Add Access |
| | Yes | | Mother | edit | delete | Add Access |

**Note: University correspondence will be sent to the address(es) indicated.

[ADD A RELATIONSHIP](#)

Assign access to an e-mail address that is associated with that Relationship. Select the areas in which you want to grant access, by checking the box next to the desired item. Select Save to complete your selection.

Guest Email Address

Guest Name Campbell, John

To grant access for the current Guest E-mail Address, check the boxes below and Save your changes. To revoke access, deselect the check box. You may return at anytime to grant or revoke access to this guest e-mail address.

Once you save and sign the consent agreement, you and the guest will receive an e-mail confirmation. The guest will need to activate their account and navigate to the appropriate URL to view the information you have granted. Any changes you make to their access will not require a new activation.

Please Note: Access is granted to the e-mail address above. If you wish to change the the e-mail of your guest, you must first remove all the access to this guest e-mail and then save. Then you can add a different guest e-mail address.

| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Academics</th> </tr> </thead> <tbody> <tr> <td>Class Schedule</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Grades</td> <td style="text-align: right;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Academic History</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table> | Academics | | Class Schedule | <input checked="" type="checkbox"/> | Grades | <input checked="" type="checkbox"/> | Academic History | <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Bursar Info</th> </tr> </thead> <tbody> <tr> <td>Activity</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Bills/Make a Payment</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Payments</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>1098-T Tax Form</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table> | Bursar Info | | Activity | <input type="checkbox"/> | Bills/Make a Payment | <input type="checkbox"/> | Payments | <input type="checkbox"/> | 1098-T Tax Form | <input type="checkbox"/> | | |
|---|-------------------------------------|--|----------------|-------------------------------------|--------|-------------------------------------|------------------------------|--------------------------|--|--------------------------|-----------|--------------------------|---|----------------------|--------------------------|-----------|--------------------------|-----------------|--------------------------|-----------------|--------------------------|
| Academics | | | | | | | | | | | | | | | | | | | | | |
| Class Schedule | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Grades | <input checked="" type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Academic History | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Bursar Info | | | | | | | | | | | | | | | | | | | | | |
| Activity | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Bills/Make a Payment | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Payments | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| 1098-T Tax Form | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Financial Aid</th> </tr> </thead> <tbody> <tr> <td>To Do List</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Budget</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Expected Family Contribution</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Financial Aid</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Loan Info</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table> | Financial Aid | | To Do List | <input type="checkbox"/> | Budget | <input type="checkbox"/> | Expected Family Contribution | <input type="checkbox"/> | Financial Aid | <input type="checkbox"/> | Loan Info | <input type="checkbox"/> | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">Personal</th> </tr> </thead> <tbody> <tr> <td>Addresses</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Phone Numbers</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Email Addresses</td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> </tbody> </table> | Personal | | Addresses | <input type="checkbox"/> | Phone Numbers | <input type="checkbox"/> | Email Addresses | <input type="checkbox"/> |
| Financial Aid | | | | | | | | | | | | | | | | | | | | | |
| To Do List | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Budget | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Expected Family Contribution | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Financial Aid | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Loan Info | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Personal | | | | | | | | | | | | | | | | | | | | | |
| Addresses | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Phone Numbers | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
| Email Addresses | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |

[SAVE](#) [Return to Relationship Summary](#)

You will need to officially grant the access before a guest has privileges to see your student data.

johnspersonal([redacted])

Guest Access



Associations

Duke University Release of Information Policy

Guest 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:
<http://registrar.duke.edu/registrar/studentpages/student/ferpa.html>

[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.

Continue

Once access has been granted, you can resend an access activation code if the guest did not receive it. Go to Add or Update Guest Access the elect the Resend Account Activation Email button.

Guest Access

Guest Access Detail

Guest Email Address

Guest Name Campbell, John

To grant access for the current Guest E-mail Address, check the boxes below and Save your changes. To revoke access, deselect the check box. You may return at anytime to grant or revoke access to this guest e-mail address.

Once you save and sign the consent agreement, you and the guest will receive an e-mail confirmation. The guest will need to activate their account and navigate to the appropriate URL to view the information you have granted. Any changes you make to their access will not require a new activation.

Please Note: Access is granted to the e-mail address above. If you wish to change the e-mail of your guest, you must first remove all the access to this guest e-mail and then save. Then you can add a different guest e-mail address.

| Academics | Bursar Info |
|--|---|
| Class Schedule <input checked="" type="checkbox"/> | Activity <input type="checkbox"/> |
| Grades <input type="checkbox"/> | Bills/Make a Payment <input type="checkbox"/> |
| Academic History <input type="checkbox"/> | Payments <input type="checkbox"/> |
| | 1098-T Tax Form <input type="checkbox"/> |

| Financial Aid | Personal |
|---|--|
| To Do List <input type="checkbox"/> | Addresses <input type="checkbox"/> |
| Budget <input type="checkbox"/> | Phone Numbers <input type="checkbox"/> |
| Expected Family Contribution <input type="checkbox"/> | Email Addresses <input type="checkbox"/> |
| Financial Aid <input type="checkbox"/> | |
| Loan Info <input type="checkbox"/> | |

RESEND ACCOUNT ACTIVATION EMAIL

You will need to confirm resending the activation code.

