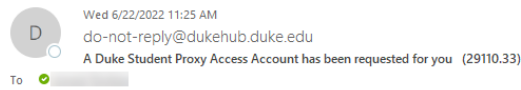


Creating a New OneLink Account

1. Check the email account to which your student sent your Proxy invitation and open the email. Please do not use the same internet browser as your student should you be sharing a computer. Select the “Create a Duke OneLink account” link in the email.



Greetings from Duke University!

[Redacted] 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](#).
 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](#) to connect this existing account to your student and register as a Duke Student Proxy.

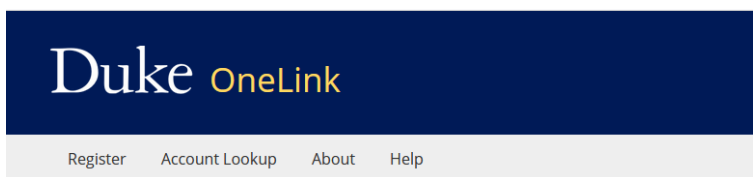
After linking your new or existing OneLink Account or DukeNetID to your student, go to [DukeHub](#) and select Proxy Login from the Homepage tiles.

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

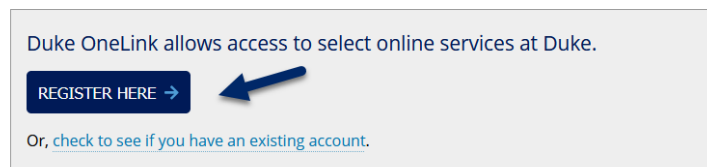
- Proxy Access: <https://sissoffice.duke.edu/sites/default/files/Proxy%20Access.pdf>
- Proxy Setup “How To”: [https://sissoffice.duke.edu/sites/default/files/Proxy Invitation DukeHub2.0.pdf](https://sissoffice.duke.edu/sites/default/files/Proxy%20Invitation%20DukeHub2.0.pdf)
- Proxy Navigation: [https://sissoffice.duke.edu/sites/default/files/Proxy Navigation.pdf](https://sissoffice.duke.edu/sites/default/files/Proxy%20Navigation.pdf)

We appreciate your engagement in the Duke community.

2. Select the Register Here button.



A login service for the broader Duke community



3. Complete the form. Select Submit.

The screenshot shows the Duke OneLink registration page. At the top, there is a dark blue header with the "Duke OneLink" logo. Below the header is a navigation bar with links for "Register", "Account Lookup", "About", and "Help". The main heading is "Register to Use OneLink". Below this, there is a form with the following fields and options:

- Legal First/Given Name: [Text input field]
- Middle Name: [Text input field]
- Legal Last/Family Name: [Text input field]
- Email: [Text input field containing "*****@hotmail.com"]
- Birth Date: [Date selection field]
- Have you ever been staff, faculty, an affiliate, or a student at Duke?:
 - Yes
 - No
 - I'm not sure
- SUBMIT → button with a blue arrow pointing to it.

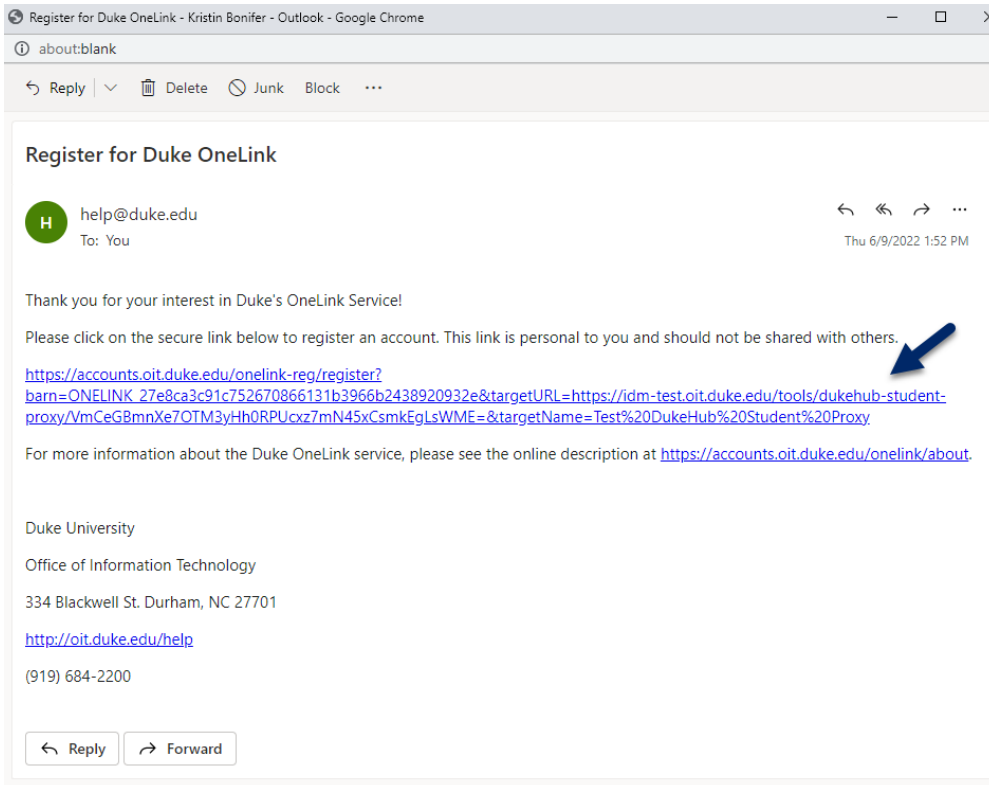
4. You will receive this message.

The screenshot shows the Duke OneLink confirmation message. At the top, there is a dark blue header with the "Duke OneLink" logo. Below the header is a navigation bar with links for "Register", "Account Lookup", "About", and "Help". The main heading is "Register to Use OneLink". Below this, there is a light green message box with the following text:

Thank you. For your security, we sent an invitation email to the email address we already have on file for you. This might or might not be the email address you just entered. Please check *****@ho*****.com.

If this is not a good contact for you, please contact the [OIT Service Desk](#) to update your record.

5. Log into your email account again and access the “Register for Duke OneLink” email sent to you by the system. Click on the link in the email to register the account.



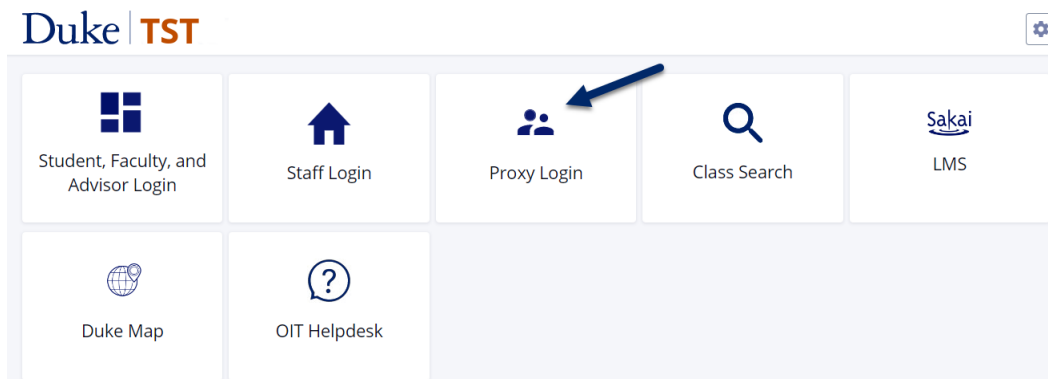
6. Create a new username OneLink ID. Select the Register with OneLink ID button.



7. Register for Duke OneLink. Then confirm Yes, this is me.

The screenshot shows the 'Duke DukeHub Student Proxy Registration' page. At the top right, it says 'logged in as: Henry Bonifer'. Below the header is the title 'Confirm Registration'. A message reads: 'Before completing your Student Proxy registration, we need to make sure that you're logged in with the right account. Please confirm that this is you:'. A grey box contains the following information: 'Name: Henry Bonifer', 'Email: [redacted]@hotmail.com', and 'Duke UniqueID: 1247551'. At the bottom, there are two buttons: a dark blue button with white text 'Yes, this is me →' and a white button with a grey border and text 'No, this is not me ✕'.

8. If the system does not automatically route you to DukeHub, navigate to [DukeHub](https://dukehub.duke.edu/) (<https://dukehub.duke.edu/>) and Select Proxy Login.



Should you receive an authorization error at this point, please wait a couple of hours and retry. This will allow the system to process your submission and your permission to be granted.

Please connect to the [SISS Office Website](https://sissoffice.duke.edu/documentation-how) (<https://sissoffice.duke.edu/documentation-how>) – under Proxies – to access the instructions for “Navigating the Student Record with Proxy Access”. A link to this document is also provided here for your convenience:

<https://sissoffice.duke.edu/sites/default/files/Proxy%20Navigation.pdf>