

Guest Access Instruction

This Instruction is to guide users to register a OneLink account and log in to the Student Information System to view students' information.

这篇操作文档是用于指导用户注册 OneLink 账号并登录学生信息系统查看学生授权的信息。

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 "Request a Duke OneLink account" link in the email.

A DKU Student Guest Access Account has been requested for you



Greetings from Duke Kunshan University!

has invited you to register as a DKU Student Guest, which will give you access to selected information for your student's account in the Duke Kunshan University Student Information System.

A Duke OneLink account or active Duke NetID is required to access your student's information, so please select one of the following choices:

- If you do NOT have a Duke OneLink account or an active Duke NetID at this time, select the link below:
 1. Request a [Duke OneLink account](#).
 2. After submitting your Duke OneLink account registration request, you will receive an email containing a link to complete the registration process.
 3. Once you receive your "OneLink Registration Confirmation" email, select the "DKU Guest Access" link below and choose "Log in with OneLink".
- If you ALREADY HAVE a OneLink account or an active NetID, [click here](#) to register as a DKU Student Guest. This step is necessary before you can login to the DKU Hub website.

Once your new or existing OneLink Account or Duke NetID has been registered for use with the DKU Hub website, you may select the link below to login.

Please bookmark this link for future use: [DKU Guest Access](#)

We appreciate your engagement in the DKU community.

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1. 检查您的学生通过学生信息系统向您邮箱发送的电子邮件。
如果您与您的学生共用一台计算机，请不要使用相同的浏览器。
点击电子邮件中的 “创建Duke Onelink账号” 链接。

来自昆山杜克大学的问候!

邀请您注册昆山杜克大学学生信息系统访客账号，以便访问学生的相关个人信息。

您需要 Duke OneLink 账号或有效的 Duke NetID 才能访问您学生的信息，请选择以下选项之一：

- 如果您目前**没有** Duke OneLink 账号或有效的 Duke NetID，请选择下面的链接：

1. 创建 [Duke OneLink 账号](#)。

2. 提交您的 Duke OneLink 账号注册请求后，您将收到一封电子邮件 “Register for Duke OneLink”，点击邮件中的链接创建Onelink登录账号。

3. 创建成功后，界面将自动跳转到学生信息系统，请点击界面右边的 “Log in with Onelink”。

- 如果您**已经拥有** OneLink 账号或有效的 NetID，请 [点击此处](#) 注册昆山杜克大学学生信息系统访客账号。在您登录 DKU Hub 网站之前，必须执行此步骤。

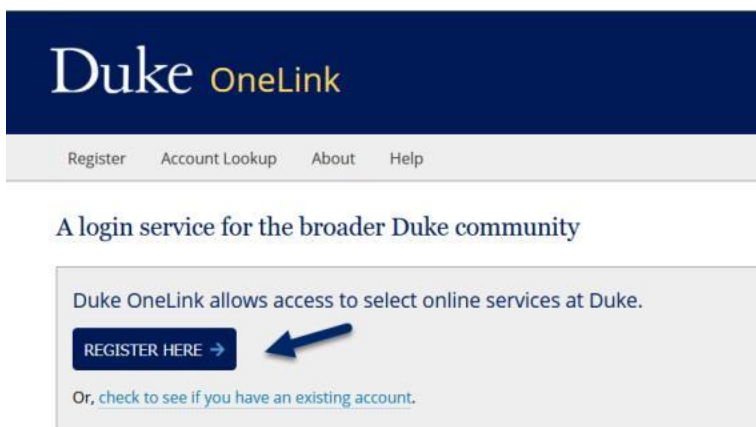
一旦您新的或现有的 OneLink 账号或 Duke NetID 已注册用于 DKU Hub 网站，您可以选择以下链接登录。

请将此链接加入书签以备将来使用： [昆山杜克大学学生信息系统](#)

感谢您参与 DKU 社区。

2. Select the "Register Here" button.

点击 “Register Here” 按钮。



3. Complete the form. Select "Submit".

完成表单，点击“Submit”按钮。

The screenshot shows the 'Duke OneLink' registration page. The form is titled 'Register to Use OneLink' and includes a header with 'Duke OneLink' and navigation links: 'Register', 'Account Lookup', 'About', and 'Help'. The form fields are as follows:

- Legal First/Given Name:** A text input field with a blue callout bubble containing the Chinese character '名' (Name).
- Middle Name:** A text input field with a blue callout bubble containing the Chinese characters '中间名' (Middle Name).
- Legal Last/Family Name:** A text input field with a blue callout bubble containing the Chinese character '姓' (Surname).
- Email:** A text input field containing '@hotmail.com'. A yellow callout bubble points to this field with the text: '此处填写的邮箱必须与学生配置权限时填写的邮箱一致。' (The email address entered here must be the same as the email address entered when configuring permissions for the student).
- Birth Date:** A date selection field with a blue callout bubble containing the Chinese characters '生日' (Birthday).
- Have you ever been staff, faculty, an affiliate, or a student at Duke?:** A radio button group with three options: 'Yes', 'No' (selected), and 'I'm not sure'. A blue callout bubble points to this section with the text: '您是否曾经是员工，教员，相关人员或者学生?' (Have you ever been an employee, faculty, staff, or student?).
- SUBMIT →:** A blue button with a right-pointing arrow. A blue arrow points to this button from the left.

4. You will receive this message.

您将收到下面这个信息。

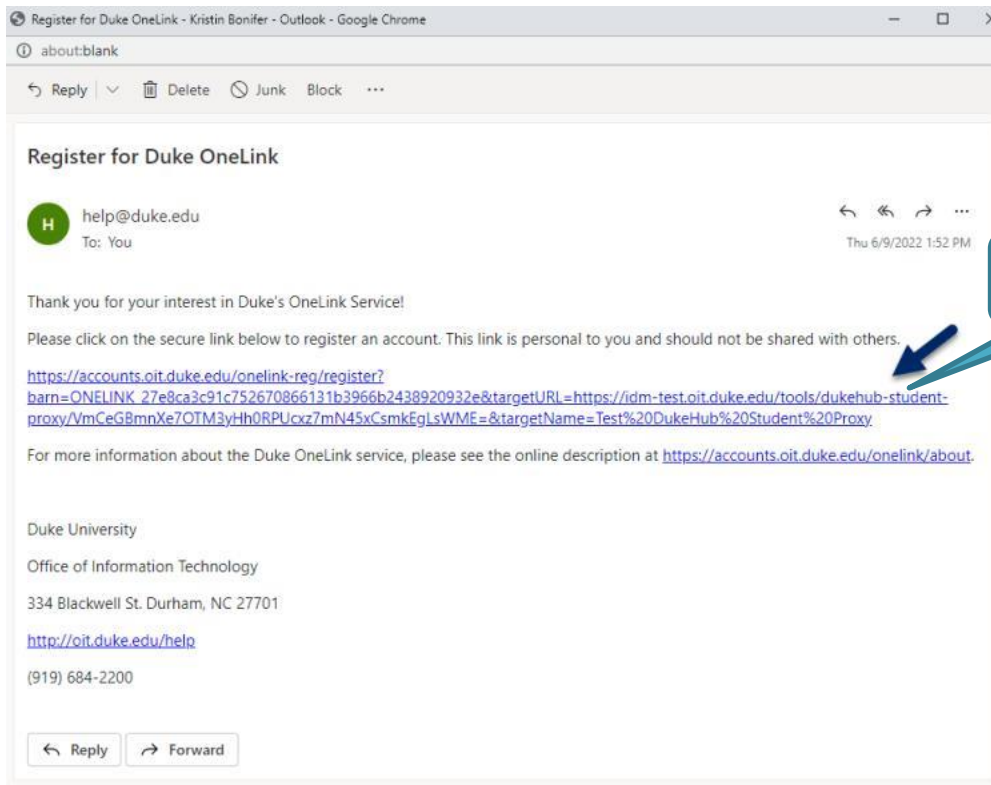
The screenshot shows the 'Duke OneLink' confirmation message. The header is the same as the previous screenshot. The message is titled 'Register to Use OneLink' and is displayed in a light green box. The text of the message is:

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 [redacted]@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.

您将收到系统发送给您的邮件，点击邮件中的链接创建账号。



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

您需要填写页面右侧的“Create a new username(OneLink ID)”表单中的信息，点击“Register with OneLink ID”按钮。

Duke OneLink

Register for Duke OneLink

hello, Henry!

Register with an external account

Register with Facebook

Register with Google

Register with LinkedIn

This option allows you to log in to Duke services with an external account. Duke will only store an account name so we can recognize you in the future.

Create a new username (OneLink ID)

All fields are required

Username (OneLink ID)

Password

Your password meets the strength requirements and is a strong password

Confirm Password

Security Question

Answer

Register with OneLink ID

创建您的用户名

创建您的密码

确认您的密码

安全问题

安全问题回答

7. You need to wait for a while until page redirect to login page.

您需要等几秒钟，之后页面会自动跳转到学生信息系统登录页面。

You have successfully registered for OneLink.

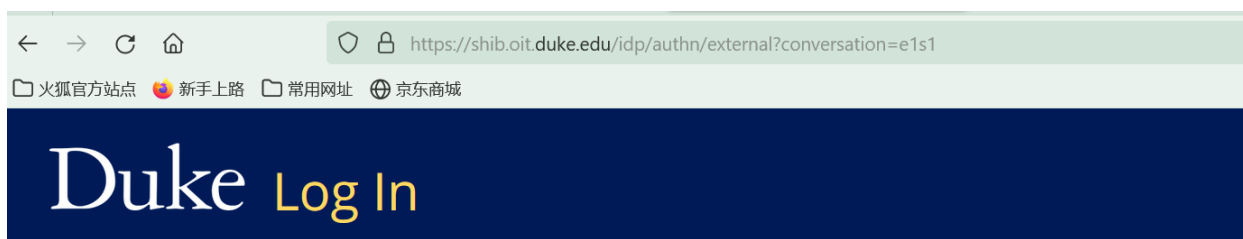
Redirecting you to DKU SIS Guest Access Linking TEST in... 6

If you are not automatically redirected, please return to [DKU SIS Guest Access Linking - TEST](#) to log in.

Thank you for using OneLink!

8. Click “Log in with OneLink” login the system.

点击 “Log in with OneLink” 链接登录。



NetID

Current students, faculty, staff, sponsored guests

Log in with NetID

NetID

Password

[Forgot your password?](#)

Log In

OneLink

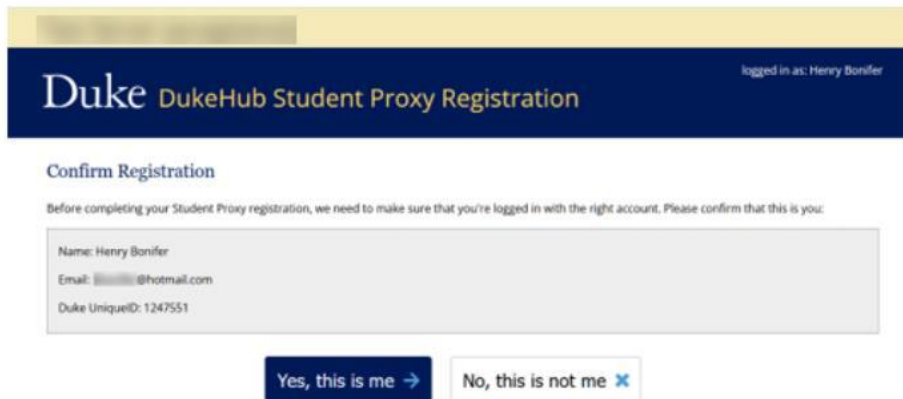
All other visitors ([is this you?](#))

[OneLink help](#)

+ Log in with OneLink

9. Register for Duke OneLink. Then confirm “Yes, this is me”.

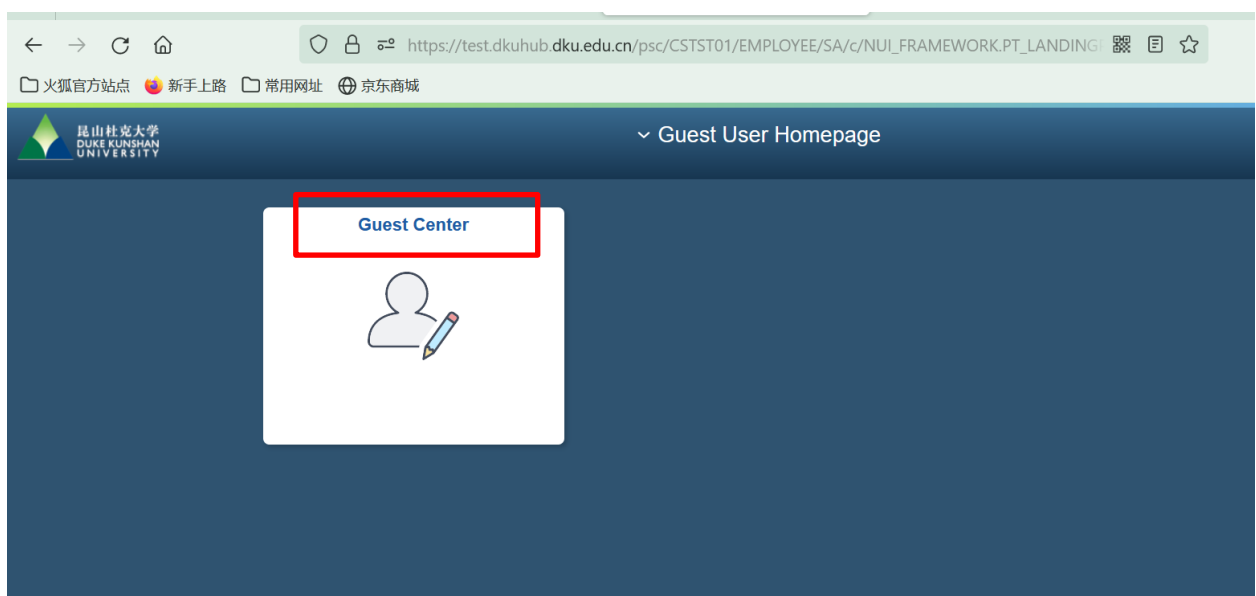
完成注册后点击 “Yes, this is me” 按钮。



The image shows a web page titled "DukeHub Student Proxy Registration" with a sub-header "Confirm Registration". It states: "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:". Below this, a box displays the user's details: "Name: Henry Bonifer", "Email: [redacted]@hotmail.com", and "Duke UniqueID: 1247551". At the bottom, there are two buttons: "Yes, this is me →" and "No, this is not me ✕".

10. It routes you to DKU Hub home page, and Select “Guest Center“, then you can view the information of your student .

页面跳转到学生信息系统的主页面，点击 “Guest Center”，您就会看到您学生授权给您的信息。



Instruction When You Forget OneLink Password

忘记密码的操作手册

1. Once OneLink Registration is completed ,you will receive an email including OneLink ID .

完成 OneLink 注册后，您会收到一封包含 OneLink ID 的邮件。

OneLink Registration Confirmation ☆

 help To Mine

Hello,

You have successfully registered the following account for use with Duke OneLink:

OneLink ID: wei[redacted]st

You can use the above account to access your Duke record.

If you have any questions about your OneLink account, please refer to our help page at: <https://accounts.oit.duke.edu/onelink/help>

Thanks for using Duke OneLink!

Your Duke record:

First Name: [redacted]

Last Name: [redacted]n

DukeID: [redacted]26

OIT Service Desk

<https://oit.duke.edu/help>

2. When you login using OneLink account , If you forget OneLink password, click “Forgot your ID or password” to reset password .

如果您在使用 OneLink 账号登录时忘记了密码，可以点击 “Forgot your ID or password” 链接重新设置密码。

The image shows the Duke Log In page. At the top, there's a dark blue header with "Duke Log In" in white and yellow text. Below the header, a small line of text says: "You are on the correct Duke login page if the above begins with: <https://shib.oit.duke.edu>."

There are two main login sections:

- NetID**: "Current students, faculty, staff, sponsored guests". It has a blue button that says "Log in with NetID".
- OneLink**: "All other visitors ([is this you?](#))". It contains a form with:
 - A section titled "Log in with OneLink".
 - Two input fields: "OneLink ID" and "Password".
 - A link below the password field: "Forgot your ID or password?" with a question mark icon.
 - A dark blue "Log In" button.
 - A separator "- OR -" below the button.

3. You need to input your OneLink ID and click “Email Reset Link”.

您需要填写OneLink ID 然后点击 “Email Reset Link” 按钮。

The image shows the Duke OneLink Reset Password page. At the top, there's a dark blue header with "Duke OneLink" in white and yellow text.

Below the header, the title "Reset Password" is displayed. A line of text says: "For your security, we will email a password reset link to the preferred email we have on file for your account."

The form includes:

- An input field for "OneLink ID", which is highlighted with a red box.
- A link below the input field: "[Forgot your OneLink ID?](#)".
- A dark blue button with the text "Email Reset Link" and a right-pointing arrow, also highlighted with a red box.

4. You will receive a reset password email, click on the link.

您会收到一封修改密码的邮件，点击其中链接。

Reset your OneLink ID password ☆

 help To Mine

We received a request to reset the password for your OneLink ID, weiweitest.

Please use the link below to update your password:

https://accounts.oit.duke.edu/oneLink-reg/barnReset?barn=ONELINK_1e76dacc65a83f72757d5fc39ea1432919c11574&onelinkId=weiweitest

OIT Service Desk

<https://oit.duke.edu/help>

5. Input the new password twice and click “Reset Password”.

您需要输入新密码两次，然后点击“Reset Password”按钮。

Duke OneLink

Reset Password

OneLink ID: weiweitest

New Password

Confirm Password

Reset Password →

6. New page shows your OneLink password was successfully updated, you can log in again.
页面将显示您的密码更新成功，您可以重新登录。



Reset Password

Your OneLink ID password was successfully updated.

[OneLink Services](#)