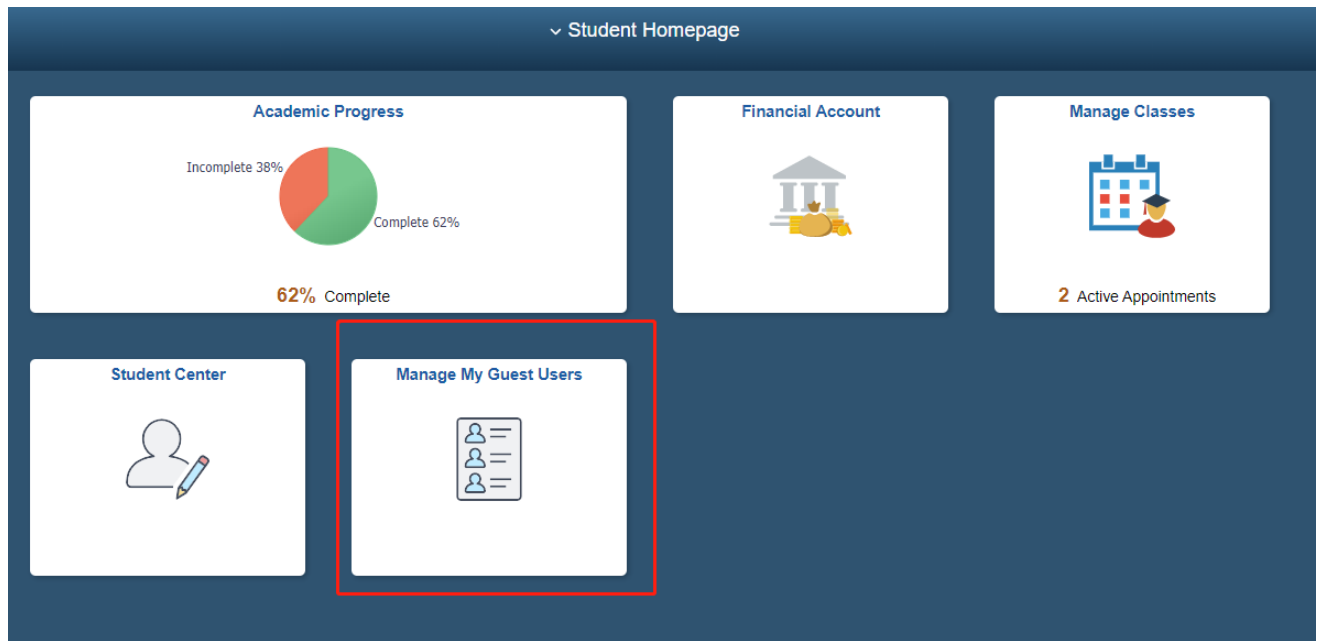


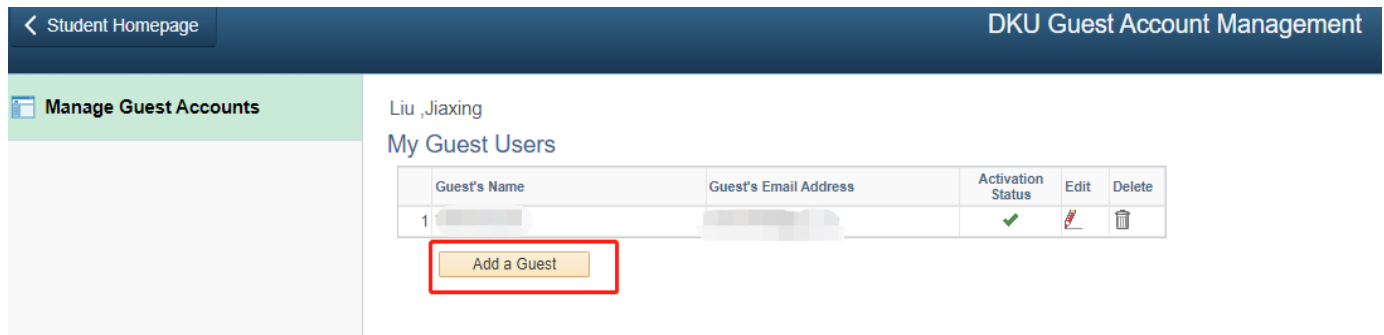
## Guest User Setup Instruction

This instruction guides students to setup guest user(s) to allow them access to DKU hub system and relevant information authorized by students.

1. Login DKU hub system, click “Manage My Guest Users” tile.



2. You can click “Add a Guest” button to add a new user.



3. You need to input address ,names and check the information that you want to share with your guest user.

Note : after entering a field, you must press Enter to continue entering the next field

The screenshot shows the 'Guest User Information' form. A red box highlights the email fields, and an orange callout box points to them with the text: 'This email address is used for parents to register OneLink account.' Another red box highlights the name fields. Below the name fields is a section titled 'Check box(es) to grant access' with three categories: Academics, Finance, and Personal. Each category has a list of items with checkboxes. The 'Academics' category includes Class Schedule, Grades, and Academic History. The 'Finance' category includes Account Summary and Financial Aid. The 'Personal' category includes Addresses, Phone Numbers, and Email Addresses. A red box highlights the checkboxes for Class Schedule, Grades, Account Summary, Addresses, and Phone Numbers. At the bottom of the form are 'Save' and 'Cancel' buttons, with 'Save' highlighted by a red box.

Guest User Information

\*Email Address 8 32@ om

Confirm Email

\*Last Name \*First Middle

Check box(es) to grant access

**Academics**

- Class Schedule ☒
- Grades ☒
- Academic History ☐

**Finance**

- Account Summary ☒
- Financial Aid ☐

**Personal**

- Addresses ☒
- Phone Numbers ☒
- Email Addresses ☐

Save Cancel

4. Your guest user can view the information that you share with them as below.

The screenshot shows the 'DKU Guest Center' interface. The top navigation bar includes 'Guest User Homepage' and 'DKU Guest Center'. The main content area is titled 'Student Guest Center' and displays a welcome message: 'Welcome to the Duke Kunshan University Student Guest Center'. Below the message is a list of students who have authorized the user to view their records. Each student entry includes a list of what access has been granted, indicated by green checkmarks. The table below summarizes the granted access for each student.

Category	Item	Granted?
Academics	Class Schedule	✓
	Grades	✓
	Account Summary	✓
Personal	Addresses	✓
	Phone Numbers	✓

5. You can click “Edit” to update the Guest information or click “Delete” to remove a guest.



My Guest Users

	Guest's Name	Guest's Email Address	Activation Status	Edit	Delete
1		87555532@.com			