

Parent How-To Navigate the Duquesne Parents and Families Portal

- Visit the Parent Portal at families.duq.edu.
- On the login screen, if you already don't have an account, create one by clicking "Sign Up". If you already have a login, enter your email and password in the applicable boxes.

DUQUESNE UNIVERSITY

A new way to stay involved with your student and Duquesne University.

Log in to get started or **Sign Up**
Forgot password?

Email

Password

☒ Remember Me

Log In with Email

Log in with facebook

Log in with linkedin

This site is protected by reCAPTCHA and the Google Privacy Policy Terms of Service apply.

Are you an employee or student? Log in here.

Your one-stop shop for:

- Access to important campus news and deadlines.
- Learn about ways to stay engaged as a family member.
- Personalized newsletters on your schedule.
- Announcements via email.
- Sharing of updates with friends and family.

- Below, you will find a snapshot of the Parent Portal interface, with descriptions included with each piece.

My Communities:

Your groups. Articles and posts are based on the topic (i.e. “Athletics” will have articles based on games, and information specific to that community.)

Discover Communities:

Join and leave communities that you are a part of

Connect to my Student

Take the first step of requesting your student’s FERPA information, including:

- Grades
- Class Schedule/ Enrollment
- Financial Aid information
- Account Balance
- Holds on Account



Calendar:

Events going on at Duquesne. Includes important dates from the Academic Calendar, admissions, student life, etc.

Resources:

Links to other helpful webpages

Support:

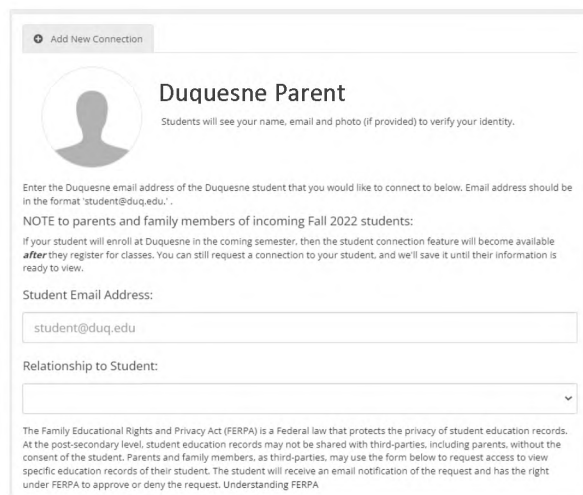
Information to contact Duquesne’s Parent Relations office for additional help and questions

Main Feed:

Contains articles and posts written on a variety of different topics, current events, policies, student success stories and more!

Connecting to your Student:

- Click “Connect with your Student” on the bottom left-hand corner of your main page of the Parent Portal, in the box titled “I’d like to...”.
- In the next screen, enter your student’s email address and your relationship to him or her.



The screenshot shows a web form titled "Add New Connection" for "Duquesne Parent". It includes a profile icon placeholder and instructions: "Students will see your name, email and photo (if provided) to verify your identity." Below this, it asks for the student's Duquesne email address in the format "student@duq.edu". A note specifies that the connection feature will be available after the student enrolls in the coming semester. The form has two input fields: "Student Email Address" (containing "student@duq.edu") and "Relationship to Student" (a dropdown menu). At the bottom, there is a FERPA disclaimer.

Add New Connection

Duquesne Parent
Students will see your name, email and photo (if provided) to verify your identity.

Enter the Duquesne email address of the Duquesne student that you would like to connect to below. Email address should be in the format 'student@duq.edu'.

NOTE to parents and family members of incoming Fall 2022 students:
If your student will enroll at Duquesne in the coming semester, then the student connection feature will become available **after** they register for classes. You can still request a connection to your student, and we'll save it until their information is ready to view.

Student Email Address:

student@duq.edu

Relationship to Student:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. At the post-secondary level, student education records may not be shared with third-parties, including parents, without the consent of the student. Parents and family members, as third-parties, may use the form below to request access to view specific education records of their student. The student will receive an email notification of the request and has the right under FERPA to approve or deny the request. Understanding FERPA

****Please note:** due to FERPA laws, your student owns their information. By completing the next steps, you are requesting access to FERPA categories, which your student will receive a notification about, and will be able to approve or deny your access. Once your access is approved, you will be able to view your student’s information.

- Scroll down and you will see the different FERPA categories that you can request access for.
- You can toggle the button under “Request access?” for each of the categories that you wish to request access to. If you would like to request access to all, you can toggle the “Request access to ALL student records” (screenshot on the next page)
- Please make sure to click the blue “Connect with your student” button after your selections are made.

- Screenshot of FERPA information requests and access:

Request access to ALL student records ☐

[Connect to your Student](#)

Or select the specific permissions you would like to request from the list below.

Category	Request Access?
Academic Information	
Request everything in this group	<input type="checkbox"/>
Class Schedule/Enrollment View student course schedule, credit hours, and other status information including degree, major and class year.	<input type="checkbox"/>
Grade(s) Information View student course grades. Final grades will be posted at the end of each semester.	<input type="checkbox"/>
Financial Information	
Request everything in this group	<input type="checkbox"/>
Financial Aid Information View a list of student financial aid awards, the expected amount offered, and whether it has been credited to the account.	<input type="checkbox"/>
Holds on Account Get notified when there's a new hold on the student account, along with a description of the hold type.	<input type="checkbox"/>
Account Balance View the student's account balance (note this is the previous day balance).	<input type="checkbox"/>
Additional Information	
Request everything in this group	<input type="checkbox"/>
Disciplinary Records Grant permission for Duquesne staff to speak with parent or guardian regarding student conduct/disciplinary issues.	<input type="checkbox"/>

[Connect to your Student](#)

- Once your student approves your access to their FERPA information, you can login to the Parent Portal and click the graduation cap in the top right-hand corner of your screen.



- You can view the information contained within your approved categories. (Please note the below data is from a dummy student account. It does not belong to a real student).

