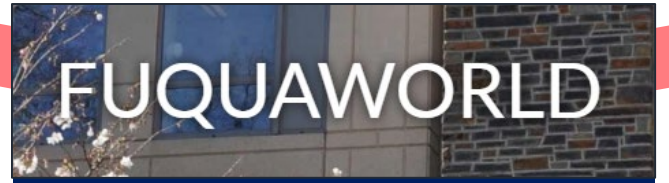
Most Commonly Used Platforms at Fuqua: A Snapshot

DUKE FUQUA SCHOOL OF BUSINESS

Career platform: Manage your career search.

CAREER

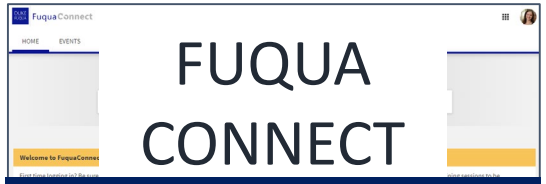


A central hub for the Fuqua community: Get connected to other Fuqua and Duke platforms and access Fuqua-specific resources.

ACADEMICS

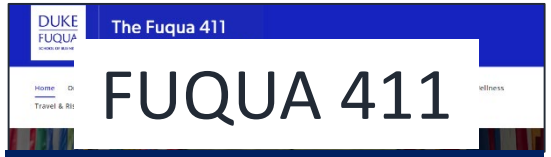
Course platform: Access syllabi, readings, assignments, due dates, etc. for your Fuqua classes.

STUDENT LIFE



Clubs platform: Get involved with the MBAA and clubs, plus view a calendar of extracurricular events and programming.

THE KITCHEN SINK



Info Aggregator: Policies, resources, and guides for getting stuff done at Fuqua (events, reimbursements, travel, etc.).

ADMIN

Student Information platform: Register for classes, view academic record, request transcripts, view bursar info and financial aid.

Note: You'll access most of these platforms by logging in with your **Duke NetID and password**.

Most Commonly Used Platforms at Fuqua: Details

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	What is it?	What do I use it for?	How often should I log in?	
ADMINISTRATIVE				
FuquaWorld	A secured intranet and **central hub of information** for Fuqua students, staff, & faculty.	Get connected to other Duke or Fuqua platforms (DukeHub, OrgSync, Canvas, GTS, etc.), access various Fuqua resources (name tent template, Fox center menu, course evaluations, concentration info, academic calendar, etc.), and search the student/faculty/staff directory.	As needed. If you're not sure where to look for something, search FuquaWorld first.	***As needed***
DukeHub	**Duke-wide Student Information System** containing official academic record information.	Register for courses, view your academic history/record, check most up-to-date course schedule, monitor bursar account activity, request an official transcript, and make address or personal information updates.	As needed, but check bursar info monthly to make sure your account is current and all bills are paid. You will receive an email alert when you have a bursar bill.	***As needed***
ACADEMICS				
Canvas	**Learning Management System (LMS).** Each Fuqua course will have a dedicated Canvas site.	View Fuqua course syllabi, readings, assignments, due dates, etc. Professors will also use Canvas to send announcements about class. *Note: Canvas also hosts your Incoming Student Website (ISW)!*	Daily to ensure you are aware of current course information and are prepared for each class. *Note: You will be notified via email when professors post a Canvas announcement.*	***Daily***
CAREER				
GTS	Fuqua's recruiting portal. GTS **supports the career search** by facilitating connections between students and prospective employers.	Schedule career coaching appointments, sign up for employer presentations, view and apply to job postings, and manage campus interview schedules.	Daily, especially during recruiting season to ensure you don't miss application deadlines. *Note: Access to GTS for incoming students will be granted during Global Institute.*	***Daily***
STUDENT LIFE				
FuquaConnect	**Club and extracurricular** communication platform.	View and join clubs and organizations (plus select Fuqua Administrative offices like OSL!), view a calendar of extracurricular events and programming, sign up to receive club newsletters, and RSVP for events.	Daily. FuquaConnect should be your first stop to learn about student clubs/organizations and upcoming events.	***Daily***
THE KITCHEN SINK				
Fuqua411	One website **aggregating resources and answers to common student questions.**	Learn how to get stuff done at Fuqua. The Fuqua411 contains everything from key academic policies, to how to get reimbursed for club expenses, to how to plan a big or small student event, to wellness resources. The Fuqua411 is useful for all students, but particularly helpful for club leaders or students planning events.	As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.	***As needed***

PRO TIP: *Add all of the above links to your bookmarks bar now; you'll visit them frequently at Fuqua!*

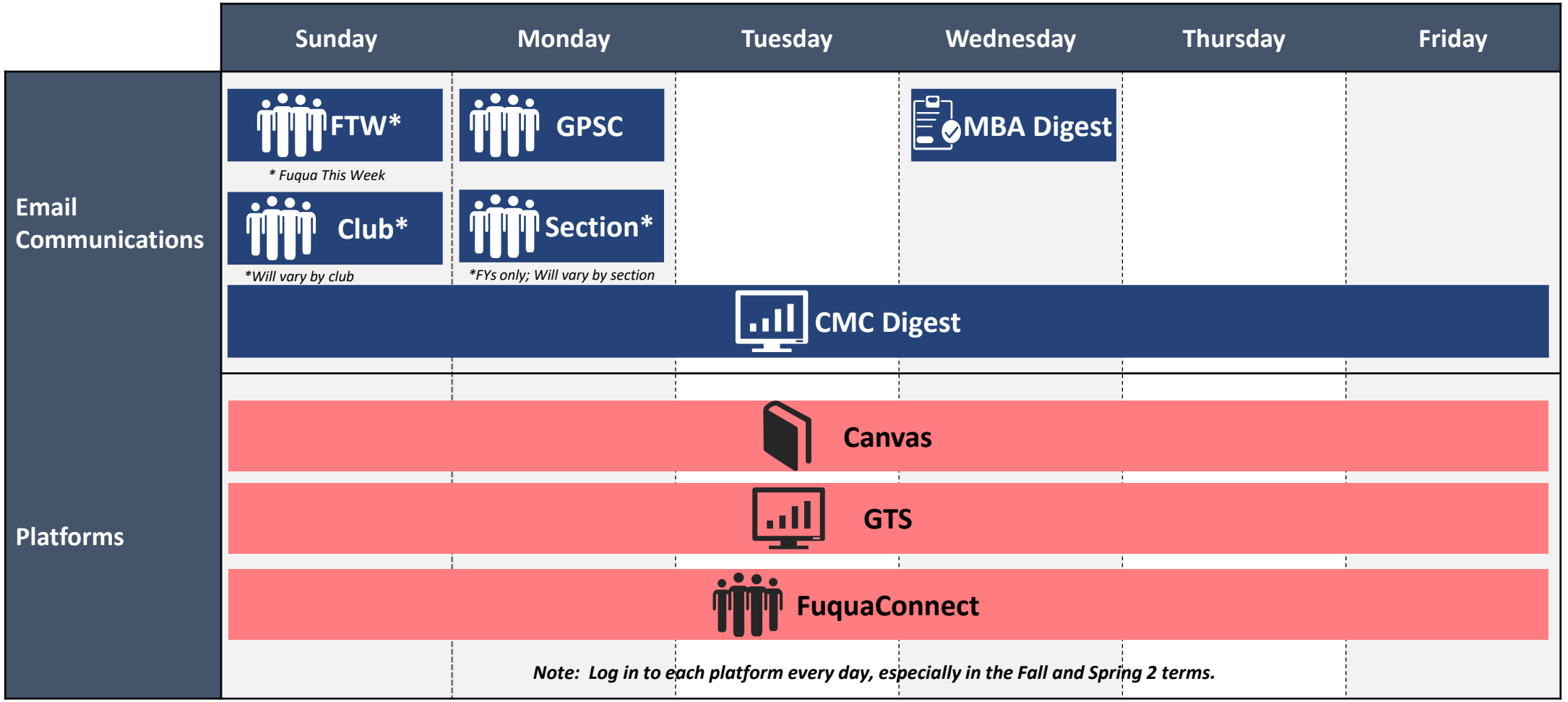
Overview of Email Communications

DUKE FUQUA SCHOOL OF BUSINESS

	Who sends it?	What's included?	When is it sent?	Importance
ADMINISTRATIVE				
Team Fuqua Flash	Fuqua Development and Alumni Relations (DAR)	News, events, engagement opportunities, and thought leadership; the content is **primarily developed for alumni.**	Once a month	***Medium***
Fuqua Insights	Fuqua Public Relations Team	The **latest Fuqua news**, press clippings, thought pieces, faculty and events.	Every other month	***Medium***
MBA Digest	Fuqua Administration	Critical information pertaining to **administration-led initiatives** including class registration, parking, IT, major on-campus events, etc.	Wednesdays each week	***CRITICAL***
CAREER				
CMC Digest	Career Management Center (CMC)	A compilation of announcements related to **recruitment opportunities**, deadlines and deliverables, as well as CMC workshops and curriculum.	Daily by default. Can opt-out.	***CRITICAL***
STUDENT LIFE				
Club Newsletters	Student leaders of clubs	**Club-specific events and news updates**, typically sent to members of the club in OrgSync.	Generally once a week, but varies by club.	***Opt-in***
GPSC News	Graduate and Professional Student Council (GPSC)	Compilation of updates and events organized around Durham by and for **all Duke Graduate and Professional students.**	Mondays each week	***Medium***
Fuqua This Week (FTW)	MBA Association (MBAA)	Overview of upcoming **student-led initiatives and events**, news about major Fuqua happenings, and classmates' achievements.	Sunday each week	***CRITICAL***
Section Newsletters	Section leaders	**Section-specific events and news updates**, sent only to FY sections.	Sundays or Mondays each week, but varies by section.	***CRITICAL***

Communications: A Sample Week

*Read **Email Communications** and log into **Platforms** on a weekly basis according to the schedule below*



Questions? Reach out to your MBAA Communications rep or your OSL:

Sam Klein, MBAA VP Communications sam.klein@duke.edu

Office of Student Life (OSL), studentlife@fuqua.duke.edu

Bonus: Other IT Platforms and Resources

Other platforms or resources you have access to as a Fuqua student

Platform / Resource	Link	What can I do with it?	How do I log in?
Microsoft Teams	https://oit.duke.edu/help/articles/office-365-get-started-using-microsoft-teams	Create **a team space, chat, collaborate on projects**, share screens, etc.	Login using your NetID@duke.edu email and Password
ePrint	https://it.fuqua.duke.edu/printing.htm	**Print from your own computer to print stations** distributed throughout Fuqua. Printing at Fuqua is not free, but Fuqua awards a $50 quota per 6 month period directly on your FLEX account (e.g. on your DukeCard).	NetID
Facebook	https://www.facebook.com	Each Fuqua class has a private Facebook group. Join this group **to stay connected to your peers and learn about social events** that are not MBAA or club sponsored. *Note: the Daytime 2021 group requires a password to join – "Daytime 2021".*	Usual Facebook login
Ford Library Databases	https://library.fuqua.duke.edu/databases/subjects.htm	Access **articles and journals on all of Ford Library's Business Databases**, including Bloomberg Professional.	Not required on Fuqua's WiFi
Sites@Duke	https://sites.duke.edu/	Create Duke **WordPress websites** for personal, team, conference, club or other uses.	NetID
Qualtrics	https://it.fuqua.duke.edu/survey.htm	Create **web-based surveys** with robust reporting features. *Hint: You can also make great surveys using OrgSync!*	NetID
WebEx	https://webex.duke.edu/	Set-up **web-based conference calls** with screen sharing capabilities.	NetID