Navigating CaneLink (canelink.miami.edu)

1) **Go To Student Center** – This will allow you to select the area where you access financial aid, student accounts, and academic record information.

2) **Share My Information**: In order for your parent or guardian to contact the University of Miami to discuss your financial or academic information you must first give them permission.

3) **Communication Center**: Copies of e-mail notifications that are sent to students are stored within the communication center.

4) **To Do List**: A list of documents or required actions that require the student’s attention. Click on “more” to see the status of each document required.

5) **Financial Aid**:
   a. **View Financial Aid**: View your current and past year financial aid awards.
   b. **Accept/Decline Awards**: students can accept and decline loans and federal work study in this area.
How to Accept Your Offer of Admission

Step 1: Select the [Go to Student Center] button after logging in to canelink.miami.edu

Step 2: Navigate to the bottom of your student center (Admissions) and select the Accept Admission/Pay Deposit or Decline Admission link

Step 3: Click on the Accept Admission/Pay Deposit or Decline Admission link

Step 4: Select the option appropriate for your decision

Step 5: Based on your decision you will be asked to submit a deposit or indicate why admission was declined.
How to Accept/Decline
Your Financial Assistance Award

1. Go to Student Center

2. In Finances Group Box, click the Accept/Decline Awards link.

3. From the available Financial Aid Years, click 2016.

4. On this next page, you can accept and decline awards in your award package. To accept or decline, click the appropriate box to place a checkmark in either the Accept or Decline column for each award. If you want to accept all awards, you may use the accept all button. To decline all awards, you may use the decline all button.

5. Once you are satisfied with the Accept/Decline options you have selected, click the SUBMIT button. This will update your award information in the system, based on your selections.

6. If the update was successful you will receive a message indicating so.
Student Guide for Providing Proxy Access to Student Record Information in CaneLink
A Step-by-Step Guide

You control your information

The process of creating and maintaining a proxy account is controlled by you. You must grant approval for all proxies and you can select which services proxies may access on your behalf. In order for this to happen, you must login to the Student Center and navigate to your Student Center.
Once inside your Student Center, click on the 'Share My Information' tab located on the right-hand side of the page, as shown in this example of Sebastian’s Student Center.
You will then navigate to the Share My Information summary page. This page will identify individuals to whom you have provided access to your student information. You will use this page to provide access to new proxies. You are also able to modify and delete existing proxy access.
Completing the “Terms and Conditions” is required prior to providing access to your student record information to your proxy.
After accepting the terms and conditions relating to the Federal Family Education Rights and Privacy Act (FERPA), you will be able to complete the information required and select which transactions your proxy can access. You have the ability to select one, some, or all of the sharable information under ‘Transaction Name’.

When the ‘Save’ button is clicked, you will be notified that an email will be sent to your proxy affirming that access has been granted.

An email notification will be sent to Maria Ibis. (14025,76)
An email notification will be sent to Maria Ibis to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.
After clicking the ‘OK’ button, a confirmation is posted indicating that the process was successful.

![Confirmation](image)

At this point in the process, you will be able to see the status of your actions on your Share My Information summary page. Notice that the status of the transaction is “submitted” and the Contact Status for the proxy is “unknown.” This will change once the proxy has completed and submitted all of the required information.

![Share My Information](image)

For information about what step the proxy must follow, refer to the Proxy Guide.
How to Apply for Housing and Submit Housing Pre-payment

Step 1: Visit the Housing & Residential Life’s website for specific instructions about how to apply for housing, including the $500 housing pre-payment.

http://hrl.studentaffairs.miami.edu/living-on-campus/applying-for-housing/index.html

Note: You must typically wait 1-2 business days after submitting your enrollment deposit to have access to the housing application process.

Step 2: Log-in to http://canelink.miami.edu

Step 3: From your home screen, click on “Housing Application Process.” This link directs you to the Housing & Residential Life portal home page.

Step 4: On the Housing & Residential Life portal home page, you’ll find a link that will direct you to the housing application process on how to apply for housing as well as your meal plan (if applicable).
Profile Summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Sample.Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen Name</td>
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</tr>
<tr>
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</tr>
<tr>
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</tr>
<tr>
<td>Classification</td>
<td>First Year Student</td>
</tr>
</tbody>
</table>

Housing & Residential Life Portal

Welcome to the Housing & Residential Life student portal... your web-based resource to apply for housing, sign-up for a meal plan with Dining Services, and to access other resident services.