NAVIGATING CANELINK

A comprehensive guide to accepting your admission offer, accepting or declining financial aid, and applying for housing.

canelink.miami.edu

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STUDENT CENTER

Students may access the following:

- **Message Center**: view copies of email notifications, including admission decision, scholarship letter, financial aid letter, etc.
- **To Do List**: view documents or required actions that need your attention.
- **Financial Aid**: view financial aid awards, and accept or decline awards.
- **Bill Breakdown**: view a detailed breakdown of your tuition bill.
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.

Copies of your email notifications are stored here.

A list of documents or required actions that require your attention. Click on "details" to see the status of each document required.

View Financial Aid: View your current and past year financial aid awards.
Accept/Decline Awards: Accept and/or decline loans and federal work study here.
How to accept or decline your offer of admission

1. Log in to canelink.miami.edu and select “Go to Student Center.”

2. Navigate to the bottom of your student center to the “Admissions” section and select the “Accept Admission/Pay Deposit or Decline Admission” link.
Click on the “Accept Admission/Pay Deposit or Decline Admission” link.

Select the option appropriate for your decision.

Based on your decision, you will be asked to submit a deposit or indicate why you declined.
How to accept or decline your financial aid award

1. Log in to canelink.miami.edu and select “Go to Student Center.”

2. Under the “Finances” heading, click the “Accept/Decline Awards” link.

3. From the available Aid Years, click 2020.
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.

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.

If the update was successful you will receive a confirmation message.
How to grant proxy access to student record information in CaneLink

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.

1. Log in to canelink.miami.edu and select “Go to Student Center.”

2. Click on the “Share My Information” tab located on the right-hand side of the page.

3. The “Share My Information” summary page lists individuals to whom you have provided access to your student information. Here you can provide access to new proxies and modify or delete existing proxy access.
Accept the **Terms and Conditions** relating to the Federal Family Education Rights and Privacy Act (FERPA) to provide your proxy access to your student record information.

Complete the Share My Information form 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."
Once you select “Save,” you will be notified that an email will be sent to your proxy affirming that access has been granted.

After clicking “OK,” a confirmation is posted indicating that the process was successful.

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.

For information about what step the proxy must follow, refer to [miami.edu/proxyguide](http://miami.edu/proxyguide).
How to apply for housing and submit housing prepayment

Visit the Housing and Residential Life website at miami.edu/housing for specific instructions about how to apply for housing, including the $500 housing prepayment.

1. Log in to canelink.miami.edu.

2. Click on the ‘Housing Application Process’ link on your student home page to be directed to the Housing and Residential Life page.
On the Housing and 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.