A CaneLink Guide to Updating Emergency & Contact Information

This is a step-by-step guide to updating your contact and emergency information with the University through the CaneLink website. All members of the UM community are urged to ensure that their information is always kept up-to-date.

Login:

1. Go to [www.canelink.miami.edu](http://www.canelink.miami.edu) and enter your CaneID and Password.
   a. If you experience difficulty in accessing your account, please call the Information Technology Help desk at 305-284-6565.
2. On the CaneLink homepage, select the “Go to Student Center” option at the center of the page:
3. Scroll down to the “Personal Information” Section near the bottom of the page, and go to the drop-down menu where it says “other personal”...:
4. Click on the drop-down menu, and select **Addresses**
5. Select on **Add New Address** option

6. Fill out Address 1, City, County, State, and Postal Code.
7. On the right where it says Address Types, select **Evacuation**. You may select one or more boxes if your evacuation address will be used for UM to send mail, billing, diploma, etc.

8. On the next page, you will receive the confirmation included below. Press the “OK” button.
9. Remember to sign out of your CaneLink account by pressing the “Sign out” button on the top right hand corner of CaneLink. On the next page, press the log out completely button.

10. The update will be reflected within 24 hours. If you have any questions or concerns, please contact the Office of Emergency Management at 305-284-8005.