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** 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:

CaneLink

Home | Add to Favorites | Sign out

Favorites | Main Menu

Personal Information

Update E-Mail Address
View Your UM ID
Device Registration Portal (on-campus link only)
FERPA Student Tutorial
My Scholarship Profile

Cane Card

Cane Express Balance and Transactions
Make a Cane Express Deposit
Lost or Stolen Cane Card

UM Housing

Housing Application Process
View Housing Agreement
View Housing Rates
View Housing Assignment Info
Off Campus Housing

Transcripts

Order Official Transcript

Disclosure Profile System

Enter/Update Disclosures in the DPS
CITI Training for Conflicts of Interest

UMSIS - Student Center

University of Miami Student Center

Information on Admission, Student
Records, Degree Audit, Student Accounts,
and Financial Aid.

Go to Student Center

Instructor Evaluations

Submit Instructor Evaluation

Dining Services

Meal Plan Add Request
View Current Meal Plan
View Meals Remaining
Meal Plan Change Request
Add Block Meals
Dining Dollars Balance and Transactions

Student Employment

Search Federal Work Study
Search Student Assistant Program
Search Student Employment Website

Other Important Links

Cognates Search Engine
Apply to Graduate
Student Government Elections
Health Insurance Waiver
Exit Interview
Map-Works
Current Enrollment Certification
Take the ALEKS Math Placement Assessment
View your ALEKS Math Placement Score
Give to UM

Online Resources

CaneLink FAQ
Academic Bulletin
Academic Calendar
Blackboard
Laureate Blackboard
GradesFirst
University of Miami Libraries
Law Library
Medical Library
Final Exam Schedule
GPA Requirements for Summa/Magna/Cum Laude
Register International Travel
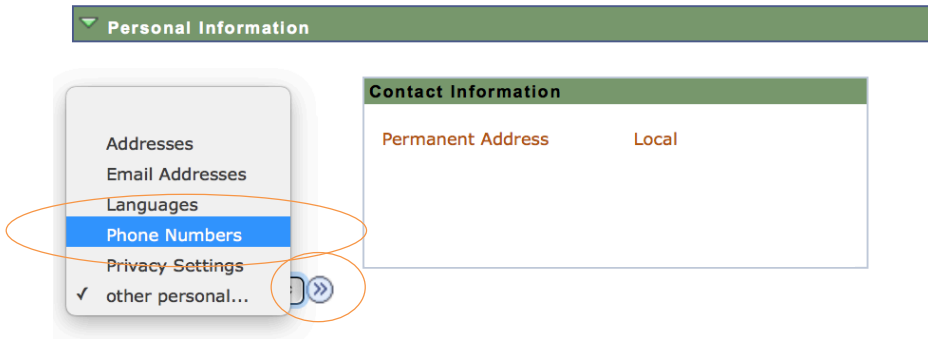Emergency Preparedness
UM Police Department
Green U
Alcohol Education

3. Scroll down to the **"Personal Information"** Section near the bottom of the page:

4. Select the "Phone Numbers" option in the drop-down menu and select it by pressing the arrow button next to the menu:

5. Enter your "Mobile" and "Permanent" number and then press "Save":

Phone Numbers

Enter your phone numbers below.

If multiple phone numbers are entered, specify your primary contact number by selecting the preferred checkbox.

*Phone Type	*Telephone	Ext	Country	Preferred	
Mobile	000/000-0000		001	☑	delete
Permanent	000/000-0000		001	☐	delete

ADD A PHONE NUMBER

SAVE

* Required Field

6. On the next page, you will receive the confirmation included below. Press the "OK" button.
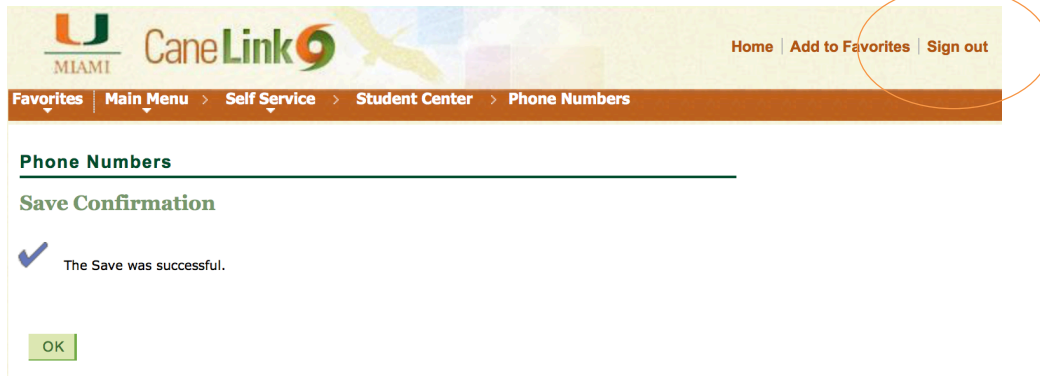
Phone Numbers

Save Confirmation

✔ The Save was successful.

OK

7. 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.

8. 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.