



## 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.

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### UM Single Sign-On

You have requested access to **UM Single Sign-On** which requires University of Miami authentication.

**CaneID**  
Enter Your CaneID  
Forgot your CaneID?

**Password**  
Enter Your Password  
Forgot your Password?

**Your CaneID Account**  
Change Your Password  
Change Your Security Question

**Help Topics**  
Help with CaneID

**Sign in**

For security reasons, log out of UM Single Sign-On and quit your web browser when you are done accessing service that require CaneID authentication.

Be wary of any program or web page that asks you for your username and password. Secure University of Miami web pages that ask you for your username and password will generally have URLs that begin with "https://canelink.miami.edu" or "https://canelinkhelp.miami.edu". In addition, your browser should visually indicate that you are accessing a secure page.

2. On the CaneLink homepage, select the “Go to Student Center” option at the center of the page:

The screenshot displays the CaneLink homepage with a navigation bar at the top containing the University of Miami logo, the text 'CaneLink 6', and links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar is a 'Favorites' and 'Main Menu' section. The main content area is organized into several columns of links:

- 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:** A large central box with a background image of a student and a 'Go to Student Center' button. Text reads: 'University of Miami Student Center. Information on Admission, Student Records, Degree Audit, Student Accounts, and Financial Aid.'
- 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.

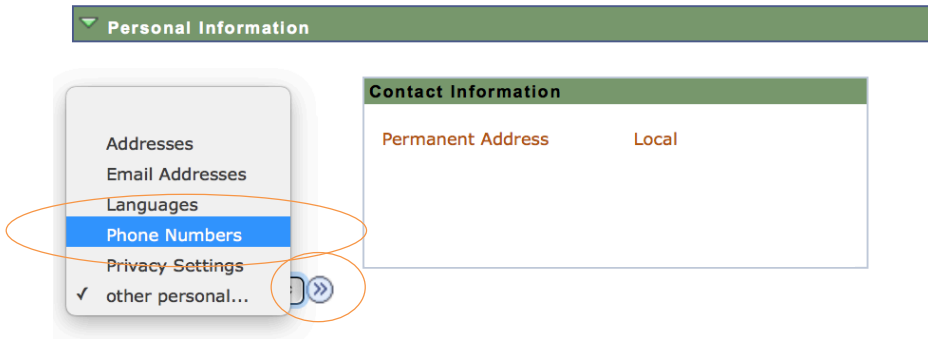
3. Scroll down to the “Personal Information” Section near the bottom of the page:

The screenshot shows the CaneLink Student Center interface. At the top, there is a navigation bar with the University of Miami logo and 'CaneLink' branding. Below this is a breadcrumb trail: 'Home > Add to Favorites > Sign out' and 'Favorites | Main Menu > Self Service > Student Center'. The main content area is titled 'Student Communication Center' and contains several sections:

- Message Center**: Includes a search bar and a 'SEARCH FOR CLASSES' button.
- Academics**: Features a search bar, a 'My Academics' menu, and a 'This Week's Schedule' table. The table lists classes with their IDs and schedules.
- Communication Center**: Shows '0 Pending Messages' and '41 Communications'.
- Holds**: Indicates 'No Holds'.
- To Do List**: Lists 'Student 2015 W-2' with a 'more' link.
- Enrollment Dates**: Includes a link for 'Open Enrollment Dates'.
- Advisor**: Lists 'Program Advisor' names: Michael Gaines, Jahtm Flores, and Melissa Hechtman.
- Finances**: Includes a 'My Account' section with a warning: 'You may have outstanding charges due on your account. Please click on the link below to make a payment.' and a 'view account/make a payment' link.
- Personal Information**: This section is circled in orange and includes a 'Contact Information' sub-section with links for 'Demographic Data', 'Emergency Contact', 'Names', and 'Privacy Settings'.
- Admissions**: A section at the bottom of the page.

Class	Schedule
ART 210-34 LEC (1881)	TuTh 3:00PM - 5:30PM 1535 Levante 151
KIN 202-G LEC (6254)	MoWeFr 2:30PM - 3:20PM Whitten LC 110
KIN 233-1P LAB (6268)	Tu 10:45AM - 12:25PM Merrick 316
MKP 111-56 LAB (9269)	TuTh 2:00PM - 2:50PM Weeks Music Library 138
POL 536-3K LEC (8106)	Mo 5:00PM - 7:40PM Aresty 103

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	<input checked="" type="checkbox"/>	delete
Permanent	000/000-0000		001	<input type="checkbox"/>	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

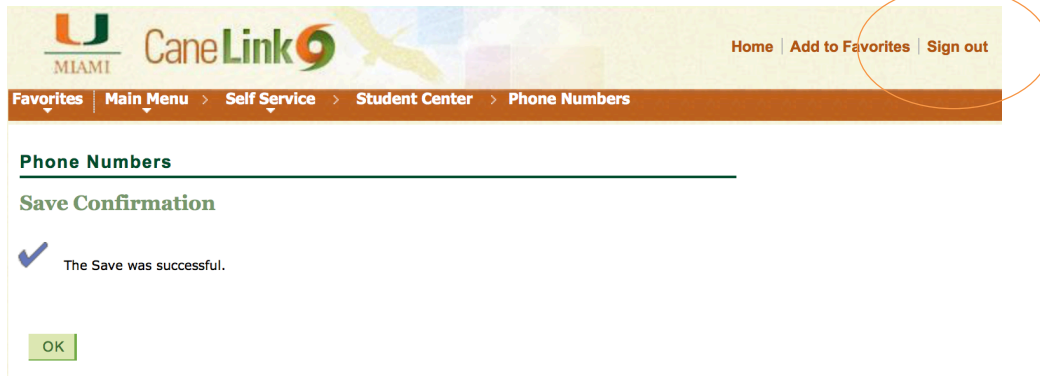
#### Save Confirmation



The Save was successful.

OK

- 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.



#### Application Log Out

**Please note:**

You have successfully logged out. To return to your current application, please click [here](#).

However, your UM Single Sign-on (UMSSO) session is still active. For your safety and protection, please log out of your UMSSO session completely by clicking [here](#).

- 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.