



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.

A screenshot of the University of Miami's 'UM Single Sign-On' login page. The page has a green header with the University of Miami logo and navigation links: ABOUT US, ADMISSIONS, ACADEMICS, LIBRARIES, and GIVE TO UM. The main content area is white with a green border. It features a 'UM Single Sign-On' title, a message stating 'You have requested access to UM Single Sign-On which requires University of Miami authentication.', and two input fields: 'CaneID' and 'Password'. Both fields are circled in black. Below the input fields is a 'Sign in' button. To the right of the input fields are links for 'Your CaneID Account' (Change Your Password, Change Your Security Question) and 'Help Topics' (Help with CaneID). At the bottom, there is a security notice: '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://caneid.miami.edu" or "https://caneidhelp.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, 'CaneLink 6', and links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar are 'Favorites' and 'Main Menu' tabs. 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 central box with a background image of a student and a 'Go to Student Center' button, which is circled in black. Text includes 'University of Miami Student Center' and '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, and go to the drop-down menu where it says “**other personal**”...:

MIAMI CaneLink

Home | Add to Favorites | Sign out

Favorites | Main Menu > Self Service > Student Center

Student Communication Center

Message Center

Academics

Search
Plan
Enroll
My Academics

other academic... ▾

Deadlines URL Gradebook

This Week's Schedule

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-JK LEC (8106)	Mo 5:00PM - 7:40PM Aresty 103

weekly schedule ▶

enrollment shopping cart ▶

Finances

My Account

Account Inquiry

Financial Aid

View Financial Aid
Accept/Decline Awards

other financial... ▾

You may have outstanding charges due on your account. Please click on the link below to make a payment.

view account/make a payment ▶

Personal Information

Demographic Data
Emergency Contact
Names
Privacy Settings

other personal... ▾

SEARCH FOR CLASSES

SHARE MY INFORMATION

Communication Center

0 Pending Messages
41 Communications
Go To Communication Center

Holds

No Holds.

To Do List

Student 2015 W-2
more ▶

Enrollment Dates

Open Enrollment Dates

Advisor

Program Advisor

Michael Gaines
Jehm Flores
Melissa Hechtman

details ▶

4. Click on the drop-down menu, and select **Addresses**

The screenshot displays the CaneLink Student Center interface. At the top, the University of Miami logo and 'CaneLink' branding are visible, along with navigation links for Home, Add to Favorites, and Sign out. Below this is a breadcrumb trail: Favorites | Main Menu > Self Service > Student Center.

The main content area is titled 'Student Center' and is divided into several sections:

- Student Communication Center:** Includes a 'Message Center' link, a 'SEARCH FOR CLASSES' button, and a 'SHARE MY INFORMATION' button.
- Academics:** Features a search bar, a notification: 'You are not enrolled in classes.', and a link to 'enrollment shopping cart'. A dropdown menu labeled 'other academic...' is visible.
- Finances:** Includes a 'My Account' section with links for 'Account Inquiry' and 'Financial Aid', a notification: 'You may have outstanding charges due on your account. Please click on the link below to make a payment.', and a link to 'view account/make a payment'. A dropdown menu labeled 'other financial...' is visible.
- Personal Information:** Contains a 'Contact Information' section and a dropdown menu labeled 'other personal...'. This dropdown menu is circled in black, and its options are: 'Addresses', 'Email Addresses', 'Languages', 'Phone Numbers', and 'Privacy Settings'. The 'Addresses' option is highlighted in blue.

At the bottom of the page, there is a search bar with the text '1 of 1 match' and several search filters: 'Highlight All', 'Match Case', and 'Whole Words'.

5. Select on **Add New Address** option

The screenshot shows the CaneLink 9 user interface for Daniel Ruiz. The user is logged in and viewing the 'Addresses' section. The interface includes a navigation bar with 'Home | Add to Favorites | Sign out' and a breadcrumb trail: 'Favorites | Main Menu > Self Service > Student Center > Addresses'. Below the user name, there are tabs for 'Personal Information', 'Security', and 'Credentials'. Underneath, there are sub-tabs for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', 'demographic information', and 'ethnicity'. The 'Addresses' section contains a table with columns 'Address Type' and 'Address'. There are two rows: 'Mail' and 'Billing', each with an 'edit' button. A green button labeled 'ADD A NEW ADDRESS' is circled in black. At the bottom, there are links for 'Personal Information', 'Security', 'Credentials', 'Addresses', 'Phone Numbers', 'Email Addresses', 'Emergency Contacts', 'Demographic Information', and 'Ethnicity'.

6. Fill out Address 1, City, County, State, and Postal Code.

The screenshot shows the 'Edit Address' form in the CaneLink 9 user interface. The form is titled 'Edit Address' and is circled in black. It includes the following fields: 'Country' (set to 'United States' with a 'Change Country' link), 'Address 1', 'Address 2', 'Address 3', 'City', 'State' (with a dropdown menu showing 'Florida'), 'Postal', and 'County'. There are 'OK' and 'Cancel' buttons at the bottom of the form. The navigation bar and breadcrumb trail are visible at the top of the page.

- 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.

The screenshot shows the 'Addresses' section of the CaneLink system for user Daniel Ruiz. It includes a navigation bar with 'Home | Add to Favorites | Sign out' and a breadcrumb trail: 'Favorites | Main Menu > Self Service > Student Center > Addresses'. The main content area is titled 'Addresses' and contains a sub-section 'Add a new address'. Below this, there is a form with a date field set to '05/09/2017' and a 'SAVE' button. To the right, an 'Address Types' list includes 'Mail', 'Billing', 'Permanent', 'Diploma', 'Local', 'Work', and 'Evacuation', each with a checkbox and an asterisk. The 'Evacuation' checkbox is circled in black.

- On the next page, you will receive the confirmation included below. Press the “OK” button.

Addresses

Save Confirmation



The Save was successful.



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.



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](#).

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.