Step-by-Step Guide: Proxy Access to Student Record Information in CaneLink

In an ongoing effort to improve the student experience, the University of Miami offers Proxy access to CaneLink for any proxy delegate designated by the student. Creating a CaneLink proxy account can be done with just a few simple steps. Students must first navigate to the Student Center in CaneLink and click the “Share My Information” button to request proxy access to their student record information. Once the student completes the request form, along with the proxy’s contact email address, and chooses which student record information to grant permissions to, an email will be sent out to the selected proxy outlining the next steps in the account setup. An example of the setup email sent to the proxy, as well as the types of student record information that are available, can be found below:

Student record information available:
- UM Billing and Payments Information
- UM Grade and Transcript Information

When you receive this email, you will be provided instructions to complete the process. These will include directions for accessing the CaneLink system and the terms and conditions you must follow when accessing someone else’s information. (If you are expecting receipt of this email and don’t see it, check your “junk” email.)

Sample proxy setup/confirmation email:

Maria Ibis, you have been granted access to Sebastian Ibis’s University of Miami educational records. You will be able to view or take action on the following transactions on Sebastian Ibis's behalf:

- UM Billing and Online Payments
- UM Grade/Transcript Information

Instructions:

1. Click here to access CaneLink. You will be asked to sign in using your existing CaneID and password. If you do not already have a CaneID, you will be able to create one.
2. After signing in to CaneLink, you will be required to accept or decline the "Terms and Conditions for accessing education records that belong to a student at the University of Miami".
3. You will also be required to enter the following two pieces of information:
   a. The Security Key: (e.g., DZOMMg3)
   b. The email address where we sent you this notification.

(The above steps are only required the first time you register to access your student’s information.)
Signing into CaneLink

For those of you who have had myUM “delegate” access in the past, you can sign in to the CaneLink system (canelink.miami.edu) using the same CaneID and password you used in myUM.

If you don’t have an active CaneID or if you have forgotten your CaneID or password, please click on the caneidhelp.miami.edu link to manage and/or recover this information.
Register as a Proxy User and Accept the Terms of Use

Access to approved student record information will be granted upon completion of the Terms and Conditions document. Once this document is completed and submitted, your access will be activated.
The Proxy Home Page
The following is an example of what you might see, depending on what access you are granted, when you arrive in CaneLink.

In this example, Sebastian has granted permission for his Proxy to access his UM financial aid information, billing and payment information, and his grades and transcript information. Sebastian has the option of controlling what his Proxy can see. He also can make changes in what his Proxy can see.