

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:

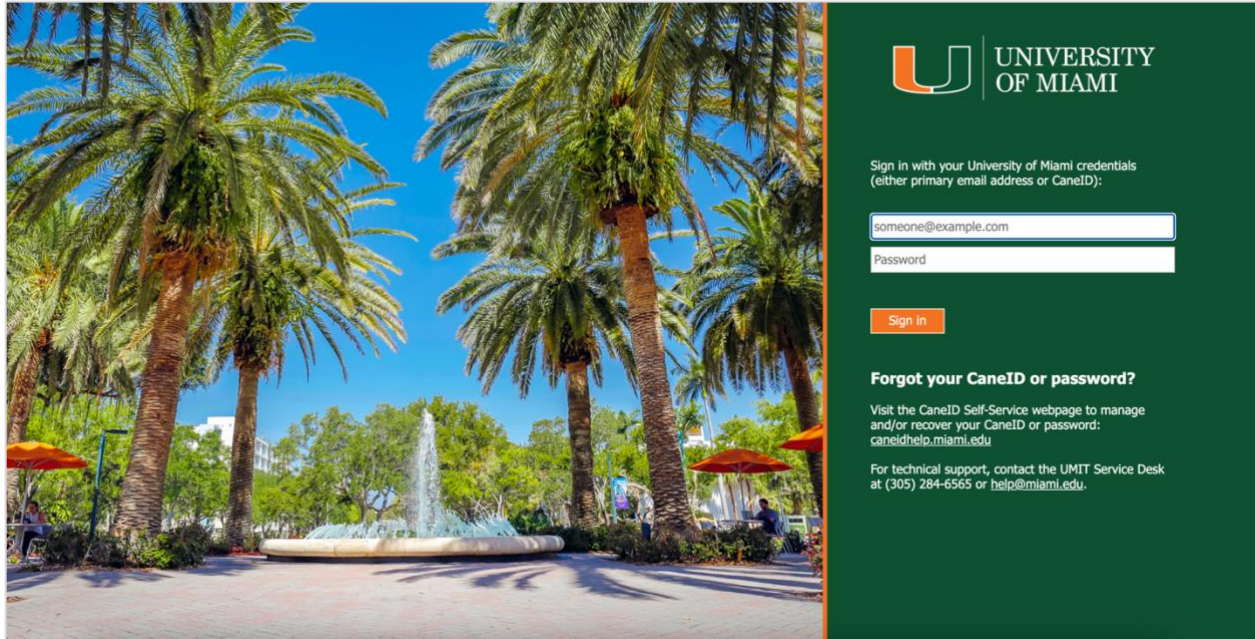
1. [Click here to access CaneLink](#). You will be asked to sign in using your existing CaneID and password. If you do not already have a CaneID, you will be able to create one.
2. After signing in to CaneLink, you will be required to accept or decline the "Terms and Conditions for accessing education 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.



The image is a composite of two parts. On the left is a photograph of a sunny campus plaza with several tall palm trees and a central fountain. On the right is a dark green rectangular panel containing the University of Miami logo and a login form. The logo consists of an orange 'U' with a white outline and the text 'UNIVERSITY OF MIAMI' to its right. Below the logo, the text reads: 'Sign in with your University of Miami credentials (either primary email address or CaneID):'. There are two input fields: the first contains the placeholder text 'someone@example.com' and the second is labeled 'Password'. Below these fields is an orange button with the text 'Sign in'. Further down, the text reads: 'Forgot your CaneID or password? Visit the CaneID Self-Service webpage to manage and/or recover your CaneID or password: [caneidhelp.miami.edu](#)'. At the bottom, it says: 'For technical support, contact the UMIT Service Desk at (305) 284-6565 or [help@miami.edu](#)'.

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.

Maria Ibis

Terms and conditions for accessing somebody else's data

Terms and Conditions

You have been granted access to view or update education records that belong to a student at the University of Miami. By accepting these terms and conditions, you consent to protect the privacy of the records and to use or modify the records fairly and lawfully.

The following terminology applies to these Terms and Conditions: "Delegator" refers to the person who delegated access to you. "Proxy" refers to you, the person authorized to view or update the Delegator's records on his or her behalf.

Agreement:
All proxies are required to sign this agreement confirming their understanding and acceptance of this policy for each of the delegators that delegated them access to their records. You sign the agreement by accepting the terms and conditions, entering your Security Key and your email address below.

I accept terms and conditions
 I decline terms and conditions

Security Key: (Security Key was included inside the email notification you received)

Contact Email: (Email address where email notification was sent to you)

Your Personal Information

Prefix:

*First Name: Middle Name:

*Last Name: Suffix:

Gender: Highest Education Level:

Date of Birth: Marital Status:

Mailing Address

*Country:

*Address Line 1:

Address Line 2:

Address Line 3:

*City: *State: *Postal:

Telephone:

Your Employment Information

Occupation: Employer:

Country:

Address Line 1:

Address Line 2:

Address Line 3:

City: State: Postal:


Telephone:

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.

Percy Nunez go to ... 

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[FERPA Restrictions](#) | [Share My Information](#)

Share My Information - Summary

Following is the list of contacts you delegated access to your own data. To edit the information for a contact, select the Edit button. To delegate access to a new contact, select the Delegate Access to a New Contact button.

[Delegate Access To A New Contact](#)

Ibis Edit Delete			
Contact Name	Contact Email Address	Relationship	Contact Status
Ibis	Canes@miami.edu	Father	Unknown

Shared Transactions

Shared Access	Start Date	Transaction Status
UM Financial Aid Information	09/27/21	Submitted
UM Grade/Transcript Information	09/27/21	Submitted
UM Billing and Online Payments	09/27/21	Submitted

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