CaneLink: Verify Delegated Access

The student has the power to grant and revoke a proxy’s access to their billing, online payment, and grade information at any time using the Proxy Delegation tab located on the Dashboard menu. The assigned proxy must sign in with their own User ID to view further proxy details in accordance with their own Proxy Delegations. If proxy access is deleted, it must be re-added by the student following the Student Proxy Guide.

Disclaimer: We encourage you to bookmark this tip sheet, rather than download it so that you always have access to the most up-to-date guide.

Log In to CaneLink

2. Enter your username and password to log in.

Navigate to Delegated Access and View Proxy Details

3. From the top navigation board, click the Main Menu tab.
4. Locate and click Campus Community (1) using the sort feature (2).
5. Select **Delegated Access** from the drop-down menu, then select **Review Shared Information**.

6. Locate student proxy details by entering student’s **EmpID**, **Campus ID**, **First Name**, or **Last Name**, then selecting **Search**.

7. Select the appropriate student from the **Search Results**.

8. The **Review Shared Information - Summary** page displays the following information for each requested proxy: **Contact Name (1)**; **Contact Status (2)**, e.g., **Accepted**, **Rejected**, **Ibis**.
or Unknown; and Shared Access (3), which lists options for shared UM Financial Aid Information, UM Grade/Transcript Information, and UM Billing and Online Payments.

9. To view further proxy details, select Edit.

10. To resend a helpdesk message without resetting the security key, select Resend Email Notification.

11. To edit proxy Delegation Status, select or de-select a Transaction.
Note (1): Only a proxy already employed with the University will have a Proxy EmplID.

12. To send a new security key to a proxy who has not accepted proxy access, select

13. To enable the proxy to accept the terms and conditions of receiving access, advise them to enter the key provided.