

## 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

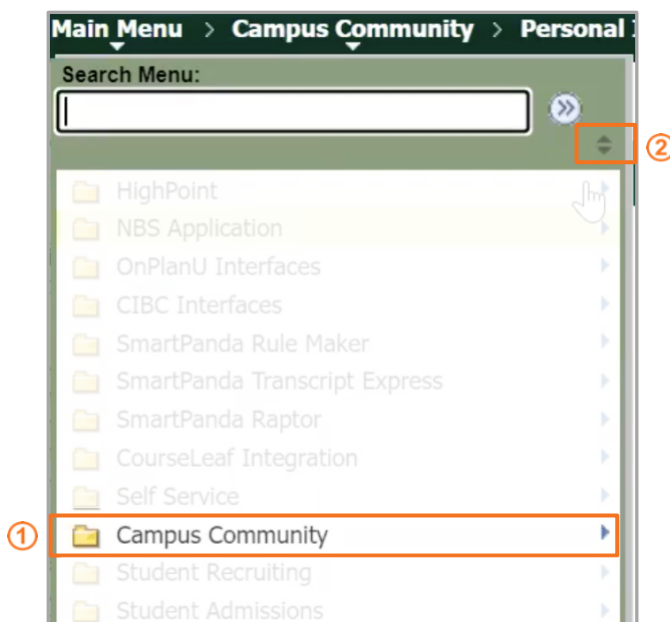
1. Navigate to: <https://canelink.miami.edu>.
2. Enter your username and password to log in.

### Navigate to Delegated Access and View Proxy Details

3. From the top navigation board, click the **Main Menu** tab.



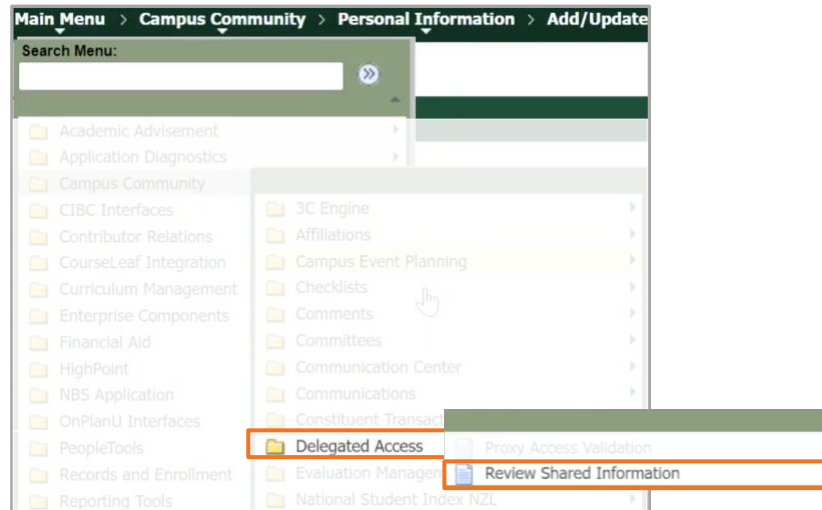
4. Locate and click **Campus Community** (1) using the *sort* feature (2).





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5. Select **Delegated Access** from the drop-down menu, then select **Review Shared Information**.



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

**Review Shared Information**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

ID begins with

Campus ID begins with

Last Name begins with

First Name begins with

☐ Include History

**Search** **Clear** Basic Search Save Search Criteria

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



Search Results									
View All									
First 1 1-9 of 9 Last									
ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID Short Description	Last Name	First Name
12345	Ibis, Sebastian	Male	10/01	C0023477P	*****	USA	SSN	IBIS	SEBASTIAN

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*,

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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*.

**Review Shared Information - Summary**

Sebastian Ibis 12345  

▼ Mr. Ibis Edit Delete

① **Contact Information**

Contact Name	Contact Email Address	Relationship	Contact Status
Mr. Ibis	mascotdad@miami.edu	Father	Accepted

**Shared Transactions**

Shared Access	Start Date	Transaction Status
UM Financial Aid Information	07/04/2018	Access Granted
UM Grade/Transcript Information	07/04/2018	Access Granted
UM Billing and Online Payments	07/04/2018	Access Granted

▼ Mrs. Ibis Edit Delete

**Contact Information**

Contact Name	Contact Email Address	Relationship	Contact Status
Mrs. Ibis	mascotmom@miami.edu	Mother	Unknown

**Shared Transactions**

Shared Access	Start Date	Transaction Status
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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**.

**Review Shared Information - Details**

Sebastian Ibis 12345  

**Proxy Details**

\*Contact Name Mr. Ibis Terms and Conditions Status Accepted

\*Relationship Father Terms and Conditions Reviewed Date 07/04/2018

\*Contact Email Address mascotdad@miami.edu Proxy User ID mibis

Proxy Emplid 122334005

Contact Phone

Resend Email Notification

**Current Delegation Status**

Transaction Name	Description	Start Date	Transaction Status	Last Updated By
<input checked="" type="checkbox"/> JM Billing and Online Payments	Proxy has the ability to view your billing and financial information and make payments on your behalf.	07/04/2018	Access Granted	nci5

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**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

Reset Security Key

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

*Last updated: 08/01/2023*