

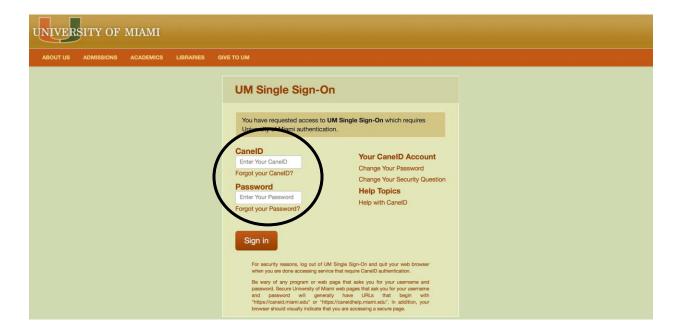


A CaneLink Guide to Updating Emergency & Contact Information

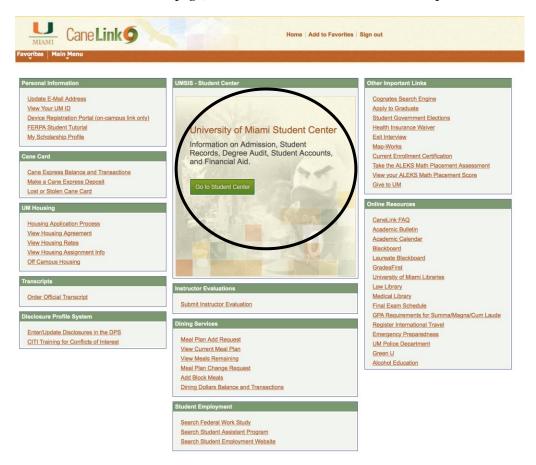
This is a step-by-step guide to updating your contact and emergency information with the University through the CaneLink website. All members of the UM community are urged to ensure that their information is always kept up-to-date.

Login:

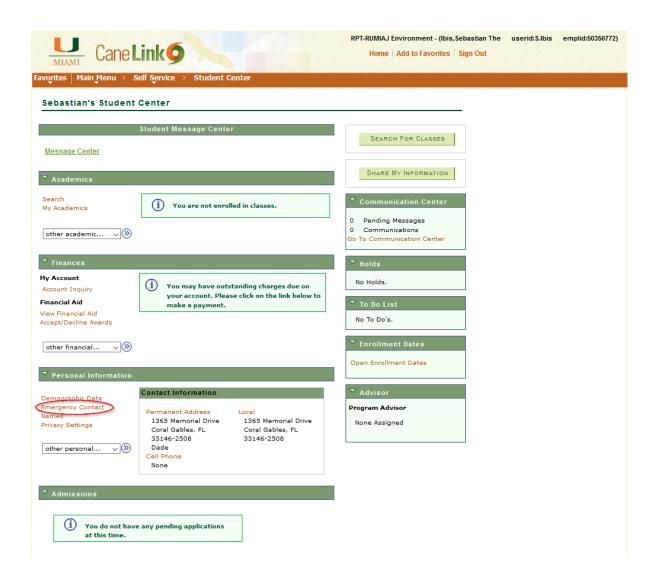
- 1. Go to www.canelink.miami.edu and enter your CaneID and Password.
 - a. If you experience difficulty in accessing your account, please call the Information Technology Help desk at 305-284-6565.



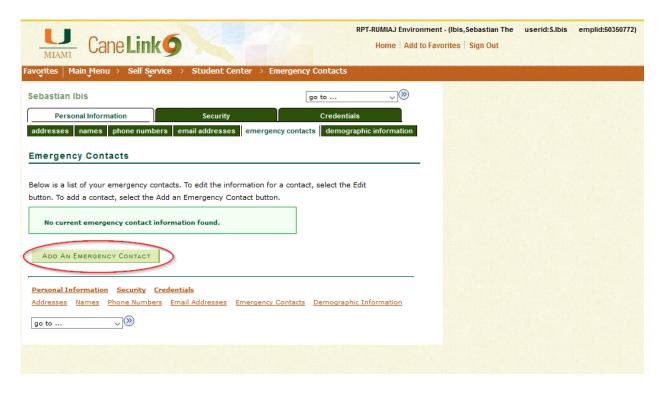
2. On the CaneLink homepage, select the "Go to Student Center" option at the center of the page:



3. Scroll down to the "**Personal Information**" Section near the bottom of the page, and go to the link "**Emergency Contact**".



4. Click on the box "Add An Emergency Contact"

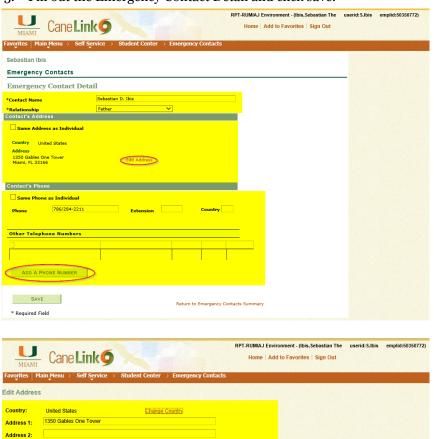


5. Fill out the Emergency Contact Detail and click save.

Address 3:

City: Miami
County:
OK Cancel

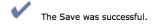
State: FL Q Florida



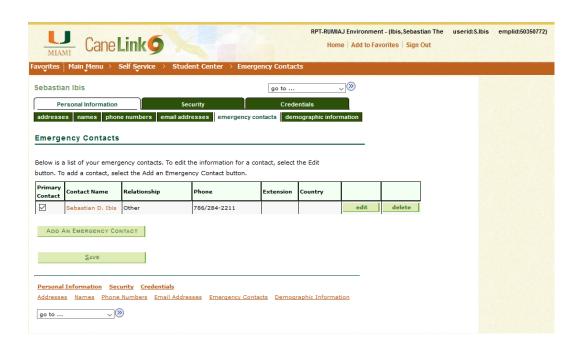
Postal: 33166

7. On the next page, you will receive the confirmation included below. Press the "OK" button.

Phone Numbers Save Confirmation



ОК



8. 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 $\underline{\text{here}}$.

However, your UM Single Sign-on (UMSSO) session is still active. For your safety and potection, please log out of your UMSSO session completely by chicking 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.