



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.

A screenshot of the University of Miami's 'UM Single Sign-On' login page. The page has a green header with the University of Miami logo and navigation links: ABOUT US, ADMISSIONS, ACADEMICS, LIBRARIES, and GIVE TO UM. The main content area is white with a green border. It features a 'UM Single Sign-On' title, a message stating 'You have requested access to UM Single Sign-On which requires University of Miami authentication.', and two input fields: 'CaneID' and 'Password'. Both fields are circled in black. Below the 'CaneID' field is a 'Forgot your CaneID?' link. Below the 'Password' field is a 'Forgot your Password?' link. To the right of the input fields are links for 'Your CaneID Account' (Change Your Password, Change Your Security Question) and 'Help Topics' (Help with CaneID). A 'Sign in' button is located below the input fields. At the bottom, there is a security notice: 'For security reasons, log out of UM Single Sign-On and quit your web browser when you are done accessing service that require CaneID authentication. Be wary of any program or web page that asks you for your username and password. Secure University of Miami web pages that ask you for your username and password will generally have URLs that begin with "https://caneid.miami.edu" or "https://caneidhelp.miami.edu". In addition, your browser should visually indicate that you are accessing a secure page.'

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

The screenshot displays the CaneLink homepage with a navigation bar at the top containing the University of Miami logo, 'CaneLink 6', and links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar are 'Favorites' and 'Main Menu' tabs. The main content area is organized into several columns of links:

- Personal Information:** Update E-Mail Address, View Your UM ID, Device Registration Portal (on-campus link only), FERPA Student Tutorial, My Scholarship Profile.
- Cane Card:** Cane Express Balance and Transactions, Make a Cane Express Deposit, Lost or Stolen Cane Card.
- UM Housing:** Housing Application Process, View Housing Agreement, View Housing Rates, View Housing Assignment Info, Off Campus Housing.
- Transcripts:** Order Official Transcript.
- Disclosure Profile System:** Enter/Update Disclosures in the DPS, CITI Training for Conflicts of Interest.
- UMSIS - Student Center:** A central box with a background image of a student and a 'Go to Student Center' button, which is circled in black. Text includes: 'University of Miami Student Center', 'Information on Admission, Student Records, Degree Audit, Student Accounts, and Financial Aid.', and the button.
- Instructor Evaluations:** Submit Instructor Evaluation.
- Dining Services:** Meal Plan Add Request, View Current Meal Plan, View Meals Remaining, Meal Plan Change Request, Add Block Meals, Dining Dollars Balance and Transactions.
- Student Employment:** Search Federal Work Study, Search Student Assistant Program, Search Student Employment Website.
- Other Important Links:** Cognates Search Engine, Apply to Graduate, Student Government Elections, Health Insurance Waiver, Exit Interview, Map-Works, Current Enrollment Certification, Take the ALEKS Math Placement Assessment, View your ALEKS Math Placement Score, Give to UM.
- Online Resources:** CaneLink FAQ, Academic Bulletin, Academic Calendar, Blackboard, Laureate Blackboard, GradesFirst, University of Miami Libraries, Law Library, Medical Library, Final Exam Schedule, GPA Requirements for Summa/Magna/Cum Laude, Register International Travel, Emergency Preparedness, UM Police Department, Green U, Alcohol Education.

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

U MIAMI CaneLink6 RPT-RUMIAJ Environment - (Ibis, Sebastian The user: S.Ibis emplid: 50350772)
 Home | Add to Favorites | Sign Out

Favorites | Main Menu > Self Service > Student Center

Sebastian's Student Center

Student Message Center

[Message Center](#)

Academics

Search My Academics

You are not enrolled in classes.

other academic... ▾

Finances

My Account
 Account Inquiry

Financial Aid
 View Financial Aid
 Accept/Decline Awards

You may have outstanding charges due on your account. Please click on the link below to make a payment.

other financial... ▾

Personal Information

Demographic Data
Emergency Contact
 Names
 Privacy Settings

other personal... ▾

Contact Information

Permanent Address	Local
1365 Memorial Drive Coral Gables, FL 33146-2508	1365 Memorial Drive Coral Gables, FL 33146-2508
Dade	
Cell Phone	
None	

SEARCH FOR CLASSES

SHARE MY INFORMATION

Communication Center

0 Pending Messages
 0 Communications
[Go To Communication Center](#)

Hold

No Holds.

To Do List

No To Do's.

Enrollment Dates

[Open Enrollment Dates](#)

Advisor

Program Advisor
 None Assigned

Admissions

You do not have any pending applications at this time.

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

The screenshot shows the CaneLink user interface for Sebastian Ibis. At the top, the CaneLink logo is on the left, and the user's name and ID are on the right. Below the logo, there are navigation links: Home, Add to Favorites, and Sign Out. A breadcrumb trail shows: Favorites | Main Menu > Self Service > Student Center > Emergency Contacts. The user's name, Sebastian Ibis, is displayed next to a 'go to ...' dropdown menu. Below this, there are tabs for Personal Information, Security, and Credentials. Under Personal Information, there are sub-tabs for addresses, names, phone numbers, email addresses, emergency contacts, and demographic information. The 'emergency contacts' sub-tab is selected. The main heading is 'Emergency Contacts'. Below the heading, there is a message: 'Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.' A green box contains the text: 'No current emergency contact information found.' Below this, the 'ADD AN EMERGENCY CONTACT' button is circled in red. At the bottom, there are links for Personal Information, Security, and Credentials, and a 'go to ...' dropdown menu.

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

RPT-RUMIAJ Environment - (Ibis, Sebastian The user: S.Ibis emplid:50350772)
Home | Add to Favorites | Sign Out

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Favorites | Main Menu > Self Service > Student Center > Emergency Contacts

Sebastian Ibis

Emergency Contacts

Emergency Contact Detail

*Contact Name Sebastian D. Ibis

*Relationship Father

Contact's Address

Same Address as Individual

Country United States

Address 1350 Gables One Tower
Miami, FL 33166 [Edit Address](#)

Contact's Phone

Same Phone as Individual

Phone 786/284-2211 Extension Country

Other Telephone Numbers

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[ADD A PHONE NUMBER](#)

[Return to Emergency Contacts Summary](#)

* Required Field

RPT-RUMIAJ Environment - (Ibis, Sebastian The user: S.Ibis emplid:50350772)
Home | Add to Favorites | Sign Out

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Favorites | Main Menu > Self Service > Student Center > Emergency Contacts

Edit Address

Country: United States [Change Country](#)

Address 1: 1350 Gables One Tower

Address 2:

Address 3:

City: Miami State: FL Florida Postal: 33166

County:

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

Phone Numbers

Save Confirmation



The Save was successful.



The screenshot shows the CaneLink user interface. At the top, there is a navigation bar with the Miami logo and 'CaneLink' branding. The user's name 'Sebastian Ibis' is displayed, along with a 'go to ...' dropdown menu. Below the navigation bar, there are tabs for 'Personal Information', 'Security', and 'Credentials'. Under 'Personal Information', there are sub-tabs for 'addresses', 'names', 'phone numbers', 'email addresses', 'emergency contacts', and 'demographic information'. The 'Emergency Contacts' section is active, showing a list of contacts. Below the list, there are buttons for 'ADD AN EMERGENCY CONTACT' and 'SAVE'. At the bottom, there are links for 'Personal Information', 'Security', and 'Credentials', and a 'go to ...' dropdown menu.

RPT-RUMIAJ Environment - (Ibis, Sebastian The userid:S.Ibis emplid:50350772)
Home | Add to Favorites | Sign Out

Favorites | Main Menu > Self Service > Student Center > Emergency Contacts

Sebastian Ibis go to ...

Personal Information Security Credentials

addresses names phone numbers email addresses emergency contacts demographic information

Emergency Contacts

Below is a list of your emergency contacts. To edit the information for a contact, select the Edit button. To add a contact, select the Add an Emergency Contact button.

Primary Contact	Contact Name	Relationship	Phone	Extension	Country		
<input checked="" type="checkbox"/>	Sebastian D. Ibis	Other	786/284-2211			edit	delete

ADD AN EMERGENCY CONTACT

SAVE

Personal Information Security Credentials

Addresses Names Phone Numbers Email Addresses Emergency Contacts Demographic Information

go to ...

- 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 [here](#).

However, your UM Single Sign-on (UMSSO) session is still active. For your safety and protection, please log out of your UMSSO session completely by clicking [here](#).

- 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.