Student Guide for Providing Proxy Access to Student Record Information in CaneLink A Step-by-Step Guide

You control your information

The process of creating and maintaining a proxy account is controlled by you. You must grant approval for all proxies and you can select which services proxies may access on your behalf. In order for this to happen, you must login to the Student Center and navigate to your Student Center.

University of Mami CaneID Authentication Service			
You have requested acces	s to UM Single Sign-On which requires University o	of Miami authentication.	
	Login		
	Enter CaneID: (example - j.doe)	Your CanelD Account Change your password	
	Password:	Change your security question	
	Login	Help Topics First time using CarnetD2	
	🔛 Warn me before logging me in to other sites.	Earpot your, CanelD or Password?	
	For security reasons, log out of CAS and guit your web browser when you are done accessing service that require CanelD authentication.	h von Caroli Sentind? Mare hels tooks	
Be wary of any program or web page that asks you for your username and password. Secure University of Mami web pages the secure page.	at ask you for your username and password will generally have U	IRLs that begin with "https://caneid.mami.edu". In addition, your browser should visually indicate that you are	accessing a

Once inside your Student Center, click on the 'Share My Information' tab located on the right-hand side of the page, as shown in this example of Sebastian's Student Center.

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You will then navigate to the Share My Information summary page. This page will identify individuals to whom you have provided access to your student information. You will use this page to provide access to new proxies. You are also able to modify and delete existing proxy access.

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Completing the "Terms and Conditions" is required prior to providing access to your student record information to your proxy.

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After accepting the terms and conditions relating to the Federal Family Education Rights and Privacy Act (FERPA), you will be able to complete the information required and select which transactions your proxy can access. You have the ability to select one, some, or all of the sharable information under 'Transaction Name'.

	> Student Center			
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My Information				
My Information - Deta	ails			
Name:				
ship:	•			
Email Address:				
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nsaction Name	Description	Start Date	Transaction Status	
nsaction Name Billing and Online Payments	Description Proxy has the ability to view your billing and financial information and make payments on your behalf.	Start Date	Transaction Status	
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Insaction Name Billing and Online Payments Financial Aid Information Grade / Transcript Information	Description Proxy has the ability to view your billing and financial information and make payments on your behalf. Proxy has the ability to view your To Do List and related financial aid information. Proxy has the ability to view information about your academic record.	Start Date	Transaction Status	
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When the 'Save' button is clicked, you will be notified that an email will be sent to your proxy affirming that access has been granted.

Cancel

OK

Message

An email notification will be sent to Maria Ibis. (14025,76)

An email notification will be sent to Maria Ibis to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back. After clicking the 'OK' button, a confirmation is posted indicating that the process was successful.

	Home Add to Favorites Sign o
prites Main_Menu > Self Service > Student Center	
The Save was successful.	
ок	

At this point in the process, you will be able to see the status of your actions on your Share My Information summary page. Notice that the status of the transaction is "submitted" and the Contact Status for the proxy is "unknown." This will change once the proxy has completed and submitted all of the required information.

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For information about what step the proxy must follow, refer to the Proxy Guide.