

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.

The screenshot shows the University of Miami CaneID Authentication Service login page. At the top, there is a green header with the University of Miami logo and the text "University of Miami CaneID Authentication Service". Below the header, a message states: "You have requested access to UM Single Sign On which requires University of Miami authentication." The main content area is divided into two sections. On the left is the "Login" section, which includes a "Login" heading, a text input field for "Enter CaneID:" (with an example of "-j.doe"), a text input field for "Password:", and a "Login" button. Below the input fields is a checkbox labeled "Warn me before logging me in to other sites." and a red warning message: "For security reasons, log out of CAS and quit your web browser when you are done accessing service that require CaneID authentication." On the right is the "Your CaneID Account" section, which includes links for "Change your address", "Change your security question", and "Help Topics". The "Help Topics" section lists "First time using CaneID?", "Forgot your CaneID or Password?", "Is your CaneID disabled?", and "More help topics...". At the bottom of the page, there is a small disclaimer: "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'. In addition, your browser should visually indicate that you are accessing a secure page."

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.

Sebastian's Student Center

Academics

[Search](#)
[Plan](#)
[Enroll](#)
[My Academics](#)

other academic... >>

Deadlines
URL
Gradebook

This Week's Schedule	
Class	Schedule
BME 402-BE LEC (1920)	Fr 12:20PM - 1:10PM LC-120
BME 480-C LEC (1926)	MoWeFr 10:10AM - 11:00AM MM-204
BME 512-J LEC (1932)	MoWe 5:00PM - 6:15PM MM-202
BME 560-H LEC (1948)	MoWe 3:35PM - 4:50PM MM-103
PSY 215-D LEC (9796)	MoWeFr 11:15AM - 12:05PM MM-218

[weekly schedule >](#)
[enrollment shopping cart >](#)

SEARCH FOR CLASSES

SHARE MY INFORMATION

Communication Center

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

Holds

Academic Advising Required
[details >](#)

To Do List

F: Academic Level Discrepancy
[details >](#)

Enrollment Dates

Shopping Cart Appointment
Your Shopping Cart for the Fall 2013 Regular Academic Session session is available for use beginning April 1, 2013.

Enrollment Appointment
You may begin enrolling for the Fall 2013 Regular Academic Session session on April 8, 2013.
[details >](#)

Finances

My Account
[Account Inquiry](#)

Financial Aid
[View Financial Aid](#)
[Accept/Decline Awards](#)

other financial... >>

Account Summary

You owe 20,610.00.

Due Now	20,610.00
Future Due	0.00

**** You have a past due balance of 20,610.00. ****

Currency used is US Dollar.

Personal Information

[Demographic Data](#)

Contact Information

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.

The screenshot shows the CaneLink user interface for a user named Sebastian Ibis. At the top, there is a navigation bar with the CaneLink logo and the text "Home | Add to Favorites | :". Below this is a secondary navigation bar with "Favorites | Main Menu > Self Service > Student Center". The main content area is titled "Sebastian Ibis" and includes a "go to ..." dropdown menu. There are three tabs: "Personal Information", "Security", and "Credentials". Under "Personal Information" is a link for "ferpa restrictions", and under "Security" is a link for "share my information". The main heading is "Share My Information - Summary". Below this, there is a message: "Below is the list of contacts you delegated access to your own data. To edit the information for a contact, click the Edit button. To delegate access to a new contact, click the Delegate Access to a New Contact button." A box contains the text "No current delegated access found." Below this is a green button labeled "DELEGATE ACCESS TO A NEW CONTACT". At the bottom, there are links for "Personal Information", "Security", "Credentials", "Ferpa Restrictions", and "Share My Information", along with another "go to ..." dropdown menu.

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

The screenshot shows the CaneLink9 Student Center interface for user Sebastian Ibis. The top navigation bar includes 'Home | Add to Favorites | Sign out' and a breadcrumb trail: 'Favorites | Main Menu > Self Service > Student Center'. The user's name 'Sebastian Ibis' is displayed with a 'go to ...' dropdown menu. Below the name are three tabs: 'Personal Information', 'Security', and 'Credentials'. Under the 'Security' tab, there are two sub-sections: 'ferpa restrictions' and 'share my information'. The 'Share My Information' section is active and contains a sub-section titled 'Share My Information - Terms and Conditions'. The text in this section explains FERPA regulations and provides a consent form. At the bottom of the consent form are two buttons: 'I ACCEPT' and 'I DECLINE'.

Sebastian Ibis go to ...

Personal Information Security Credentials

ferpa restrictions share my information

Share My Information

Share My Information - Terms and Conditions

In compliance with the Federal Family Education Rights and Privacy (FERPA), the university is prohibited from providing certain information from your student records to a third party. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

FERPA is a Federal law that is administered by the Family Policy Compliance Office (Office) in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99. Once a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfer to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, some of which are discussed below), and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

I understand that, by clicking the "I accept" button below, I am giving written consent for University representatives to disclose student information specified by me herein to the individual(s) identified as a contact name for the purpose of facilitating the administration of the specified information. I am entitled to change, amend or rescind this authorization at any time.

I ACCEPT

I DECLINE

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'.

Sebastian Ibis

Share My Information

Share My Information - Details

*Contact Name:

*Relationship:

*Contact Email Address:

*Confirm Email Address:

Contact Status: Unknown

	Transaction Name	Description	Start Date	Transaction Status
<input type="checkbox"/>	UM Billing and Online Payments	Proxy has the ability to view your billing and financial information and make payments on your behalf.		
<input type="checkbox"/>	UM Financial Aid Information	Proxy has the ability to view your To Do List and related financial aid information.		
<input type="checkbox"/>	UM Grade / Transcript Information	Proxy has the ability to view information about your academic record.		
<input type="checkbox"/>	UM Health Insurance Information	Proxy has the ability to view or update your health insurance information.		

SELECT ALL CLEAR ALL

SAVE

[Return to Share My Information Summary](#)

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.

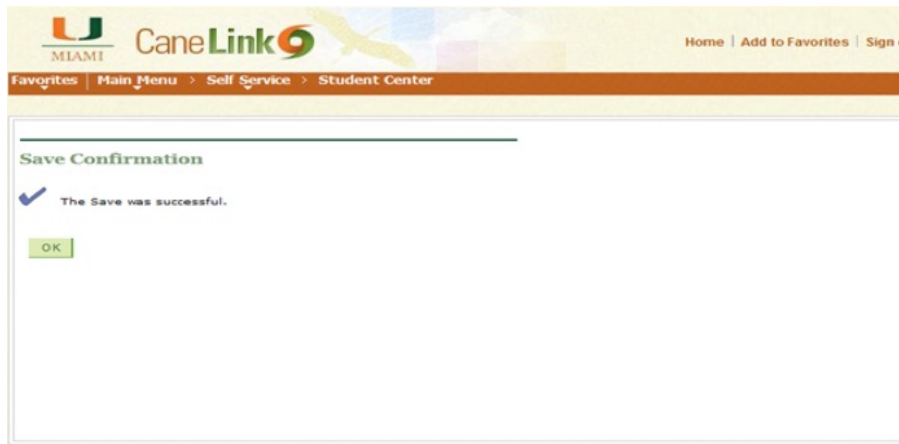
Message

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

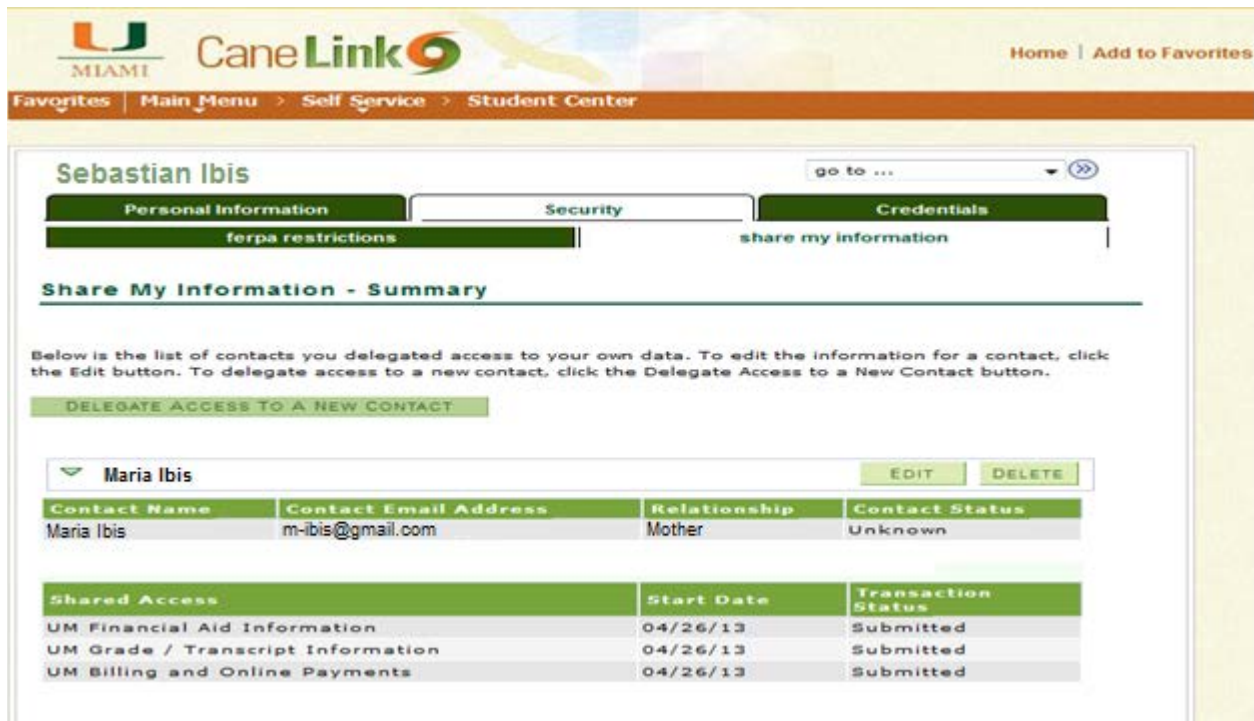
An email notification will be sent to Maria Ibis to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.

OK Cancel

After clicking the 'OK' button, a confirmation is posted indicating that the process was successful.



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.



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