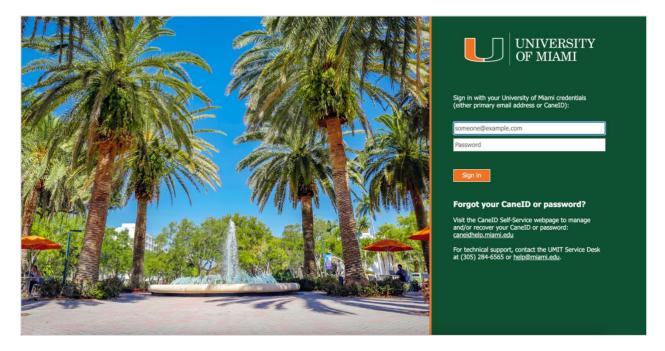
Step-by-Step Guide: Student Guide for Requesting Proxy Access to Student Record Information in CaneLink

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. For this to happen, you must first log in to CaneLink (<u>canelink.miami.edu</u>) with your University of Miami CaneID and password.



Within the CaneLink student experience, navigate to the **Proxy Delegation** tab within your navigation menu.



The Share My Information summary page will load, identifying 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.

	Share My Information - Summary
_	Following is the list of contacts you delegated access to your own data. To edit the information for a contact, select the Edit button. To delegate access to a new contact, select the Delegate Access to a New Contact button.
Ē	No current delegated access found.
B	Delegate Access To A New Contact
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Completing the Terms and Conditions is required prior to requesting proxy access to your student record 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. Section 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 is used 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
	elocation records is demined as these records that comparison of decay related to a solutent and which are maintained by an educational agency or institution or by a party acting for the agency or institution. I understand that, by selecting 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.
Ĥ	I accept I decline
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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 can select one, some, or all the sharable information under Transaction Name.

*Contact Name	bis			
*Relationship				
*Contact Email Address				
*Confirm Email Address	Canes@miami.edu			
Contact Status	Unknown			
Transaction Name	Description	Start Date	Transaction Status	
UM Billing and Online Payments	Proxy has the ability to view your billing and financial information and make payments on your behalf.			
UM Financial Aid Information	Proxy has the ability to view your To Do List and related financial aid information.			
UM Grade/Transcript Information	Proxy has the ability to view information about your academic record.			
Select All Clear All	1			
Save				
	Return to Share My Information Summary			

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

Message			
An email notification will be sent to Ibis. (14025,76)			
An email notification will be sent to Ibis to inform him or her about the new or revoked delegated transactions. Press Ok to continue or Cancel to go back.			
OK Cancel			

At this point in the process, you will see a confirmation message on your Share My Information summary page.

