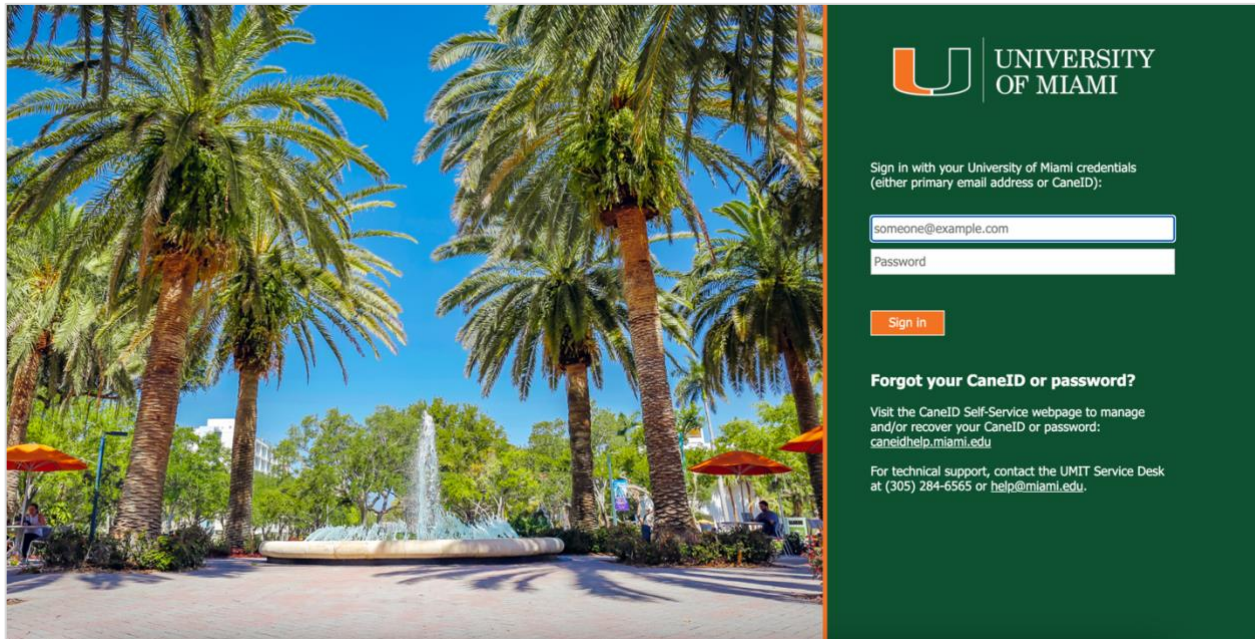
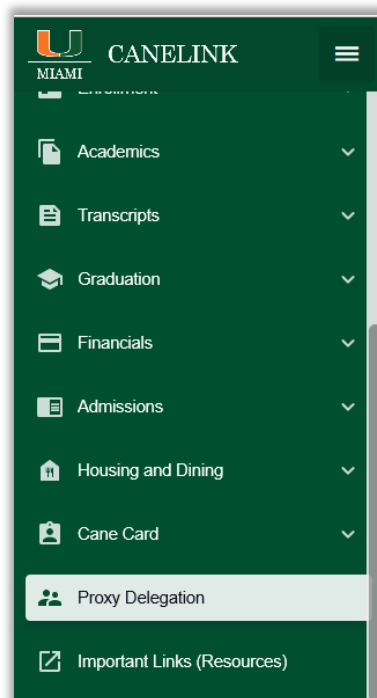


## Step-by-Step Guide: Student Guide for Requesting Proxy Access to Student Record Information in CaneLink

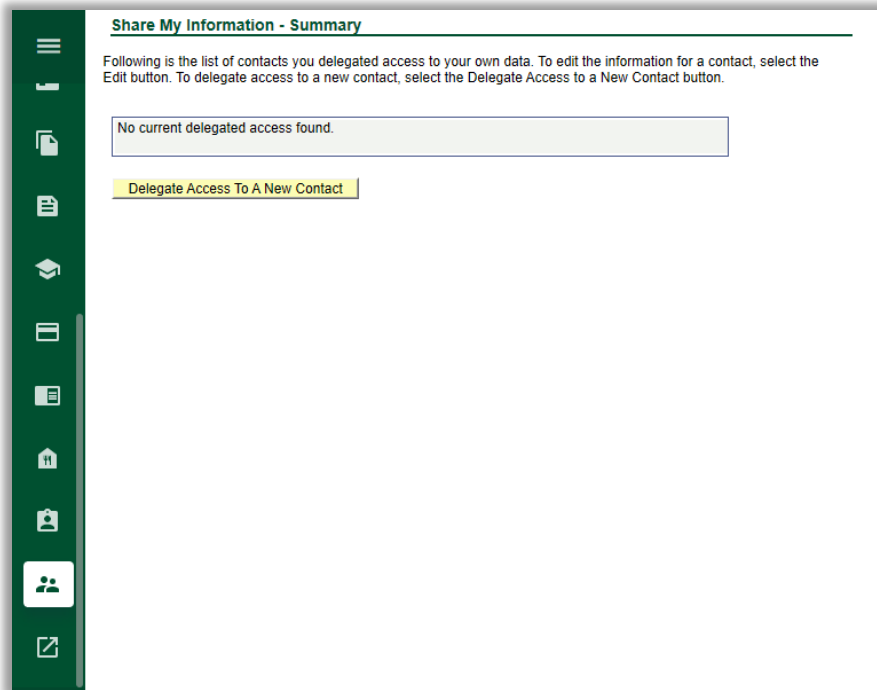
The process of creating and maintaining a proxy account is controlled by you. You must grant approval for all proxies, and you can select which services proxies may access on your behalf. For this to happen, you must first log in to CaneLink ([canelink.miami.edu](https://canelink.miami.edu)) with your University of Miami CaneID and password.



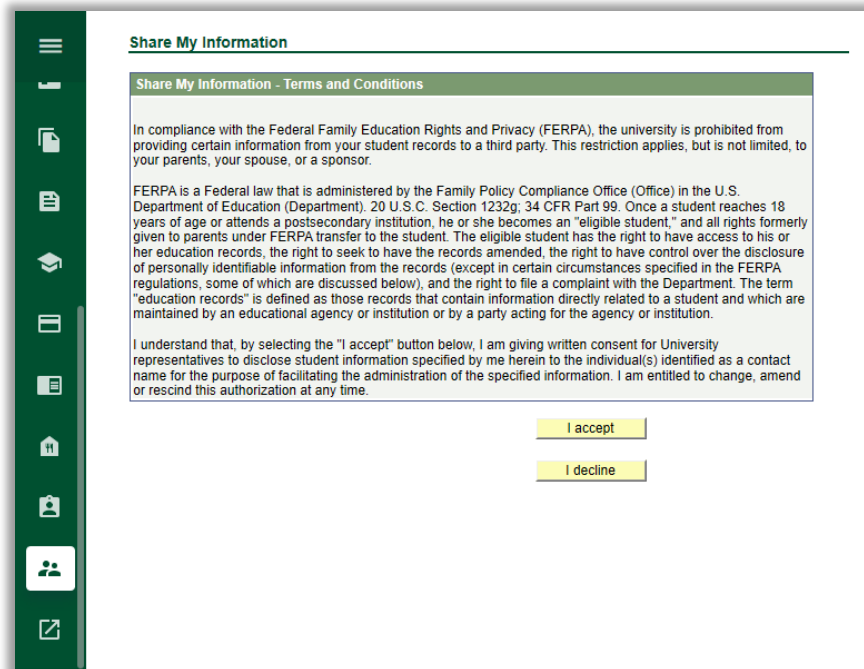
Within the CaneLink student experience, navigate to the **Proxy Delegation** tab within your navigation menu.



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.



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



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.

**Share My Information - Details**

\*Contact Name

\*Relationship

\*Contact Email Address

\*Confirm Email Address

Contact Status: Unknown

Transaction Name	Description	Start Date	Transaction State
<input checked="" 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 checked="" type="checkbox"/> UM Financial Aid Information	Proxy has the ability to view your To Do List and related financial aid information.		
<input checked="" type="checkbox"/> UM Grade/Transcript Information	Proxy has the ability to view information about your academic record.		

[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.

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

**Save Confirmation**

☒ The Save was successful.