To enroll a student in a variable credit class:

1. Log into the portal at [http://canelink.miami.edu](http://canelink.miami.edu)

2. On the Admin Home tab, using the Main Menu navigation at the top of the page, navigate to Records and Enrollment > Enroll Students > Quick Enroll a Student

3. Enter the student’s empID in the ID field. You can also use the magnifying glass to locate the student by name.

4. Use the magnifying glasses to enter the student’s Career, Institution (MIAMI), and Term for which you will be enrolling the student.

5. Click Add.

6. On the Quick Enroll screen, note that the Enrollment Action is set to Enroll.

7. Use the magnifying glass to locate the variable credit class using the Class Search function. To learn more about this refer to the Enrolling a Student in a Class tip sheet.

8. Click the Units and Grade tab.

9. The Unit Taken box will be available to enter the correct value. It will always default to the lowest value, so adjust accordingly.

10. Click Submit.

11. Ensure that the Enrollment Status returns with Success. If there are errors, review as needed.