To enroll a student in a class:

1. Log into the portal at 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 emplID 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. If you know the class number, enter it into the Class Nbr field. If you don’t know this number, click the magnifying glass to access the Class Search.

7. On the Class Search page, enter the Subject (or use the Select Subject button to search for the code) and Course Number.

8. The drop-down menu next to Course Number allows you to select different search parameters for the course number; for example, you can select Between in this menu to enter a range of course numbers. Other options in this menu are contains, greater than or equal to, or less than or equal to.

9. If you want to narrow results further, you can expand the Additional Search Criteria section.

10. Ensure that the Show Open Classes Only checkbox is unselected. This will allow closed classes to appear in your search results.

11. Click Search.
12. A class that is closed and is accepting waitlist students will have an orange triangle in the Status field.

13. Click Select next to the waitlist class.

14. You will be returned to the Quick Enroll screen.

15. Click the Class Overrides tab.

16. Check the WaitList Ok override.

17. Click Submit.

18. If the waitlist placement completed successfully, you will see a link that reads Messages. You can click this link to read the message associated with the transaction.

19. If the enrollment was not successful, a red Errors link will appear. Click this link to determine what error was received.

20. Possible errors include too many units, student does not meet requisites, and others. If appropriate, you can return to Quick Enroll, click the correct override, and re-submit the enrollment until you receive Success.