To add a service indicator to a student:

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 Campus Community > Service Indicators (Student) > Manage Service Indicators
3. Enter the student’s emplID in the ID field or enter the Last Name and First Name.
4. Click Search.
5. The student’s current service indicators will appear.
6. Click the Add Service Indicator link.
7. Enter the Institution (MIAMI). Click the magnifying glass next to Service Indicator Code to select the appropriate service indicator, and use the magnifying glass next to Service Ind Reason Code to select the appropriate reason code.
8. Enter a Start Term and a Start Date.
9. The other fields on this page will default.
10. To apply the service indicator click Apply and OK.