To generate a student’s transcript:

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 > Transcripts > Request Transcript Report
3. Click the Add a New Value tab.
4. First select the Institution (MIAMI).
5. Use the Transcript Type field to select the transcript you wish to view (e.g., ALLOF for Official Transcript, UNALL for Unofficial).
6. Click the Transcript Request Detail tab.
7. Enter the student’s ID number into the ID field.
8. You can add additional students to process using the Add a New Row icon.
9. Click Process Request.
10. A View Report link will appear next to each student’s name. You can click this link to view each student’s transcript.