Managing a Student’s Advisors

To add or change advisor information:

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 > Student Background Information > Student Advisor.
3. Enter the student’s empID in the ID field or enter the Last Name and First Name.
4. Select the Include History checkbox.
5. Click Search.
6. If the student has existing advisor information you will be changing, or if you will be adding an additional advisor, you will need to click the Add a New Row icon at the top right. Otherwise you can enter information on the existing row.
7. To view existing advisors, click the View All link.
8. The Effective Date will default to today’s date.
9. If this advisor will replace the previous advisor, keep the Advisor Number at the default value. If this advisor will be in addition to the previous advisor, increment this number by one (for example, if the previous advisor had 1, this advisor should have 2).
10. Enter the Academic Career and Academic Program. Note that if you are adding an advisor you will need to fill in these fields again on the new row.
11. Use the magnifying glass next to the Academic Advisor field. This will access a search page where you can search for an advisor by ID or name and select them as an advisor.
12. You do not need to fill in any other fields or checkboxes on this page.
13. To add another advisor, you can click the Add a New Row icon (+) to the right of the Advisor Nbr field.
14. Click Save.