To view your advisees:

1. Log into the portal at http://canelink.miami.edu

2. On the Faculty Home tab, click the green Go to Faculty Center button in the middle of the page.

3. Click the Advisor Center tab at the top of the page.

4. Your advisees will display in a list.

5. To email an individual advisee, click his or her name to open an email in your default mail application, such as Outlook.

6. To email multiple advisees, use the checkboxes next to the names and the Notify buttons and click the Notify Selected Students button.

7. To view advisee information click the View Advisee Information link next to the advisee’s name.

8. To view photos in the list, click the Include photos in list option.

9. To view one advisee’s photo, click the Photo icon (📸) next to the advisee’s name.

10. The Release Advising Hold field will display a history of who has released the student’s advising hold.