To view your advisees’ academic information:

1. Log into the portal at [http://canelink.miami.edu](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 view an advisee’s information, click the View Student Details link next to that student’s name.

6. The student’s academic information will appear at the top of the screen. Here you can view his or her class schedule.

7. Use the other academic drop-down menu to access other academic information about the student, including Course History, Grades, Unofficial Transcript, and Transcript information.

8. When you select the item you wish to view in the other academic dropdown menu, click the Go button to view it.

9. The academics tab at the top of the screen will display more detailed information about the student’s academic record.