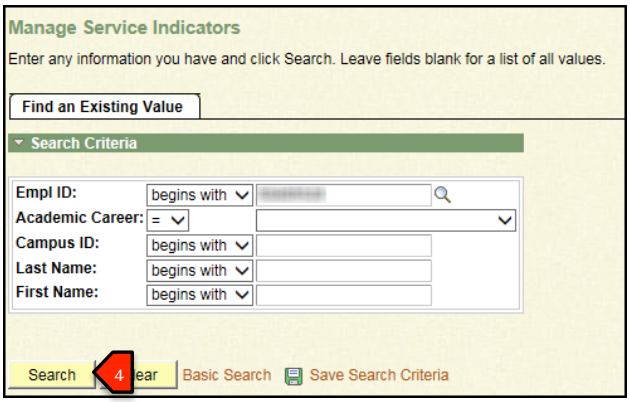
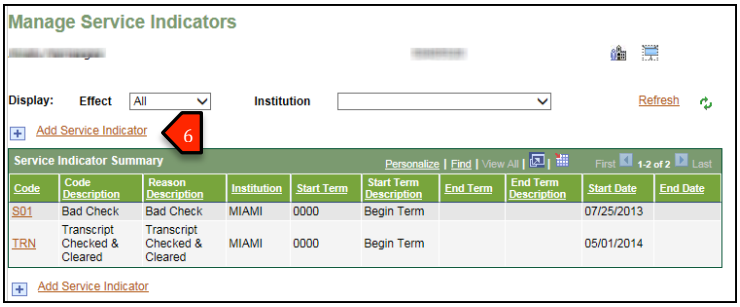
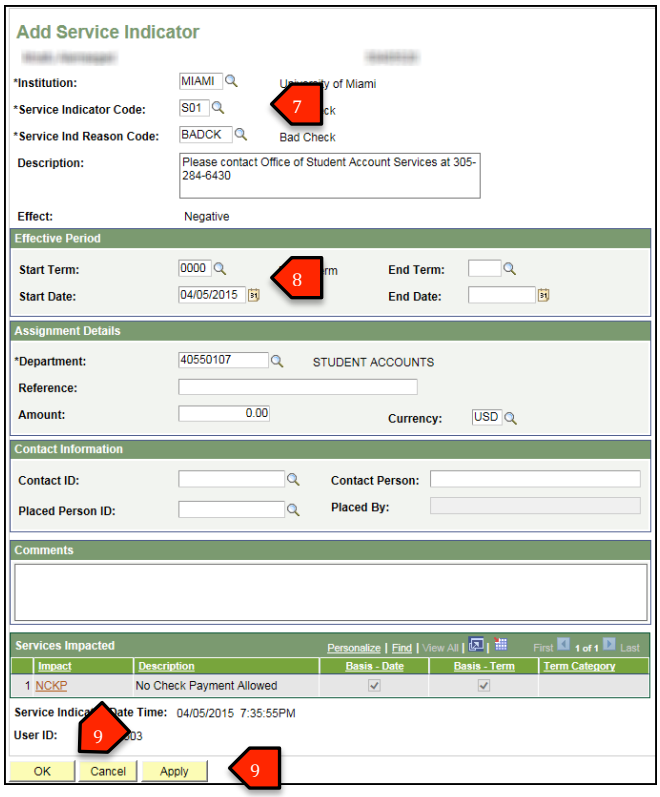
Adding a Service Indicator to a Student

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**.