

Generating a Transcript



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.

Request Transcript Report
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value **3**

Search Criteria

Report Request Nbr: begins with []
ID: begins with []
Academic Institution: begins with []

Transcript Request Header | Transcript Request Detail **6** | Messages

Report Request Nbr: 000000000 Request Date: 04/05/2015 User ID: cxa503

Request Attributes

4 *Institution: MIAMI University of Miami
*Transcript Type: [] **5**
 Freeze Record
 Override Service Indicator

Number of Copies: 1
Future Release: Immediate Processing
Academic Career: []
Term: []
Print Date: 04/05/2015
Request Reason: []
 Cancel Request

Save | Notify | Add | Update/Display

Transcript Request Header | Transcript Request Detail | Report Messages

Report Request Nbr: 000000000 On Request **9** Process Request
Transcript Type: [] Print
Report Manager

*Seq Nbr	ID	Name	Number of Copies	
1	[]	[]	1	Send To + -

Save | Notify | Add | Update/Display

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