

# Managing a Student's Advisors



To add or change advisor information:

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 > Student Background Information > Student Advisor**.
3. Enter the student's emplID 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**.

**Student Advisor**  
Enter any information you have and click Search. Leave fields blank for a list

Find an Existing Value

Search Criteria

ID: begins with [ ]  
 Campus ID: begins with [ ]  
 Last Name: begins with [ ]  
 First Name: begins with [ ]

Include History  Correct History

Search Clear Basic Search Save Search Criteria

**Student Advisor**  
James Halpert

\*Academic Institution: MIAMI University of Miami  
 \*Effective Date: 02/23/2015

\*Advisor Role: Advisor \*Advisor Number: 1  
 \*Academic Career: UGRD Undergraduate  
 \*Academic Program: UGBU Undergraduate Business  
 Academic Plan: [ ]  
 Academic Advisor: [ ] Abrams, Caitlin  
 Committee: [ ]

Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved

Save Return to Search Notify Update/Display Include History Correct History

**Student Advisor**  
James Halpert

\*Academic Institution: MIAMI University of Miami  
 \*Effective Date: 02/23/2015

\*Advisor Role: Advisor \*Advisor Number: 1  
 \*Academic Career: UGRD Undergraduate  
 \*Academic Program: UGBU Undergraduate Business  
 Academic Plan: [ ]  
 Academic Advisor: [ ]  
 Committee: [ ]

Advised by Committee  Must Approve Enrollment  
 Must Approve Graduation  Graduation Approved

Advisor Search Page

Look Up Academic Advisor

Empl ID: begins with [ ]  
 National ID: begins with [ ]  
 Campus ID: begins with [ ]  
 Last Name: begins with [ ] ABRAMS  
 First Name: begins with [ ] CATLIN

Lookup Clear Cancel

Select	ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	SSN	Responsible	Last Name	First Name
1 Selected	[ ]	Abrams, Caitlin	Male	10/02	C04621959P	*****	USA	SSN	ABRAMS	CATLIN	