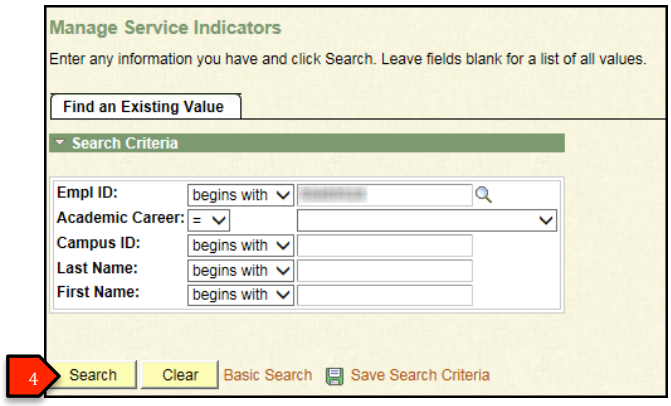
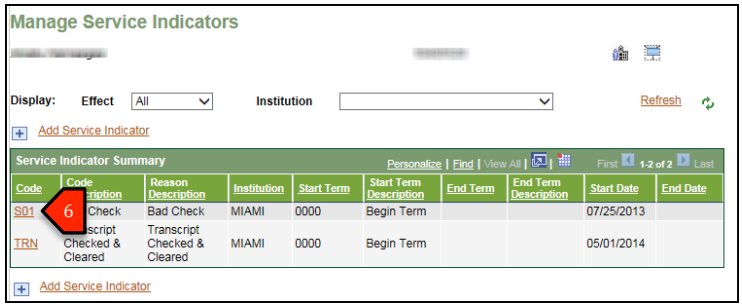
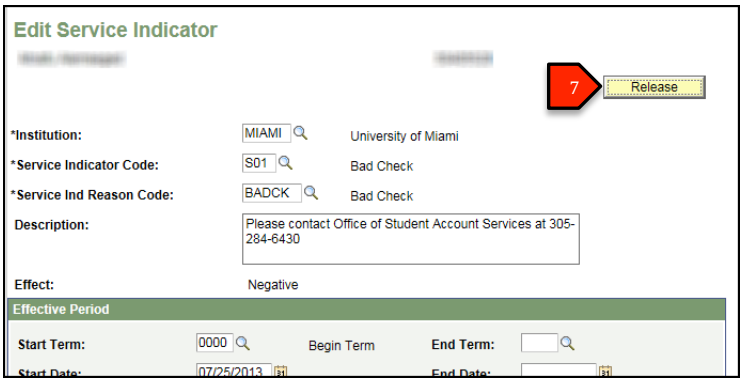
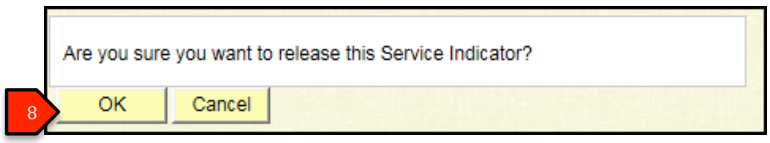
Releasing a Service Indicator

To view a student's service indicators:

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 code of the service indicator you wish to release.
7. Click the **Release** button.
8. A message will appear. Click **OK**.