

# Viewing a Student's Service Indicators



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. To view more information about a particular service indicator, click the **Code** link for that service indicator.
7. On the **View Service Indicator** page, you can view detailed information about this service indicator. If it is a negative service indicator, you can view the impact to the student at the bottom of the page.

**Manage Service Indicators**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search Criteria**

Empl ID: begins with [input] [search icon]  
Academic Career: = [dropdown]  
Campus ID: begins with [input]  
Last Name: begins with [input]  
First Name: begins with [input]

**4** Search Clear Basic Search Save Search Criteria

**Manage Service Indicators**

Display: Effect All Institution [dropdown] Refresh

[Add Service Indicator](#)

Code	Code Description	Reason Description	Institution	Start Term	Start Term Description	End Term	End Term Description	Start Date	End Date
<a href="#">SD1</a>	Check	Bad Check	MIAMI	0000	Begin Term			07/25/2013	
<a href="#">TRN</a>	Transcript Checked & Cleared	Transcript Checked & Cleared	MIAMI	0000	Begin Term			05/01/2014	

[Add Service Indicator](#)

**View Service Indicator**

\*Institution: MIAMI University of Miami  
\*Service Indicator Code: SD1 Bad Check  
\*Service Ind Reason Code: BADCHK Bad Check  
Description: Please contact Office of Student Account Services at 305-284-6430  
Effect: Negative

**Effective Period**  
Start Term: 0000 Begin Term End Term: [input]  
Start Date: 07/25/2013 End Date: [input]

**Assignment Details**  
\*Department: 40550107 STUDENT ACCOUNTS  
Reference: [input]  
Amount: 20.00 Currency: USD

**Contact Information**  
Contact ID: [input] Contact Person: [input]  
Placed Person ID: [input] Placed By: [input]  
Placed Method: Background  
Placed Process: NELNET Release Process: [input]

**Comments**

Impact	Description	Basis - Date	Basis - Term	Term Category
1 NCKP	No Check Payment Allowed			

Service Indicator Date Time: 07/25/2013 6:00:59PM  
User ID: UM\_NELNET\_EOD

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