

Viewing my Advisees



To view your advisees:

1. Log into the portal at <http://canelink.miami.edu>
2. On the **Faculty Home** tab, click the green **Go to Faculty Center** button in the middle of the page.
3. Click the **Advisor Center** tab at the top of the page.
4. Your advisees will display in a list.
5. To email an individual advisee, click his or her name to open an email in your default mail application, such as Outlook.
6. To email multiple advisees, use the checkboxes next to the names and the **Notify** buttons and click the **Notify Selected Students** button.
7. To view advisee information click the **View Advisee Information** link next to the advisee's name.
8. To view photos in the list, click the **Include photos in list** option.
9. To view one advisee's photo, click the **Photo** icon (📷) next to the advisee's name.
10. The **Release Advising Hold** field will display a history of who has released the student's advising hold.

