

# Viewing Advisee Information



To view your advisees' information:

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 view an advisee's information, click the **View Student Details** link next to that student's name. You can alternatively click the **Student Center** tab and select an advisee's name from the menu at the top of the screen.
6. You can view the student's **Holds** and **To-Do Lists** on the right hand side of the page.
7. You can view the student's personal information in the **Personal Information** box.
8. Click the **General Info** tab at the top of the page to view detailed information about service indicators, checklists, student groups, and contact information.
9. The **Transfer Credit** tab will display the student's transfer credit information.
10. The **Academics** tab at the top of the screen will display more detailed information about the student's academic record, including career, program, plan, and term information.

