Update a Profile Shipping Address
in UMeNET

1. Open the internet and go to https://enet.miami.edu

2. Login using the CaneID username and password.

   HINT: this is the same login used for MyUM, to view paychecks and benefits.

3. Click Preferences.

4. From the drop down menu, click Change your profile.

5. Skip Step 1 by clicking Account/Ship.

5/30/13 M.R. Note, requisitions created before updating the profile, may contain old information.
6. Find the “Default Shipping Address” field. Click the drop down menu and choose **Search for More**.

7. Leave the field as “Name.” Type only the room number (ex: **1210**) and click **Search**.

8. Find the building and room number. Then click the corresponding **Select**. Hint: For N306 try a few variations such as N306, N306, 306N. Not listed? Call 8-4989.

9. Click **Next**

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10. If the new information listed under “To” is correct, click **Submit**

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