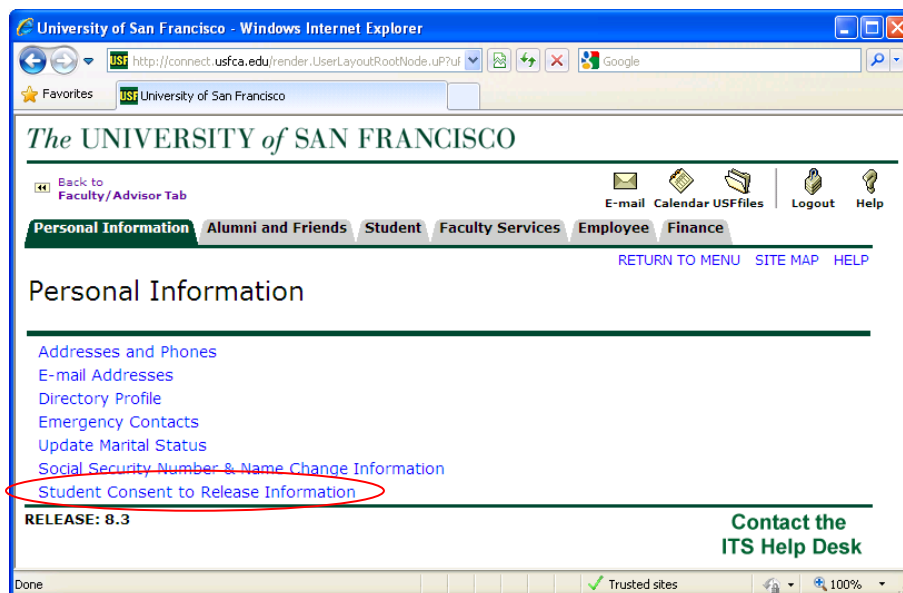


Student Consent to Release Information

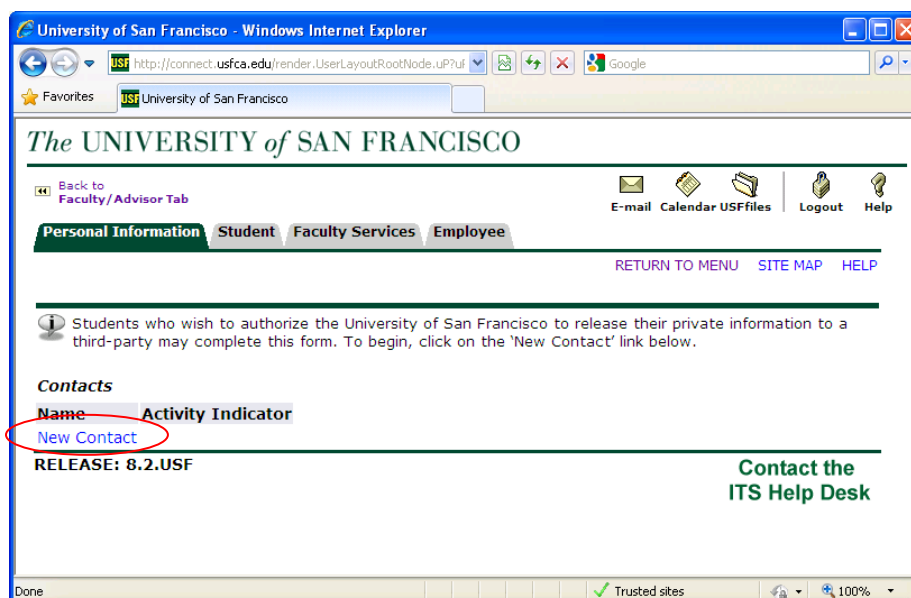
Students who wish to authorize the University to release their records to specified third-parties should complete the Student Consent to Release Information form online in USFconnect.

Instructions for students completing the form:

1. Log into USFconnect. Click on the Student tab, and then click on the 'Click Here' button in the Student Self Service channel.
2. Under the Personal Information tab, click on the Student Consent to Release Information link.



3. To add a new authorized user, click on the New Contact link.



- The student should then fill out the personal information of the individual they authorize to view their records, and specify the types of records that may be released.

To complete the authorization process, the student must click 'I agree' and then click the Submit button.

As soon as the form is submitted, the authorization will be in effect immediately.

The screenshot shows a Windows Internet Explorer browser window displaying the University of San Francisco website. The address bar shows the URL: <http://connect.usfca.edu/render.UserLayoutRootNode.up?uf>. The page title is "The UNIVERSITY of SAN FRANCISCO". The navigation menu includes "Personal Information", "Student", "Faculty Services", and "Employee". The "Personal Information" section is active, and the form contains the following fields and options:

- Active Contact:**
- Relationship:** Not Applicable (dropdown menu)
- First Name:** [Text input field]
- Last Name:** [Text input field]
- Mothers Maiden Name:** [Text input field]
- Email Address:** [Text input field]
- Date of Birth:MM/DD/YYYY** [Text input field]

I hereby authorize the University of San Francisco to release my records to the person I have indicated below.

I authorize the release of the following records to the person indicated above:

- Financial Aid:**
- Tuition and Bill:**
- Academic Records:**

I understand that this release of my rights under the Family Educational Rights and Privacy Act of 1974 (FERPA) is in effect until I revoke it.

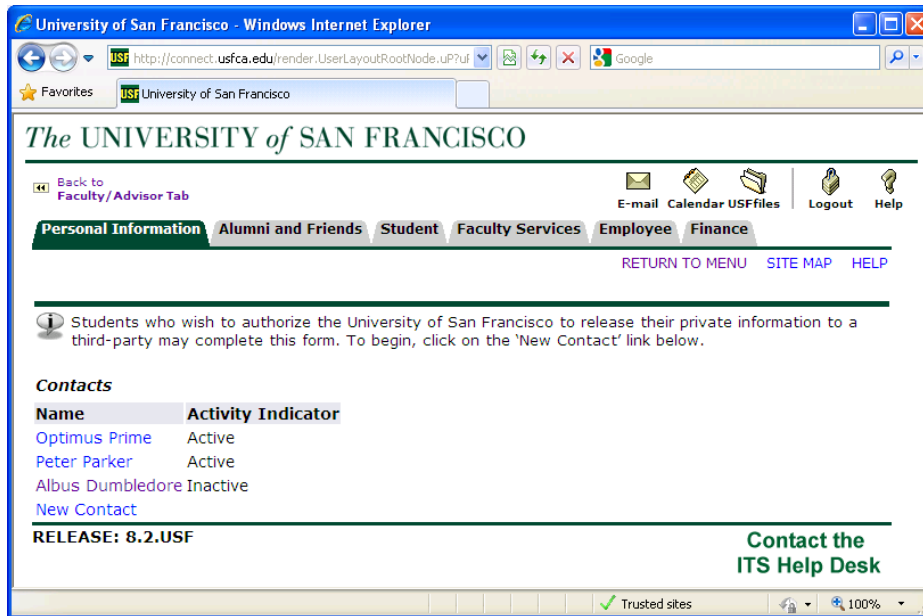
I Agree

Submit Changes Reset

RELEASE: 8.2.USF **Contact the ITS Help Desk**

Trusted sites 100%

- After a new authorized individual has been added, a student may choose to remove that authorization. To do so, the student should click on the authorized person's name in the Contact List.



- After clicking on the name of the person, the student should uncheck the Activate box and then click Submit to save the changes.

