

Student Consent to Release Information Instructions

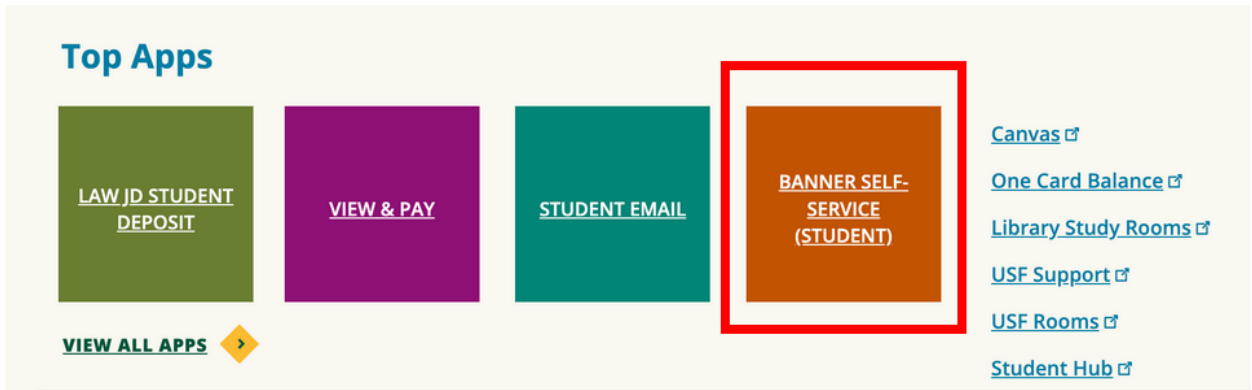
1. Go to myusf.usfca.edu and click the Log In button.



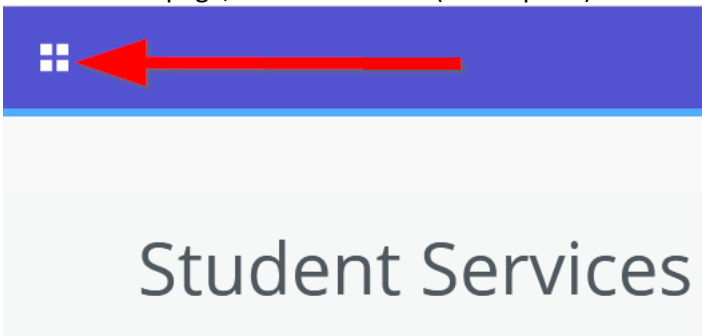
2. Enter your Username and Password. Click the Sign In button.

A screenshot of the myUSF sign-in form. At the top is the University of San Francisco logo and the text 'UNIVERSITY OF SAN FRANCISCO CHANGE THE WORLD FROM HERE'. Below this is the text 'Sign in with your user name'. There are two input fields: 'User Name' and 'Password'. To the right of the 'Password' field is a link that says 'Problems signing in?'. At the bottom is a large green button with the text 'Sign In'.

3. Click the Banner Self-Service (Student) app. If you do not see it in your Top Apps, click the View All Apps link and then click Banner Self-Service (Student).



4. You are now in Banner Self-Service on the Student Services landing page. In the upper-left corner of the page, click the Banner (four-square) menu icon.



5. Click on Banner → Student → Student Records → Student Consent to Release.
6. Read the information on the page and click the New Contact link to begin.

Consent to Release Information

Students who wish to authorize the University of San Francisco to release their private information to a third-party may complete this form.

To begin, click on the 'New Contact' link below.

You are in Banner Self-Service (SSB) 8. To return to SSB 9, click the Student tab above.

Contacts

Name	Relationship	Releases	Active Indicator
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[New Contact](#)

RELEASE: 8.5.USF

7. Read the information on the page, provide the contact information, select the type of records USF may release to the contact, check the "I Agree" box, and click the Submit Changes button.

Students who wish to authorize the University of San Francisco to release their private information to a third-party may complete this form. Students should be aware that this authorization for release of information will remain in effect until revoked by the student.

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

Active Contact:
Relationship: Not Applicable
First Name:
Last Name:
Mothers Maiden Name:
Email Address:
Date of Birth(MM/DD/YYYY):

I authorize the release of the following records to the person indicated above:
Financial Aid:
Tuition and Billing:
Academic Records:
Housing 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

8. You will see the contact's information and type of record as successfully saved with the Active indicator. Click the New Contact link to add another contact. If finished, click the Student tab to return to Banner Self-Service.

Personal Information **Student** **Finance** **Financial Aid** **Faculty Services**

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Consent to Release Information

Students who wish to authorize the University of San Francisco to release their private information to a third-party may complete this form. To begin, click on the 'New Contact' link below.

You are in Banner Self-Service (SSB) 8. To return to SSB 9, click the Student tab above.

Contacts			
Name	Relationship	Releases	Active Indicator
Duck, Donald	Neighbor	Academic Records	Active

[New Contact](#)

9. To inactivate a contact, return to the Student Consent to Release page. Click on the contact's name. Uncheck the Active Contact box and click the Submit Changes button.

Complete your contact information update and Submit Changes.

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

Active Contact:

Relationship: Neighbor

First Name: Donald

Last Name: Duck

10. The contact's information will appear with the Inactive indicator.

Contacts


Name	Relationship	Releases	Active Indicator
Duck, Donald	Neighbor	Academic Records	Inactive

[New Contact](#)

11. Click the Release Directory Information button.

You are in Banner Self-Service (SSB) 8. To return to SSB 9, click the Student tab above.

Your Directory Information is currently withheld. You may reinstate disclosure of your Directory Information by clicking the Release Directory Information button below.




[Return to Menu](#)

12. You will receive confirmation that your changes were saved successfully. Click the Student tab to return to Banner Self-Service.

Personal Information **Student** **Finance** **Financial Aid** **Faculty Services**

Search

My Profile

 Your changes were saved successfully

You are in Banner Self-Service (SSB) 8. To return to SSB 9, click the Student tab above.