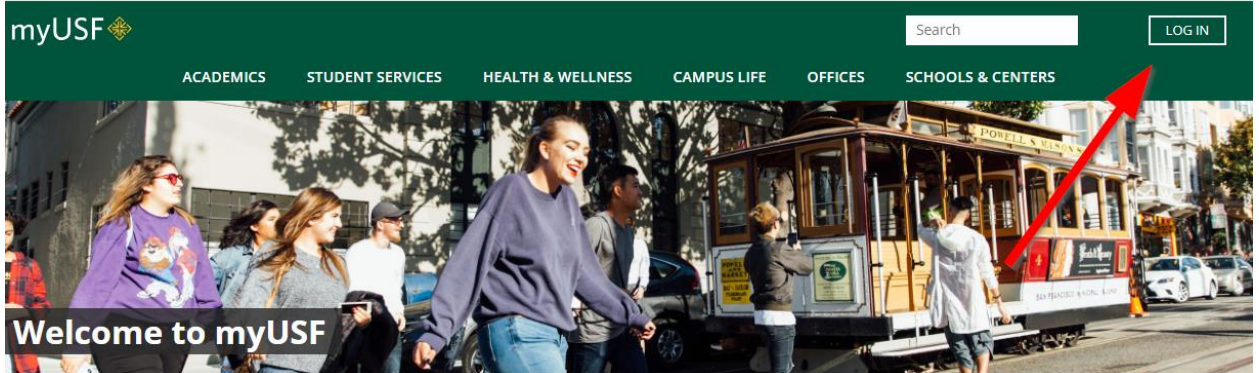


Withhold and Release of Directory Information Instructions

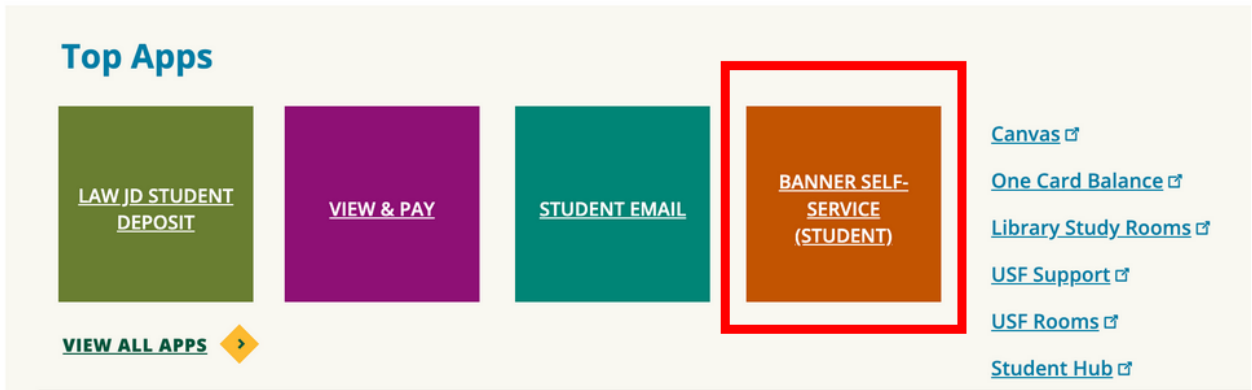
1. Go to mysf.usfca.edu and click the Log In button.



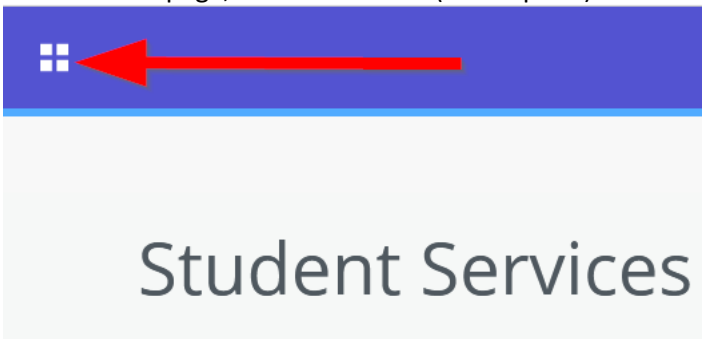
2. Enter your Username and Password. Click the Sign In button.

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'.

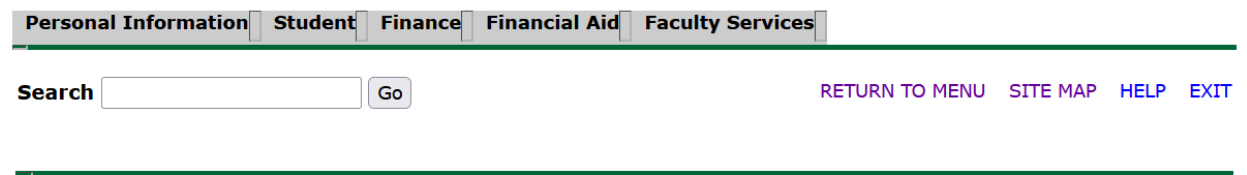
3. Click the Banner Self-Service (Student) app. If you do not see it in your Top Apps, click the View All Apps link and then click Banner Self-Service (Student).



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 → Withhold and Release of Directory Information.
6. Read the information on the page and click the Proceed button to continue.



About Non-Disclosure of Directory Information

Directory information includes your name, USF email address, school of enrollment, credit hour load (full-time, part time), periods of enrollment, degree(s) awarded and date(s) of conferral, honors, participation in athletic activities, weight and height of athletic participants, major and minor fields, and dean's list.

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



7. Read the information on the page and click the Withhold Directory Information button.


Request for Non-Disclosure of Directory Information

At its discretion, the University of San Francisco (USF) may provide Directory Information in accordance with the provisions of the Family Educational Rights and Privacy Act (FERPA).

Students may withhold Directory Information by submitting this application. Such a request is binding for all information to all outside organizations other than for educational purposes, matters pertaining to the receipt of financial aid, and other purposes exempted by FERPA.

Please consider very carefully the consequences of your decision to withhold Directory Information. All non-USF requests for information about you (e.g. from prospective employers verifying your attendance, degree, major, etc., as defined above) will be refused and you will not be contacted for subsequent permission to release your directory information. USF will honor your request to the best of its ability and shall do so regardless of the effect upon you. USF shall assume no liability for honoring your request that information be withheld.

I do hereby request that the University of San Francisco not release my Directory Information to outside persons and organizations without my express consent. This Request for Non-Disclosure of Directory Information will remain in effect, including after separating or graduating from the University, until I notify the Registrar's Office in writing that I no longer want this information withheld.

Withhold Directory Information 


[Return to Menu](#)

- 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.

- To remove the non-disclosure of directory information indicator, return to the Withhold and Release of Directory Information page. Click the Release Directory Information button.

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

Release Directory Information 

[Return to Menu](#)

- 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.