Withhold and Release of Directory Information

1. Begin by opening your web browser and going to https://connect.usfca.edu. Log on to USFConnect with your Username and Password (see area outlined in Figure 1).

![Figure 1](image)
2. Once logged in, click on the “Student” tab (see area outlined in Figure 2).
3. On the “Student” tab, click on the **ACCESS SELF-SERVICE** button located in the “Student Self Service” section. (see area outlined in Figure 3). This will take you to the “Student Self Service” page.

**Figure 3**
4. On the Student Self Service Page, click the “**Personal Information**” tab (see area outlined in Figure 4), and then, click “**Withhold and Release of Directory Information**”