

Password Selection Form

Effective 1/1/06

The Financial Aid Offices of the San Diego Community College District maintain a password system so that you check the status of your financial aid over the phone or by email. If you intend to use the phone or your email to check your financial aid status, please print this form and complete the password information below

Please note, if you are mailing or faxing this form, you must include a copy of your photo ID with the form. If a copy of your photo ID is not included with this form, it will not be accepted. If you are setting up your password while visiting the office, you must have a photo ID with you.

Your password may be any combination of up to 8 characters. You may also specify a prompt of up to 24 characters. A prompt is not required, but it is available to help you recall your password later on.

Example: PROMPT: "MY DOG'S NAME IS ..." PASSWORD: "SPOT"

Your password is valid at all Financial Aid Offices within the District.

REMEMBER: To ensure confidentiality of your record, your password should not be shared with anyone. If you forget your password, you must come to the financial aid office with a picture ID to establish a new password.

Return the lower portion to the Financial Aid Office

I hereby authorize the San Diego Community College District Financial Aid Offices to release information from my file to me over the telephone or by email. I will use the following password to verify my identity. I understand that no information will be released unless this exact password is given.

Name (print): _____ ID#: _____

Signature: _____ Date: _____

Prompt (Optional): _____

Password (Required): _____

Please note; we cannot process this form unless you include a copy of your Driver's License or other government issued photo ID showing a signature or visit the office with your photo ID.

Prompts and passwords that are offensive or obscene will not be accepted.