



SAN DIEGO
MESA COLLEGE

Financial Aid Office
7250 Mesa College Drive
14-107 San Diego, CA 92111-4998
619.388.2817 | 619.388.2824 (fax)

Password Selection Form (LPASS-#72)

EFFECTIVE 01/01/2006

In order to protect the privacy of our students, the financial aid offices of the San Diego Community College District maintain a password system for phone and e-mail communications. Similar to a photo ID, **this password allows us to verify a student's identity remotely before releasing specific information regarding their financial aid status.**

If you intend to use the phone or your e-mail to check your financial aid status, please print this form and complete the password information below.

Please note, if you are uploading this form to the document portal system JIRA <https://mysdccd.atlassian.net/servicedesk/customer/portal/4/group/11/create/75>, mailing or faxing this form, you must include a copy of your government issued photo ID showing your signature with the form [excluding Military ID]. 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.

We strongly recommend creating a clear prompt or question to help you remember your password.

Example prompt: "MY DOG'S NAME IS..."
Password: "SPOT"
Example question: "WHAT STREET DID I GROW UP ON?"
Password: "MAIN"

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 e-mail. 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): _____

CSID: _____

Signature: _____

Date: _____

Prompt/Question: _____

Password: _____

*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 [excluding Military ID]** or visit the office with your photo ID.*

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