

Financial Aid

Password Selection Form

A. Student's Information

Last Name	First Name	M.I.	Student ID Number (10 Digits)
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In order to protect the privacy of our students, the Financial Aid Office at San Diego Mesa College maintains a password system for phone and email 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 email 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 [Financial Aid Form/Verification - Student Support Desk - Jira Service Management](#) or mailing or faxing this form, you must include a copy of your government issued photo ID showing your signature with the form. Be sure to provide a copy of the front and back of your photo ID. If a copy of your photo ID is not included with this form, the form **will not be accepted**. If you are setting up your password while visiting the office, you must have a photo ID with you and a financial aid staff member will make a copy for you.

We strongly recommend creating a clear security question to help you remember your password

Security Question Example: What is the name of my childhood best friend?
Password: "Olympia"

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.

B. Security Question and Password

Security Question: _____

Password: _____

C. Certification and Signature

I hereby authorize the San Diego Mesa College Financial Aid Office to release information from my student file to me over the phone or by email. When asked to provide my prompt, I will use the password above to verify my identity. I understand that no information will be released unless the exact password is provided.

Student's Signature

Date