



SAN DIEGO  
MESA COLLEGE

**Financial Aid Office**  
7250 Mesa College Dr.  
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/73/create/75> or 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.

**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.*