

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 [JIRA](#) or mailing or faxing this form, you must include a copy of the **front and back** 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 Hint/Prompt: "MY DOG'S NAME IS..."
Password: "SPOT"

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. Password Prompt and Password

Prompt/Hint: _____

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