



#72 - PASSWD

Financial Aid Password Selection Form

SAN DIEGO CITY COLLEGE

FINANCIAL AID & SCHOLARSHIPS OFFICE

1313 Park Blvd A-270, San Diego, CA 92101

Phone: 619-388-3501

The Financial Aid Office maintains an internal password system that requires you to create a custom password if you intend to check the status of your financial aid over the telephone or by email. This system protects your confidential information and complies with Federal and State laws, as well as SDCCD procedures.

Create a strong password and clear hint:

- Should not be too short or easily guessed.
- Easily communicated verbally
- Should only be shared with the FA office, and designee of a FERPA release form.
- Passwords and prompts that are offensive or obscene will not be accepted.

Please note, submission of this form must include a copy of your photo ID. If you are setting up your password while visiting the office, you must have a photo ID with you. Submissions via mail or the online JIRA system must include copies of your photo ID.

Submissions via email will not be accepted.

Example:

Hint: What is your dog's name?

Password: Spot

I will use the following password; I understand that no information will be released to me unless the EXACT password is provided. I can ask for the hint if I do not remember my password.

Hint:

Password:

By signing below, I hereby authorize the San Diego Community College District Financial Aid Offices to release information about my file over the telephone.

Signature

Date

Student's Name (Print)

10 digit Student ID#

Note: If you forget your password, you must come to the Financial Aid Office with a picture ID to establish a new password.

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<https://www.sdccd.edu/students/titleix/>
SDCCD Board Policy 3410