



**PASSWORD FORM FOR TELEPHONE ACCESS (DOC # 72)**

The Financial Aid Offices of the San Diego Community College District maintain a password system, which requires you to create a custom password if you intend to check the status of your financial aid over the telephone. This system protects you and complies with State and Federal laws, as well as SDCCD procedures.

**About your custom password:**

- Should be a combination of up to 8 characters.
- Create an optional prompt (hint) of up to 24 characters. A prompt is not required, but is helpful to remember your custom password.
- Valid at all Financial Aid Offices within the San Diego Community College District.
- Should not be shared with anyone.
- Passwords and prompts that are offensive or obscene will not be accepted.

**EXAMPLE**    **PROMPT: *MY DOG'S NAME IS?*    PASSWORD: *SPOT***

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

\_\_\_\_\_  
*Student's Name (Print)*

\_\_\_\_\_  
*Student ID*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

*I will use the following password; I understand that no information will be released to me unless the EXACT password is provided.*

\_\_\_\_\_  
*Password (Required)*

\_\_\_\_\_  
*Prompt (Optional)*

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