



Common Origination and Disbursement COD Processing Update

February 2, 2007

Direct Loan Program

COD News

NEW!

Unlocking and Resetting COD Web Site Passwords (02/02/07)

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the [COD Web site](#) and complete the following steps:

- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

This information is also posted on the COD Web site in a document entitled "Unlocking And Resetting COD Web Site Passwords." To access the document *before* you log in to the Web site, click on the "Click here if you are looking for more information on Common



Common Origination and Disbursement COD Processing Update

Origination and Disbursement” Link. To access the document *after* you log in to the Web site, click on the “Today’s Update” link at the bottom of the page.

Schools can refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>, for information regarding COD Web site access. Third party servicers can refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

Reports and Data Requests



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center.



Except as listed below, all Direct Loan reports and data requests are available as specified in Volume VI, Section 8 of the [2006-2007 COD Technical Reference](#) and Volume VI, Section 8 of the [2005-2006 COD Technical Reference](#) posted on the [IFAP Web site](#). There are issues with the following Direct Loan reports and/or data requests:

- Expired MPN Report—



Schools set up to receive the weekly Expired Master Promissory Note (MPN) Report (Message Class MPNINAOP) in the Fixed-length format (146 total bytes) received the report that ran the weekend of January 13, 2007 in the Comma-delimited format (996 total bytes) instead of in the Fixed-length format. We have determined that this was caused by a procedural error that occurred on that weekend and have put a process in place to prevent this from occurring in the future.

To ensure that the applicable schools receive the report in the correct format, COD will resend all Expired MPN Reports that were scheduled to run the weekend of January 13th. The report will be sent to the schools’ SAIG mailboxes on February 2, 2007. This will result in some schools receiving duplicate Expired MPN Reports.



Common Origination and Disbursement COD Processing Update

COD apologizes for any inconvenience this issue may have caused. [01/19/07 (Updated 02/02/07)]



Common Origination and Disbursement COD Processing Update

ACG, National SMART Grant, and Pell Grant Programs

COD News

2006-2007 Pell Grant CFL Reduction to NAPD Warning Message (01/31/07)

On January 30, 2007, COD sent a message (PGTX07OP) to schools that have a Pell Grant Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2006-2007 Pell Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 12, 2007. A school that receives the warning message should review its internal records and submit all outstanding disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before February 12, 2007. The complete Electronic Announcement regarding the warning message is posted on the [IFAP Web site](#).

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Common Origination and Disbursement COD Processing Update

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Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

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- Pell Grant ESOA Report —

The Electronic Statement of Account (ESOA) is sent to a school when there is a change in the school's Current Funding Level (CFL). COD has recently discovered that on January 4, 2007, ESOAs were not sent to all schools that had changes in their CFLs. To ensure that all applicable schools receive the reports that should have been generated and transmitted on January 4, 2007, COD will send ESOAs to all schools that had CFL changes on that date. The report will be sent to the schools' SAIG mailboxes (Message Class PGAS07OP) on January 29, 2007. This will result in some schools receiving duplicate ESOAs for January 4, 2007. COD apologizes for any inconvenience this may cause. (01/29/07)

- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 and 2006-2007 Award Year, the school can submit the



Common Origination and Disbursement COD Processing Update

data request via the COD Web site or batch.

- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone.