Common Origination and Disbursement
COD Processing Update

February 16, 2007

Direct Loan Program

COD News

Impact on COD Processing February 18-19, 2007 (02/09/07)
Federal Student Aid is planning to execute an extended Common Origination and Disbursement (COD) System maintenance activity on February 18, 2007. This activity will result in outages of certain COD System functionality for an extended period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on February 19, 2007, the Washington's Birthday Federal holiday.

The information below explains how this activity and the holiday will impact COD System availability and processing. Please review this information to determine if processing at your school will be affected.

COD System Maintenance

On ***Sunday, February 18, 2007***, Federal Student Aid will perform extended system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on February 18th due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The COD Web site will be unavailable for users to submit or retrieve data from 2:00 A.M. until 2:00 P.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.
- Batches submitted by schools via the SAIG between 11:00 A.M. and 2:00 P.M. (ET) will be held and not acknowledged back to schools until after the COD System comes back up at 2:00 P.M. (ET).

For Direct Loan Participants—

- The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable for an extended period of time from 2:00 A.M. until 2:00 P.M. (ET).

Borrowers will not be able to complete or retrieve MPNs during this extended period.

- As a reminder, the Direct Loan Electronic MPN Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Washington's Birthday Federal Holiday

Monday, February 19, 2007 is the Washington's Birthday Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be open from 8:00 A.M. until 8:00 P.M. (ET).
- The COD System will accept and process data from schools and send back responses/acknowledgements, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, February 20th.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted on the IFAP Web site.

NEW!

Unlocking and Resetting COD Web Site Passwords (02/16/07)
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 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.

Direct Loan Bulletin 07-01 Released (02/15/07)

Direct Loan Bulletin 07-01 was released to schools from the COD School Relations Center on February 14, 2007 and is posted on the IFAP Web site. This bulletin provides schools with the 2007 HHS Poverty Guidelines and Income Percentage Factors.

If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".

SAIG Mailbox Lockout Procedure Change (02/12/07)

Federal Student Aid has posted an Electronic Announcement on the IFAP Web site informing schools of a change in security procedures to the Student Aid Internet Gateway (SAIG)/EDconnect network invalid password lock-out procedure.

The SAIG system will continue to lock user mailboxes after three consecutive incorrect login attempts, but instead of requiring users to contact CPS/SAIG Technical Support to have their mailboxes unlocked, the SAIG system will now automatically clear all locks after 30 minutes.

This change will enable users to correct their mailbox (network) passwords in EDconnect and TDClient/EAClient, or to locate and enter the correct password for the SAIG Portal (http://SAIGportal.ed.gov), and try again without having to contact CPS/SAIG Technical Support. CPS/SAIG Technical Support will still be available to reset mailbox passwords if necessary.

This change is effective immediately and applies to all participants accessing data on the SAIG system.

If you have any questions about this information, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806), or by e-mail at CPSSAIG@ed.gov.

Reports and Data Requests

NOTICES

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.

ACG, National SMART Grant, and Pell Grant Programs

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ACG And National SMART Grant Resources (02/16/07)

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, COD has updated the 2006-2007 COD Technical Reference and the 2007-2008 COD Technical Reference. A school should refer to the communications posted on the Information for Financial Aid Professionals (IFAP) Web site and to the 2006-2007 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)
  Volume II, Section 1 "Implementation Guide"
- Citizenship and Student Level Code
  Volume II, Section 1 "Implementation Guide"
- Message Classes
  Volume II, Section 2 "Message Classes"
- Common Record Layout
  Volume II, Section 3 "Common Record Layout"
- Reports Generated by COD System
  Volume VI, Section 8 "COD Reports"
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG
  Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant
  Volume VI, Section 9 "Rigorous Secondary School Programs of Study, and Eligible Majors"

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

Note for EDExpress Users: Volume III of the 2006-2007 and 2007-2008 COD technical references provides additional guidance for schools that use EDExpress in combination with another system. If your school needs help locating information related to EDExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at CPSSAIG@ed.gov.

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2006-2007 Pell Grant CFL Reduction To NAPD On February 13, 2007 (02/14/07)
On February 13, 2007, the COD System reduced the Federal Pell Grant (Pell Grant) 2006-2007 Award Year Current Funding Level (CFL) to the Net Accepted and Posted Disbursements (NAPD) for schools that had a CFL greater than their NAPD. As noted in the warning message that we sent to affected schools on January 30, 2007, this action was taken because the majority of disbursements for the 2006-2007 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 1,500 schools.

A school affected by the February 13, 2007 Pell Grant CFL reduction to NAPD will—

- Receive a text message (PGTX07OP Message Class) in the school's Student Aid Internet Gateway (SAIG) mailbox notifying the school of the reduction;
- Receive a new Electronic Statement of Account (ESOA) that reflects the reduction; and
- See a change in the school's Pell Grant CFL that reflects the reduction.

If an affected school has additional 2006-2007 disbursements to submit to the COD System, it should do so as soon as possible. As a reminder, a school must set the Disbursement Release Indicator (DRI) tag to "true" in order to fund an actual Pell Grant disbursement; this does not happen automatically. Upon acceptance of the disbursements, the school's 2006-2007 Pell Grant CFL will be increased.

Note: An affected school that has drawn down funds in the Grant Administration and Payment System (GAPS) but that has not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

If you have any questions regarding the 2006-2007 Pell Grant CFL reduction to NAPD, contact the COD School Relations Center.

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- 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 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.