



Common Origination and Disbursement COD Processing Update

March 02, 2007

Direct Loan Program

COD News



Unlocking and Resetting COD Web Site Passwords (03/02/07)

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



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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 07-02 Released (03/01/07)

Direct Loan Bulletin 07-02 was released to schools from the COD School Relations Center on February 28, 2007 and is posted on the [IFAP Web site](#). This bulletin is the first in a series of Direct Loan closeout bulletins that informs schools of the closeout deadline for the 2005-2006 Program Year.

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”.

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.



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ACG, National SMART Grant, and Pell Grant Programs

COD News

NEW!

ACG And National SMART Grant Resources (03/02/07)

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.



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

NEW!

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UPDATED!

2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 03/02/07)]

2007-2008 Federal Pell Grant Payment And Disbursement Schedules (02/28/07)

On February 15, 2007, the President signed the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) that establishes the maximum Federal Pell Grant (Pell Grant) award for the 2007-2008 Award Year at \$4,310 and, with the minimum award continuing to be \$400, sets the maximum Expected Family Contribution (EFC) that a student may have to be eligible to receive a Pell Grant at 4110. These amounts (and related statutory provisions) were used to develop the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year, which are available in [Dear Colleague Letter P-07-01](#) on the Information for Financial Aid Professionals (IFAP) Web site.

On February 27, 2007, Federal Student Aid posted information about the operational implementation of the Pell Grant payment and disbursement schedules for the 2007-2008 Award Year in an [Electronic Announcement](#) on the IFAP Web site. This announcement provides schools with high-level information about the impact on the Central Processing System (CPS) and the COD System and Federal Student Aid's anticipated implementation dates related to these systems.

As schools are aware, during the period April 13-14, 2007, Federal Student Aid plans to implement COD System functionality that supports 2007-2008 award-year processing. Development work related to this release has been completed, and testing is well under way. Now that Federal Student Aid has actual amounts for the 2007-2008 Award Year, it will need to update the 2007-2008 COD System with the Pell Grant payment and disbursement schedules. To avoid delaying the April release, Federal Student Aid will do this through a separate release.

Federal Student Aid plans to update the COD System with the Pell Grant payment and disbursement schedules during the period May 11-12, 2007. Federal Student Aid will communicate the details of this COD System update through a forthcoming Electronic Announcement on the [IFAP Web site](#).

For information about the impact on the CPS, refer to the February 27th Electronic Announcement and to a subsequent Electronic Announcement posted on March 1, 2007. The [March 1st Electronic Announcement](#) informs schools of the date when Federal Student Aid will reprocess the applicable 2007-2008 CPS records.



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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.