



Common Origination and Disbursement

COD Processing Update

March 3, 2006

Direct Loan

COD News

Extended Direct Loan Electronic MPN Web Site Outage For Saturday, March 4, 2006 (03/01/06)

As a reminder, the Direct Loan Electronic Master Promissory Note (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.

Due to a system upgrade on Saturday, March 4, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 5:00 A.M. until 10:00 A.M. (ET). Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Note: Periodically throughout this outage, the Direct Loan Electronic MPN Web site will be available for testing purposes. Individuals who begin an activity during one of these periods may not be able to complete the activity before the Web site becomes unavailable again. For this reason, we urge you not to access the Web site until after the outage ends at 10:00 A.M. (ET) on March 4th.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

COD Batch Processing Suspension And Web Site Outages March 10-11, 2006 (03/01/06)

As explained in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0301CODSysImp0607.html>), during the period March 10-11, 2006, COD plans to implement additional COD System functionality that supports the processing of Pell Grants and Direct Loans for the 2006-2007 Award Year. In order to install the system changes that will allow the COD System to receive and process 2006-2007 records—

- COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, March 10, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 7:00 P.M. (ET) on Saturday, March 11, 2006.
- The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, March 10, 2006 until 7:00 P.M. (ET) on Saturday, March 11, 2006.



Common Origination and Disbursement

COD Processing Update

The processing suspension and COD Web site outage will have no impact on the regular processing of schools' funding requests.

Additionally—

- The Direct Loan Electronic MPN Web site will be unavailable from 8:00 P.M. (ET) on Friday, March 10, 2006 until 7:00 P.M. (ET) on Saturday, March 11, 2006.

Individuals starting the process by 7:00 P.M. (ET) on March 10th will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

Note: Periodically throughout this outage, the Direct Loan Electronic MPN Web site will be available for testing purposes. Individuals who begin an activity during one of these periods may not be able to complete the activity before the Web site becomes unavailable again. For this reason, we urge individuals not to access the Web site until after the outage ends at 7:00 P.M. (ET) on March 11th.

- 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. As such, the Direct Loan Electronic MPN Web site will again be unavailable from 5:00 A.M. until 11:00 A.M. (ET) on Sunday, March 12, 2006. As previously noted, individuals will not be able to complete or retrieve MPNs during this period.

COD apologizes for any inconvenience the batch processing suspension and web site outages may cause and appreciates your understanding and patience while COD completes this important activity.

Upcoming Automatic Message Class Update (02/28/06)

On March 6, 2006 the Student Aid Internet Gateway (SAIG) will send out the message class "MESSAGTB" to all users. EDconnect will automatically request, download, and import this new message table, which will include 2006-2007 COD and Direct Loan Servicing message classes, with a school's next connection to the SAIG network. Once the MESSAGTB file has been imported, the new message table will be used from that point on.

Detailed information about this message class update has been sent to schools' SAIG mailboxes and is posted as an Electronic Announcement on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/022106UpcomingAutomaticMessageClassUpdate.html>).

NEW!

Unlocking And Resetting COD Web Site Passwords (03/03/06)

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.



Common Origination and Disbursement

COD Processing Update

In order to unlock users, a Security Administrator should log in to the COD Web site, www.cod.ed.gov, 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 Updates" 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>

2006-2007 COD Technical Reference February 2006 Updates Now Available (02/28/06)

The 2006-2007 COD Technical Reference February 2006 Updates are now available on the IFAP Web site at <http://www.ifap.ed.gov/cod/0607CODTechRef.html>.

If you have any questions regarding information contained in these documents, please contact the COD School Relations Center.



Common Origination and Disbursement

COD Processing Update

Hurricane Information (09/14/05)

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

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.
(10/03/05)



COD Processing Update

Pell Grants

COD News

2003-2004 Pell Grant CFL Reduction To GAPS Net Drawdown Warning Message (03/02/06)

On March 1, 2006, COD sent a message (PGTX04OP) to schools that have a Grant Administration and Payment System (GAPS) authorization (known in the COD System as Current Funding Level (CFL)) for the 2003-2004 Award Year that is greater than their GAPS Net Drawdown reflected in the COD System. The message warns an affected school that its 2003-2004 CFL will be reduced to the GAPS Net Drawdown if the CFL is still greater than the GAPS Net Drawdown on March 29, 2006. When the actual reduction occurs later in March, the school will have a reduced authorization in the GAPS and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Note: The amount of the reduction will equal the difference between the school's CFL and GAPS Net Drawdown. This means that the amount of the reduction could equal as little as \$0.01.

A school that receives the warning message should review its internal records and its CFL, GAPS Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from the GAPS for the 2003-2004 Award Year as soon as possible but before March 29, 2006.

An electronic announcement informing schools of the message is posted to the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0301CFLReduct0304GAPSNetDrawdown.html>).

COD Batch Processing Suspension And Web Site Outage March 10-11, 2006 (03/01/06)

As explained in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0301CODSysImp0607.html>), during the period March 10-11, 2006, COD plans to implement additional COD System functionality that supports the processing of Pell Grants and Direct Loans for the 2006-2007 Award Year. In order to install the system changes that will allow the COD System to receive and process 2006-2007 records—

- COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, March 10, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 7:00 P.M. (ET) on Saturday, March 11, 2006.



Common Origination and Disbursement

COD Processing Update

-
- The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, March 10, 2006 until 7:00 P.M. (ET) on Saturday, March 11, 2006.

The processing suspension and COD Web site outage will have no impact on the regular processing of schools' funding requests.

COD apologizes for any inconvenience the batch processing suspension and web site outage may cause and appreciates your understanding and patience while COD completes this important activity.

Upcoming Automatic Message Class Update (02/28/06)

On March 6, 2006 the Student Aid Internet Gateway (SAIG) will send out the message class "MESSAGTB" to all users. EDconnect will automatically request, download, and import this new message table, which will include 2006-2007 COD message classes, with a school's next connection to the SAIG network. Once the MESSAGTB file has been imported, the new message table will be used from that point on.

Detailed information about this message class update has been sent to schools' SAIG mailboxes and is posted as an Electronic Announcement on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/022106UpcomingAutomaticMessageClassUpdate.html>).

NEW!

Unlocking And Resetting COD Web Site Passwords (03/03/06)

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, www.cod.ed.gov, 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.



Common Origination and Disbursement

COD Processing Update

-
- 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 Updates" 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>

2006-2007 COD Technical Reference February 2006 Updates Now Available (02/28/06)

The 2006-2007 COD Technical Reference February 2006 Updates are now available on the IFAP Web site at <http://www.ifap.ed.gov/cod/0607CODTechRef.html>.

If you have any questions regarding information contained in these documents, please contact the COD School Relations Center.

Pell Grant CFL Reduction To GAPS Net Drawdown Cleanups For 2000-2001, 2001-2002, And 2002-2003 Award Years (02/27/06)

COD is in the process of completing a series of cleanups for the 2000-2001, 2001-2002, and 2002-2003 award years to ensure that each school's Grant Administration and Payment System (GAPS) authorization (known in the COD System as Current Funding Level (CFL)) is equal to the GAPS Net Drawdown. Any school's CFL for these awards years that is greater than its GAPS Net Drawdown will be reduced to the GAPS Net Drawdown amount. When the actual reduction occurs, the school will have a reduced authorization in the GAPS and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Each award-year clean up will affect 200 or fewer schools, and most reductions will be for amounts less than \$100.00. If you have any questions about these cleanups, contact the COD School Relations Center.



Common Origination and Disbursement

COD Processing Update

Hurricane Information (09/14/05)

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

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.

- 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 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. [10/03/05 (Updated 10/27/05)]