



## Common Origination and Disbursement

# COD Processing Update

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May 5, 2006

## *Direct Loan*

### COD News

**NEW!**

#### **Unlocking And Resetting COD Web Site Passwords (05/05/06)**

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](http://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



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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 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>.

### **Forthcoming Operational Guidance Related To The HERA Provisions (04/25/06)**

Federal Student Aid continues to progress in finalizing the operational changes required to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. As Federal Student Aid completes this work, it will post operational guidance on the IFAP Web site. Federal Student Aid will communicate the operational guidance as expeditiously as possible and appreciates your patience and understanding.

### ***Notes Regarding Master Promissory Note (MPN) Use:***

- Schools should continue to use the Direct Subsidized/Unsubsidized MPN (with a 10/31/05 expiration date) and the Direct PLUS MPN (with a 1/31/2006 expiration date) for subsidized/unsubsidized loans for student borrowers and PLUS loans for parent borrowers, respectively. While these MPNs do not include changes to the terms and conditions of Direct Loans made by the HERA, completed/signed MPNs will **not** need to be replaced at a later date. Federal Student Aid will provide borrowers with the additional loan term information.
- In a separate communication, Federal Student Aid will provide guidance related to MPNs for graduate and professional students who are eligible for a Direct PLUS Loan.
- Federal Student Aid will explain changes to the terms and conditions of Direct Loans made by the HERA through the use of addenda to the MPNs and revised Plain Language Disclosures (PLDs). We are finalizing the addenda and PLDs and will post guidance and the documents as soon as possible.

## **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.



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- 30-Day Warning Report (March 2006 Month-End)—  
For 2005-2006, was sent to schools' SAIG mailboxes and posted on the COD Web site containing an incorrect period end date of 2/28/06. The correct period end date is 3/31/06. With the exception of the period end date, the data contained in the report is accurate. COD apologizes for any inconvenience this may cause schools. (04/11/06)
  - Direct Loan Rebuild File—  
Schools in need of this file should contact the COD School Relations Center. (10/03/05)



# COD Processing Update

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## *Pell Grants*

### COD News

**NEW!**

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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.

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.



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## 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 Data Requests—

- Electronic Statement of Account
- Multiple Reporting Record
- Pell POP Report
- Reconciliation Report
- Verification Status Report
- Year-To-Date Record

COD may return COD Edit 609

(Requested/Matching Data Not Found) when a user submits a data request via batch or the COD Web site during a 4 ½ hour period each Monday through Friday night beginning at 10:00 P.M. (ET) and ending at 2:30 A.M. (ET) the next morning. This edit may be returned because the COD System is running its overnight processing/posting during the specified period, and, as a result, some data may not be available for the report. Users can avoid this potential situation by submitting data requests outside the specified period. COD apologizes for any inconvenience this may cause users. (04/19/06)

- 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



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[CODSupport@acs-inc.com](mailto: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)]