



Common Origination and Disbursement COD Processing Update

July 07, 2006

Direct Loan Program

COD News

Record Submission Due Date For 2004-2005 Closeout (07/05/06)

COD would like to remind schools that the closeout processing deadline for the 2004-2005 Direct Loan Program Year is **July 31, 2006**--only 25 days away!

To meet the closeout deadline, all records must be submitted to the COD System no later than 8:00 P.M. (ET) on Monday, July 31, 2006. (Note: As always, all submitted records subsequently must be accepted by the COD System in order to be included in your school's final Ending Cash Balance for 2004-2005.)

To be considered successfully closed out, schools must have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the School Account Statement (SAS) Report.

Please also refer to DLB-06-04 (<http://www.ifap.ed.gov/dlbulletins/DLB0604.html>), and DLB-06-02 (<http://www.ifap.ed.gov/dlbulletins/DLB0602.html>) for more detailed information about closeout.

Direct Loan Grad PLUS Interim Spreadsheet and Instructions Now Available (07/03/06)

During the period July 1, 2006 through August 11, 2006, schools can use the Direct Loan Grad PLUS Interim Spreadsheet to request that a credit check be completed, receive the credit check decision, and receive MPN status for one or more Grad PLUS borrowers.

The Direct Loan Grad PLUS Interim Spreadsheet template and instructions are available on the COD Web site (www.cod.ed.gov). Schools can access this document either before or after logging in to the site.

- To access this document *before* logging in to the COD Web site, click on the link titled "Click here if you are a school looking for updates on Common Origination and Disbursement" and choose "Direct Loan Grad PLUS Interim Spreadsheet and Instructions".
- To access this document *after* logging in to the COD Web site, click on the link at the bottom of the page titled "Today's Updates".

Further information regarding this spreadsheet is posted in an Electronic Announcement on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0623HERAOPGradPLUS.html>).



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HERA-Related Additional COD System Functionality Implemented (07/03/06)

COD is pleased to announce the implementation of additional COD System functionality on June 30-July 1, 2006. COD implemented the system changes described in the Electronic Announcement posted on the IFAP Web site

(<http://www.ifap.ed.gov/eannouncements/0627CODHERA.html>). This was the first release in a series of releases that will occur between now and December 16, 2006 to implement provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Thank you for your understanding and patience while COD completed this important activity.

HERA Operational Implementation Guidance—ACG And National SMART Grant (07/03/06)

Federal Student Aid has posted operational guidance outlining the availability of Academic Competitiveness Grant (ACG) and National Science and Mathematics to Retain Talent Grant (National SMART Grant) functionality. The Electronic Announcement is available on the IFAP Web site

(<http://www.ifap.ed.gov/eannouncements/0630HERAACGSMART.html>). You can access the announcement by clicking on the “Higher Education Reconciliation Act of 2005 (HERA) Information” link on the home page of the IFAP Web site and scrolling to the “Electronic Announcements” section.

NEW!

Unlocking And Resetting COD Web Site Passwords (07/07/06)

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.



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- 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>.

HERA Guidance Available On IFAP Web Site (05/08/06)

Communications related to the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171 are posted on the Information for Financial Aid Professionals (IFAP) Web site (www.ifap.ed.gov). These communications include policy and operational guidance that impacts all student aid programs, systems, and processes. To assist users in easily locating HERA-related communications, they are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site. (The link is at the top of the "On-Line References" section.)

Federal Student Aid has posted and will continue to post guidance related to the Central Processing System (CPS), Common Origination and Disbursement (COD) System, and EDExpress Suite, as Electronic Announcements. The summary for these Electronic Announcements will begin with "HERA Operational Implementation Guidance (CPS, COD System, EDExpress Suite)" so that they can be distinguished from other types of guidance. As explained above, the Electronic Announcements are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

Please plan to check the IFAP Web site on a regular basis.



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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.

- Direct Loan Rebuild File—

Schools in need of this file should contact the COD School Relations Center. (10/03/05)



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ACG, National SMART Grant, and Pell Grant Programs

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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



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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)]