



Common Origination and Disbursement COD Processing Update

August 4, 2006

Direct Loan Program

COD News

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, August 6, 2006 (08/02/06)

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, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Sunday, August 6, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 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.

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

NEW!

Unlocking And Resetting COD Web Site Passwords (08/04/06)

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>.

COD Batch Processing Suspension and Web Site Outage August 11-12, 2006 (08/02/06)

As explained in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0727HERAOIGAddCODFunc.html>), during the period August 11-12, 2006, COD will implement additional COD System functionality required to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. This will be the third release in a series of releases that will occur between July 1, 2006 and December 16, 2006.

In order to install the HERA-related system changes—

- COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, August 11, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 10:00 A.M. (ET) on Saturday, August 12, 2006.
- The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, August 11, 2006 until 10:00 A.M. (ET) on Saturday, August 12, 2006.

Additionally—

- The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable from 8:00 P.M. (ET) on Friday, August 11, 2006 until 10:00 A.M. (ET) on Saturday, August 12, 2006.

Individuals starting the process by 7:00 P.M. (ET) on August 11th 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.



Common Origination and Disbursement COD Processing Update

- 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, August 13, 2006. As previously noted, individuals will not be able to complete or retrieve MPNs during this period.

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

2004-2005 Closeout Information (08/01/06)

The closeout processing deadline for the 2004-2005 Direct Loan Program Year was July 31, 2006. All records that were submitted to the COD System by 8:00 P.M. (ET) on Monday, July 31, 2006, and subsequently accepted by the COD System, will be included in a school's final Ending Cash Balance for 2004-2005. The COD System will reject all records received after the processing deadline unless the school is approved for extended processing. (See [DLB-06-07](#) posted on the IFAP Web site for more information about extended processing.)

To be considered successfully closed out, the school must have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the School Account Statement (SAS) Report. COD plans to send a final 2004-2005 SAS Report later this month *to all schools, including those that are at a zero balance or that have previously closed out for the 2004-2005 Program Year.* Please review this SAS Report very carefully. The Ending Cash Balance in this SAS Report will be used by FSA to determine whether or not a school has successfully closed out.

If you have any questions about 2004-2005 closeout, contact the COD School Relations Center.

Additional System Functionality Implemented (07/31/06)

COD is pleased to announce the implementation of additional COD System functionality on July 28-29, 2006. COD implemented the system changes described in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0718HERAOperImplofHERA.html>). This was the second release in a series of releases that will occur between July 1, 2006 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 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.)



Common Origination and Disbursement COD Processing Update

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 EDEExpress Suite, as Electronic Announcements. The summary for these Electronic Announcements will begin with "HERA Operational Implementation Guidance (CPS, COD System, EDEExpress 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.

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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In order to install the HERA-related system changes—

- COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, August 11, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 10:00 A.M. (ET) on Saturday, August 12, 2006.
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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.

HERA Operational Implementation Guidance—Academic Competitiveness Grant 2006-2007 Award Year Initial Authorization (08/01/06)

Federal Student Aid has processed the Academic Competitiveness Grant (ACG) Initial Authorizations, known in the COD System as Current Funding Levels (CFLs), for the 2006-2007 Award Year. Federal Student Aid is in the process of generating and sending an Electronic Statement of Account (ESOA) listing the amount of the Initial CFL to each school that met the criteria for receiving an Initial CFL. The ESOA will be sent to the school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGAS07OP.

An Electronic Announcement with complete details is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0720ACGAwdYrInitialAuth.html>). Please refer to this announcement. 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.

HERA Operational Implementation Guidance—National SMART Grant 2006-2007 Award Year Initial Authorization (08/01/06)

Federal Student Aid has processed the National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Initial Authorizations, known in the COD System as Current Funding Levels (CFLs), for the 2006-2007 Award Year. Federal Student Aid is in the process of generating and sending an Electronic Statement of Account (ESOA) listing the amount of the Initial CFL to each school that met the criteria for receiving an Initial



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CFL. The ESOA will be sent to the school's Student Aid Internet Gateway (SAIG) mailbox in the message class SGAS07OP.

An Electronic Announcement with complete details is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0801HERAOperationalImplementationGuidance.html>). Please refer to this announcement. 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.

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Reports And Data Requests



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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 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)]