



Common Origination and Disbursement

COD Processing Update

March 31, 2006

Direct Loan

COD News

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, April 2, 2006 (03/29/06)

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 the onset of daylight savings time, as well as some routine maintenance on Sunday, April 2, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 3:00 A.M. Eastern Daylight Time (EDT) (or 2:00 A.M. Eastern Standard Time) until 11:00 A.M. (EDT). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

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 (03/31/06)

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.



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- 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>

Updated COD Frequently Asked Questions (FAQs) Available (03/30/06)

COD has updated the FAQs on the COD Web site, www.cod.ed.gov. The FAQs are available on the COD Web site by clicking the "Today's Update" link at the bottom of the page. The updated FAQs are also available on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0329FAQCOD.html>).

If you have any questions about the document, or would like to see anything added, please contact the COD School Relations Center at CODSupport@acs-inc.com with the subject line of "FAQ".

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.



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Reports and Data Requests



NOTICES

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)

On March 20, 2006, COD implemented a fix for this issue. In all cases, disbursements (up to the 15,000 limit) and applicable messages are being displayed on the Action Queue Search screen.

Note: When a search results in more than 15,000 records, COD will display the first 15,000 records. The user will also see the following message: *15,000 Disb Found—More Disbs Exist—Please Narrow Search.*

We apologize for any inconvenience this issue may have caused and appreciate your patience.



COD Processing Update

Pell Grants

COD News

NEW!

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2003-2004 Pell Grant CFL Reduction To GAPS Net Drawdown On March 29, 2006 [03/02/06 (Updated 03/30/06)]

On March 29, 2006, the COD System reduced the Pell Grant 2003-2004 Award Year Current Funding Level (CFL) to equal the Net Drawdown amount found in the Grant Administration and Payment System (GAPS). This action applies to schools that had a CFL greater than their GAPS Net Drawdown. As noted in the warning message that we sent to affected schools on March 1, 2006, this action was taken because disbursements and disbursement adjustments for the 2003-2004 Award Year should have already been submitted to the COD System for processing. This reduction affected approximately 1,000 schools.

A school affected by the March 29, 2006 CFL reduction to GAPS Net Drawdown will—

- Receive a text message (PGTX04OP Message Class) in the school's SAIG mailbox notifying the school of the reduction;
- Receive a new Electronic Statement of Account (ESOA) that reflects the reduction;
- See a change in the school's CFL that reflects the reduction; and
- See a change in the school's authorization in GAPS that reflects the reduction.

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.

If you have any questions regarding the 2003-2004 CFL reduction to GAPS Net Drawdown or need to have funding reinstated, contact the COD School Relations Center.

2005-2006 Verification Status Code "W" Warning Message (03/09/06)

On March 8, 2006, COD began processing a text message (PGTX06OP) as well as a file of student records (PGRC06OP) to schools that have one or more student records still reported with a verification status code of "W". The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount (\$0.00), even if the



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disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on April 5, 2006.

A more detailed electronic announcement regarding the warning message is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0309VerifWWarning0506.html>). Please refer to this announcement. If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

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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)]