



Common Origination and Disbursement

COD Processing Update

May 26, 2006

Direct Loan

COD News

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, May 28, 2006 (05/24/06)

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, May 28, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 1:00 A.M. until 1:00 P.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.



COD Processing Update Posting Schedule For May 29, 2006 (05/26/06)

On Monday, May 29, 2006, the COD Processing Update will not be updated or posted on the COD Web site, www.cod.ed.gov. Today's document will remain posted on the COD Web site until we post a new COD Processing Update on Tuesday, May 30, 2006.

COD Holiday Schedule For May 29, 2006 (05/19/06)

The COD School Relations Center will be closed on Monday, May 29, 2006 in observance of the Memorial Day holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on May 29, 2006, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 30, 2006.

Further information regarding Memorial Day processing and customer service hours for COD and other Federal Student Aid/ED call centers is posted in an Electronic Announcement on the IFAP Web site (<http://ifap.ed.gov/eannouncements/0519MemorialDayClosings.html>).



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HERA Operational Implementation Guidance—Master Promissory Note Addenda, Revised Disclosure Statements, and Revised Plain Language Disclosures for Direct Loan Program Loans (05/22/06)

Federal Student Aid has posted operational guidance regarding Master Promissory Note Addenda, Revised Disclosure Statements, and Revised Plain Language Disclosures for Direct Loan Program Loans. The Electronic Announcement is available on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0519HERAOPSGUIDEPNOTE.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 (05/26/06)

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.
- 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>.

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

Federal Student Aid has been evaluating and finalizing the operational changes that must be made to its student aid processes and procedures to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Federal Student Aid appreciates the financial aid community's patience and understanding over the past few months as it completed this work.

Communications related to the HERA will be 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 will 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 will be available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

Currently, there is policy and operational guidance related to the HERA posted on the IFAP Web site. Additional guidance will be posted as it becomes available. 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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Current Issues

Batches Not Completely Processed In COD (05/24/06)

COD identified an issue that prevented a number of batches from being processed completely. This issue is isolated to some schools that submitted batches to the COD System between Monday, May 8, 2006 and Friday, May 12, 2006. COD is working on a resolution and anticipates the batches will be fully processed by Wednesday, May 31, 2006. We apologize for any inconvenience this may cause.

Note: COD sent an e-mail to the appropriate schools to notify them of the affected batches. When the batches are processed/acknowledged, the schools will be notified and this issue will be considered resolved.



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Pell Grants

COD News

NEW!

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Pell Grant 2006-2007 Initial Authorization For Advanced Funded Schools [05/16/06 (Updated 05/19/06)]

As explained in an Electronic Announcement that is posted to the IFAP Web site, the Department of Education has used a shortfall appropriation to cover part of the Pell Grant Initial Authorization for the 2006-2007 Award Year, for schools that receive Pell Grant funds under the advanced funding method. For this reason, the funding of the Initial Authorization, known in the Common Origination and Disbursement (COD) System as Current Funding Level (CFL), was slightly different than it has been in the past.

The funding has been done in two parts as follows:

- We have generated an Electronic Statement of Account (ESOA) that lists the amount of a school's Initial CFL for the 2006-2007 Award Year and have sent it to the school's Student Aid Information Gateway (SAIG) mailbox (Message Class PGAS07OP). This amount is slightly less than the school received for the 2005-2006 Award Year.
- We have generated an increase and a second ESOA that is nearly identical to the amount the school first received. We have sent the second ESOA to the school's SAIG mailbox (Message Class PGAS07OP).
- Now that both parts of this process have been completed, the sum of the first amount and the second amount should be more than a school's Initial CFL for the 2005-2006 Award Year.

Note: Schools participating in the Just-in-Time pilot and schools on Reimbursement, Heightened Cash Monitoring 1 (HCM1), or Heightened Cash Monitoring 2 (HCM2) have not received an Initial CFL. These schools are eligible for a CFL once actual disbursements

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have been accepted and posted. A new ESOA is sent to a school each time its CFL amount changes.

For additional information, refer to the Electronic Announcement that is posted on the IFAP Web site

(<http://www.ifap.ed.gov/eannouncements/051606InitialAuthorizationforAdvancedFundSchoools.html>). If you have any questions about your school's Initial Authorization, contact the COD School Relations Center.

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

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Reports And Data Requests



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- Pell Data Requests—
Electronic Statement of Account
Multiple Reporting Record

Previously, COD sometimes returned COD Edit 609 (Requested/Matching Data Not Found) when a user submitted a data request via batch or the COD Web site during a 4 ½ hour period each Monday through



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Pell POP Report
Reconciliation Report
Verification Status Report
Year-To-Date Record

Friday night beginning at 10:00 P.M. (ET) and ending at 2:30 A.M. (ET) the next morning. This edit was returned because the COD System runs its overnight processing/posting during the specified period, and, as a result, some data was not available for the report.

COD implemented a fix to prevent this situation going forward. Users will no longer receive COD Edit 609 under the scenario described above. Instead, data requests submitted during the specified timeframe will be held and processed after COD completes its overnight processing/posting. Holding the requests will allow COD to capture all necessary data for the reports when it is available and then send/provide the report to the requester. [04/19/06 Updated 05/25/06]

- 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 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)]

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