



Common Origination and Disbursement COD Processing Update

For Pell Grants

June 23, 2006

Pell Grants

COD News



COD Holiday Schedule For July 4, 2006 (06/23/06)

The COD School Relations Center will be closed on Tuesday, July 4, 2006 in observance of Independence Day. The COD System will accept and process data from schools and send back responses/acknowledgements on July 4, 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 Wednesday, July 5, 2006.

Further information regarding Independence Day processing and customer service hours for COD and other Federal Student Aid/ED call centers will be posted in an Electronic Announcement on the IFAP Web site (www.ifap.ed.gov).

Federal Pell Grant Disbursement Processing For The 2006-2007 Award Year (06/21/06)

The COD System will now accept Pell Grant actual disbursement records for the 2006-2007 Award Year. An Electronic Announcement with reminders about disbursement-related information is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0621PellDisbursProc0607.html>). If you have any questions about Pell Grant disbursements, contact the COD School Relations Center.

Weekly SAIG Maintenance (06/21/06)

The Student Aid Internet Gateway (SAIG) is unavailable *every Sunday morning* from 3:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. This weekly maintenance period will impact a school's ability to send batches to the COD System. If a school attempts to transmit batches between 3:00 A.M. and 11:00 A.M. (ET), it will receive an error message informing the school that the SAIG is unavailable and that data must be transmitted at a later time. Additionally, during the outage period the COD System will not be able to transmit responses, reports, and other materials to a school's SAIG mailbox.

We apologize for any inconvenience this routine maintenance may cause. If you have any questions, contact the CPS/SAIG Technical Support at 800/330-5947 or e-mail CPSSAIG@ed.gov.

COD System Maintenance Planned For Sunday, June 25, 2006 (06/21/06)

The COD System will undergo routine maintenance on Sunday, June 25, 2006 from 12:30 A.M. until 12:30 P.M. (ET). During this period, users will not be able to submit or retrieve



Common Origination and Disbursement COD Processing Update

For Pell Grants

data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. 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 (06/23/06)

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 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



Common Origination and Disbursement COD Processing Update

For Pell Grants

Electronic Announcement on the IFAP Web site at

<http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

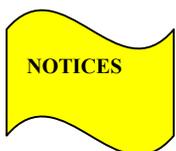
HERA Guidance Available On IFAP Web Site (05/08/06)

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.

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 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



Common Origination and Disbursement COD Processing Update

For Pell Grants

request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]