



# Common Origination and Disbursement COD Processing Update

## For Pell Grants

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September 16, 2005

### *Pell Grants*

#### COD News

##### **COD System Maintenance Planned For Sunday, September 18, 2005 (09/14/05)**

The COD System will undergo routine maintenance on Sunday, September 18, 2005 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve 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.



##### **San Diego Electronic Access Conference Hotel (09/16/05)**

The conference hotel, Manchester Grand Hyatt, for the San Diego Electronic Access Conference is sold out for most nights of the conference. There is still availability on the nights of October 31st and November 1st. For your convenience the Department has secured overflow lodging at the Hilton San Diego Gaslamp, which is within walking distance of the Manchester Grand Hyatt. Information on overflow hotel reservations can be found at: <http://www.ed.gov/offices/OSFAP/conferences/sandiegolodging.html/>.

If you have not yet registered for the conference, please go to <http://www.register123.com/event/profile/form/index.cfm?PKformID=0x1151798675> for more information.



##### **Unlocking And Resetting COD Web Site Passwords (09/16/05)**

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](http://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.



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- 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/0316UpdateCODWebsiteaccessforschools.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/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>.

### **Hurricane Katrina Information (09/14/05)**

The U.S. Department of Education is committed to assisting students enrolled in postsecondary education impacted by Hurricane Katrina. Accordingly, 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 information and guidance. Click on this link regularly for updates related to the impact of the hurricane on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

### **Pell Grant Year-To-Date Record [12/01/04 (Updated 07/14/05)]**

The Pell Grant Year-to-Date (YTD) record (PGYRxxOP) can be used to assist a school with its year-end and ongoing reconciliation processes. Due to a COD System issue that continues to affect the Pell Grant YTD record and that has taken longer than expected to



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resolve, we continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved.

The issue is as follows:

In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions **are currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number.

**Note:** If a school encounters difficulty processing further disbursement activity through its software for a disbursement affected by this issue, the activity can be performed on the COD Web site.

### 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.

#### **Delay In Availability Of COD Web Site Reports [08/01/05 (Updated 08/03/05)]**

COD has identified an issue with generating reports on the COD Web site. Beginning July 28, 2005, reports have not been available on the COD Web site. Schools attempting to retrieve reports from the COD Web site receive the error message "Application Error." This issue does not affect sending reports to schools' SAIG mailboxes, and COD has sent all reports to schools' SAIG mailboxes according to schedule.

On July 30, 2005, COD began restoring the report functionality on the web; however, COD is delayed in generating the majority of reports on the web. Continue to refer to this section of the COD Processing Update for a list of reports that become available. If your school needs a report that is usually available on the COD Web site but is currently not displayed, notify the COD School Relations Center via e-mail ([CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com)). In follow up, COD will send the report to your school via e-mail. In order for your request to be processed successfully, please include "Report Request" in the subject line of your e-mail and the following information in the body of your e-mail:

- School Name
- School ID
- E-mail Address
- Report Name



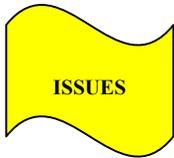
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- Award Year
- Report Date
- Program (Pell Grant or Direct Loan)

Note: For Funded Disbursement List requests, please include the Batch ID and dollar amount associated with the report.

Keep in mind that the delay in generating COD Web site reports does not impact your ability to submit data requests via the COD Web site's Pell Data Requests screen.



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference and Volume VI, Section 8 of the 2005-2006 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGYRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To-Date Record" item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]

### Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	