



Common Origination and Disbursement COD Processing Update

November 3, 2006

Direct Loan Program

COD News

NEW!

Some GAPS Transactions for ACG, National SMART Grant, Pell Grant, and Direct Loan Programs Inaccurately or Not Reflected in COD System (11/03/06)

COD has discovered that some Grant Administration and Payment System (GAPS) transactions performed by schools since September 29, 2006 are not accurately reflected in the Common Origination and Disbursement (COD) System. The transactions affect multiple programs—Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan)—and multiple award years. In some cases, GAPS refund, return, drawdown, and drawdown adjustment transaction amounts have been doubled in the COD System. In other cases, GAPS transactions are not yet reflected in the COD System.

COD has identified the issues that sporadically caused the reflection of inaccurate GAPS transactions in the COD System and is working to correct the inaccurate data in the COD System as expeditiously as possible. COD will keep schools informed of our work via the “COD Processing Update” and messages on the [COD Web site](#).

In the meantime, an affected school can refer to the GAPS Activity Report on the [GAPS e-Payments Web site](#) for an accurate reflection of all GAPS transactions it has performed since September 29, 2006. If the school has any questions or concerns, it can contact the COD School Relations Center by phone or e-mail.

Note to Direct Loan Schools: If this issue has affected a Direct Loan school, its October 2006 month-end School Account Statement (SAS) will also be impacted.

Federal Student Aid apologizes for the inconvenience caused by this issue and assures schools that it is working to correct the inaccurate data in the COD System as expeditiously as possible.

An Electronic Announcement with this same information will be posted on the [IFAP Web site](#)

NEW!

COD System Services For Friday, November 10, 2006 through Sunday, November 12, 2006 (11/03/06)

The Federal observance of Veterans Day on November 10, 2006 as well as maintenance activities on both the Common Origination and Disbursement (COD) System and the Student Aid Internet Gateway (SAIG) on November 11 and 12, 2006 will have the following impact:

- **Friday, November 10th**
 - The COD School Relations Center will be open.

COD Processing Update
www.cod.ed.gov



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- Users will be able to submit and retrieve data via the COD Web site.
- The COD System will accept and process data from schools and send back responses/acknowledgments.
- Schools will not be able to receive any Federal funds on November 10th. Requests for changes in funding levels and for funds will not be processed until Monday, November 13, 2006.
- ***Saturday, November 11th***
 - Users will be able to submit or retrieve data via the COD Web site.
 - Schools attempting to transmit batches via the SAIG between 12:01 A.M. (ET), Saturday, November 11th and 2:00 P.M. (ET) on Sunday, November 12th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.
- ***Sunday, November 12th***
 - Users will not be able to submit or retrieve data via the COD Web site between 2:00 A.M. and 8:00 A.M. (ET).
 - Schools attempting to transmit batches via the SAIG between 12:01 A.M. (ET) on Saturday, November 11th and 2:00 P.M. (ET) on Sunday, November 12th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Additional information about Veterans Day processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers will be available in an Electronic Announcement on the [IFAP Web site](#). An Electronic Announcement about the SAIG outage is available on the [IFAP Web site](#).

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact CPS/SAIG Technical Support at 800/330-5947 or e-mail CPSSAIG@ed.gov.



Extended Direct Loan Electronic MPN Web Site Outage For Sunday, November 12, 2006 (11/03/06)

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, November 12, 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.



Common Origination and Disbursement COD Processing Update

Updated COD Frequently Asked Questions (FAQs) Available (11/02/06)

COD has updated the FAQs on the [COD Web site](#). The FAQs are available on the COD Web site by clicking on the “Click here if you are looking for more information on Common Origination and Disbursement” link at the bottom of the page. The updated FAQs are also available on the [IFAP Web site](#).

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".



Unlocking and Resetting COD Web Site Passwords (11/03/06)

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.
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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.



Common Origination and Disbursement COD Processing Update

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2006 Las Vegas Federal Student Aid Conference (10/30/06)

As a reminder, the second 2006 Federal Student Aid Conference will be held November 28, 2006 through December 1, 2006 in Las Vegas, Nevada. This event was formerly known as the Electronic Access Conference (EAC). The registration deadline for the Las Vegas conference is November 11, 2006. This year's agenda will feature a Direct Loan Track with a series of sessions focused on Direct Loan topics. Detailed information about this Federal Student Aid conference is available in a [Dear Colleague Letter](#) and on [Federal Student Aid's conference Web site](#).

Direct Loan Bulletin 06-11 Released (10/27/06)

Direct Loan Bulletin 06-11 was released to schools from the COD School Relations Center on October 26, 2006 and is posted on the [IFAP Web site](#). This bulletin provides guidance about keeping updated and accurate contact information for Federal Student Aid resources on school Web sites. If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to CODSupport@acs-inc.com with the subject line of "DLB Distribution".

HERA Operational Implementation Guidance—Two EDEExpress 2006-2007, Release 3.0 Software Issues Impacting Direct PLUS Loans for Graduate or Professional Students Identified for Resolution in Release 4.0 (10/26/06)

Federal Student Aid has posted operational guidance alerting all users of the EDEExpress for Windows 2006-2007, Release 3.0 software of two Direct Loan module issues it has identified, both of which will be resolved in Release 4.0 (available December 2006). The Electronic Announcement is available on the [IFAP 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.

- 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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Common Origination and Disbursement COD Processing Update

Incorrect ACG, National SMART Grant, and Pell Grant ESOAs Sent to Schools on October 19, 20, 21, and 26, 2006 (10/27/2006)

On October 19, 20, 21, and 26, 2006, COD sent schools incorrect Electronic Statement of Account (ESOA) reports for the Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), and Federal Pell Grant (Pell Grant) programs. These ESOAs reflect a school's correct Current Funding Level (CFL) for the applicable program and award year identified in the ESOA; however, they include initial authorization and/or adjustment transaction activity that occurred on earlier dates over the past several months. ***Please disregard all ESOAs dated October 19, 20, 21, and 26, 2006.***

COD has identified and corrected the issue in the COD System that caused the generation of the erroneous ESOAs. ***On October 28, 2006, we will send accurate ESOAs to all schools that performed ACG, National SMART Grant, and/or Pell Grant adjustment activity on October 18, 19, 20, and/or 25, 2006.***

Each school that performed ACG, National SMART Grant, and/or Pell Grant adjustment activity on October 18, 19, 20, and/or 25, 2006 will receive an accurate ESOA dated October 28, 2006 for each applicable program and award year. COD will send each ESOA to the school's Student Aid Internet Gateway (SAIG) mailbox as follows:

- The ESOA for the ACG Program will be sent in the message class AGAS07OP.
- The ESOA for the National SMART Grant Program will be sent in the message class SGAS07OP.
- The ESOA for the Pell Grant Program will be sent in the message class PGASxxOP (for award years 2001-2002 through 2006-2007).

Note: All adjustment activity performed on October 18, 19, 20, and/or 25, 2006 is accurately reflected in the GAPS Activity Report on the Grant Administration and Payment System (GAPS) [e-Payments Web site](#). Likewise, all adjustment activity is reflected on the [COD Web site](#).

Federal Student Aid apologizes for the inconvenience caused by the erroneous generation of the incorrect ESOAs. Again, ***please disregard all ESOAs dated October 19, 20, 21, and 26, 2006. COD will send correct ESOAs to the applicable schools on October 28, 2006.***

An Electronic Announcement with this same information is posted on the [IFAP Web site](#).

HERA Operational Implementation Guidance- Clarification of ACG Data Review by Schools (10/25/06)

Federal Student Aid has posted operational guidance that summarizes and clarifies school review of Academic Competitiveness Grant (ACG) self-identification information that it collects from students and provides to schools. The Electronic Announcement is available on the [IFAP Web site](#).



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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 and 2006-2007 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)]