Direct Loan Webinar Training Suite Session Descriptions Attachment to ANN-10-01	
Session Name	**Description**
Direct Loan Processing in COD for New Participants	**Target Audience:** Individuals at schools that already process grants using the Common Origination and Disbursement (COD) System and COD Web site, but who are unfamiliar processing Direct Loans. **Topics to be Covered:** This session will focus on Direct Loan processing basics related to origination records, credit checks, promissory notes, disbursements, funding, reconciliation, Direct Loan reports, Direct Loan servicing, resources for borrowers, and resources for schools.
Direct Loan Programmatic Primer	**Target Audience:** Individuals who are on staff at schools new to or considering the Direct Loan Program or individuals who are simply new to Direct Loan processing. Financial aid and business office staff who will award, process, fund, and reconcile Direct Loans should attend. **Topics to be Covered:** This session will focus on the Direct Loan Program from a programmatic perspective. We will introduce concepts, terminology, and other information needed to understand how the program works and how to manage and administer the program at a school. We will cover school, financial aid office, and Federal Student Aid roles and responsibilities. We will explain processing responsibilities, options, and management related to origination, promissory notes, disbursement, funding, reconciliation, closeout, and servicing.

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Direct Loan Systems Primer	**Target Audience:** Individuals who are on staff at schools new to or considering the Direct Loan Program or individuals who are simply new to Direct Loan processing. Financial aid office staff who will process Direct Loans as well as technical support staff should attend. **Topics to be Covered:** This session will focus on the Direct Loan Program from a systems perspective. We will primarily cover the Common Origination and Disbursement (COD) System through which Direct Loan records are processed and the COD Web site through which school users interface with the COD System. We will provide an overview of the functions, features, and screens of the COD Web site and explain how these are used to process, manage, and administer a school's Direct Loans. In addition, we will cover other electronic processes and systems associated with Direct Loan processing, including the Direct Loan Electronic Master Promissory Note (MPN) Web site, Student Aid Internet Gateway (SAIG), Direct Loan Servicing System (DLSS), and G5.
Direct Loan Reconciliation	**Target Audience:** Individuals on the financial aid staff and other staff at Direct Loan schools who are responsible for reconciling their school's Direct Loan records with the Common Origination and Disbursement (COD) System. Financial aid and business office staff who will reconcile and fund Direct Loans should attend. **Topics to be Covered:** This session will focus on monthly Direct Loan reconciliation, the process by which a school balances their internal systems' data to the data accepted by the Department. We will highlight various reports, tools, and resources available to assist schools in reconciling in a timely manner. In addition, we will review a case study that demonstrates the use of some of these simple techniques and tools by a sample school.

Direct Loan Webinar Training Suite Session Descriptions Attachment to ANN-10-01	
Session Name	**Description**
Direct Loan Tools	**Target Audience:** Individuals on the financial aid staff and other staff at Direct Loan schools who are responsible for reconciling their school's Direct Loan records with the Common Origination and Disbursement (COD) System. Financial aid and business office staff who will reconcile and fund Direct Loans as well as technical support staff should attend. **Topics to be Covered:** This session will focus on Direct Loan (DL) Tools for Windows, a supplemental software product available to Direct Loan participants, and explain the many uses of DL Tools in the management and administration of Direct Loans. We will cover functionality provided by this multi-year Windows-based application, such as comparing the School Account Statement (SAS) to loans and actual disbursements recorded in EDExpress or an external file, printing the SAS in a readable format, and tracking Cash Receipts (drawdowns) and Refunds of Cash. The session will include information useful to both EDExpress and non-EDExpress users.
Direct Loan Reports	**Target Audience:** All Direct Loan staff. Financial aid office, business office, and technical support staff who will be involved in Direct Loan processing should attend. **Topics to be Covered:** This session will focus on the available Direct Loan reports and explain how these reports can assist schools in the management and administration of Direct Loans. We will cover how schools receive or retrieve the reports as well as how they can be used to improve Direct Loan processing, reduce errors, resolve issues, and simplify reconciliation and closeout.