



Common Origination and Disbursement COD Processing Update

ACG, National SMART Grant, and Pell Grant Programs

January 12, 2007

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COD News

Impact on COD Processing January 13-15, 2007 (01/05/07)

Federal Student Aid is planning to execute two Common Origination and Disbursement (COD) System upgrade and maintenance activities during the period January 13-14, 2007. These activities will result in outages of certain COD System functionality for varying periods of time. Federal Student Aid appreciates your patience and understanding as it completes these important activities. In addition, funding requests will not be processed on January 15, 2007, the Birthday of Martin Luther King, Jr. Federal holiday.

The information below explains how these activities and the holiday will impact COD System availability and processing. Please review this information to determine if processing at your school will be affected. This same information is posted to the [IFAP Web site](#) as an Electronic Announcement.

COD System Upgrade and Maintenance

During the period January 13-14, 2007, we will 1) complete an upgrade of the [COD Web site](#) that will improve the internal network environment and 2) perform routine system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on January 14th due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The [COD Web site](#) will be unavailable for users to submit or retrieve data from 8:00 A.M. (ET) on Saturday, January 13th until 12:00 P.M. (ET) on Sunday, January 14th.

Note: Due to the nature of the upgrade work, we will not be able to post an informational message on the [COD Web site](#) during the outage. Users attempting to access the [COD Web site](#) during the outage will receive a “page not found” or similar error message.

- Batches submitted by schools via the SAIG between 2:00 A.M. and 3:00 A.M. (ET) on Sunday, January 14th will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET) on that day.



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- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) on Sunday, January 14th will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

Birthday of Martin Luther King, Jr. Federal Holiday

Monday, January 15, 2007 is the Birthday of Martin Luther King, Jr. Federal holiday.

For Grant and Direct Loan Participants:

- The COD School Relations Center will be open from 8:00 A.M. (ET) until 8:00 P.M. (ET) on Monday, January 15th.
- The COD System will accept and process data from schools and send back responses/acknowledgements on Monday, January 15th. However, requests for changes in funding levels and for funds will not be processed until Tuesday, January 16th.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted on the [IFAP Web site](#).



Unlocking and Resetting COD Web Site Passwords (01/12/07)

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](#) 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.



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- 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 Update" 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>.

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 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.