



Common Origination and Disbursement COD Processing Update

ACG, National SMART Grant, and Pell Grant Programs

January 26, 2007

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COD News



Unlocking and Resetting COD Web Site Passwords (01/26/07)

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.
- 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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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>.

Correction/Clarification Alert for 2006-2007 and 2007-2008 Versions of COD Technical Reference, Volume III, Section 3 (Combination System Record Layouts) Used by EDEXpress Combo Schools (01/22/07)

Federal Student Aid has identified information in Volume III, Section 3 (Combination System Record Layouts) of both the 2006-2007 COD Technical Reference and the 2007-2008 COD Technical Reference that requires the attention of schools that process records using the EDEXpress software in combination with another system.

Specifically, in an [Electronic Announcement posted on the IFAP Web site](#), Federal Student Aid has corrected/clarified the valid field content for three fields included in the Federal Pell Grant (Pell Grant), Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) External Origination Add/Change record layout. The three fields are #37 (College Year), #38 (Eligibility/Payment Reason Code), and #39 (High School Program).

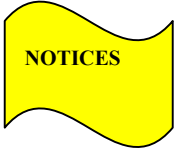
Federal Student Aid will publish change pages for the 2006-2007 and 2007-2008 versions of the COD Technical Reference, Volume III, Section 3 in early February 2007 that add the clarifying detail regarding field #37 and field #38. The clarification/correction to field #39 is only required in the 2007-2008 version of the COD Technical Reference and, accordingly, will only be included in the 2007-2008 change pages.



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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.