COD Processing Update

February 1, 2013

NEWS/UPDATES

- **Two New Federal Loan Servicers Begin February 2013 (2/1/13)**

    In a September 23, 2011 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid informed the community of the expansion of its federal loan servicer team. This expansion will occur through new federal loan servicing contracts awarded under the HCERA/SAFRA Not-For-Profit (NFP) Servicer Program solicitation. The solicitation offered NFP entities the opportunity to submit proposals individually and in teams for servicing borrower accounts on our behalf.

    Federal Student Aid is pleased to announce two additional members of the federal loan servicer team. For more information about these new servicers, please see the COSTEP announcement and the EDGEucation Loans announcement posted on the IFAP Web site.

- **Availability of the Application and Verification Guide (1/31/13)**

    Federal Student Aid is pleased to announce the availability of the Application and Verification Guide of the 2013-2014 Federal Student Aid Handbook. The Application and Verification Guide is the first installment of the 2013-2014 Federal Student Aid Handbook.

    For more information on the Application and Verification Guide of the 2013-2014 Federal Student Handbook, please refer to the January 31, 2013 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **Availability of 2013 Blue Book (1/31/13)**

    We are pleased to announce the availability of the 2013 Blue Book. The Blue Book provides guidance on accounting, recordkeeping, managing, and reporting by postsecondary educational institutions that participate in federal student aid programs.

    For more information on the 2013 Blue Book, please refer to the January 30, 2013 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.

- **2013-2014 Pell Grant Payment And Disbursement Schedules Posted On The IFAP Web Site (01/31/13)**

    In Dear Colleague Letter GEN-13-06, posted to the Information for Financial Aid Professionals (IFAP) Web site on January 30, 2013, Federal Student Aid provided the community with the Federal Pell Grant Payment and Disbursement Schedules for the 2013-2014 Award Year for full-time, three-quarter-time, half-time, and less-than-half-time students. All 2013-2014 Pell Grant awards must be based on the schedules attached to the letter. In a forthcoming electronic announcement, Federal Student Aid will provide information about the operational implementation of the schedules in its systems, including the COD System. Please monitor the IFAP Web site for this forthcoming operational guidance.

- **Preliminary Information about COD Web Site Access Change Planned for March and May 2013 (1/28/13)**

Over the last year, we have implemented several new technology security initiatives related to Federal Student Aid system access. In the coming months, there will be a change in how authorized users access the Common Origination and Disbursement (COD) System via the Web.

With the COD Web site access change, authorized users will log in to the COD Web site using an FSA User ID and password as well as the six-digit password generated by the user's Two-Factor Authentication (TFA) token. All new and existing COD Web site users must be enrolled for COD Web site access by a school's (or organization's) Primary Destination Point Administrator (PDPA) via the SAIG Enrollment Web site instead of completing a paper process via the COD School Relations Center.

We plan to implement the COD Web site access change in two phases – the first phase will occur in March 2013 and the second phase will occur in May 2013. The COD Web site access change will apply to all schools, including foreign schools.

COD Web Site Access Change - Implementation Plans

- *March 9-10, 2013* – In the first phase, we will update the SAIG Enrollment Web site to allow PDPAs to enroll new and existing COD Web site users for the COD Online Service and to allow those users to register for an FSA User ID and password, if they do not already have one. ***Note:*** Existing school PDPAs of COD Batch accounts at the time of the March 2013 SAIG Enrollment update will be automatically enrolled for the new COD Online Service and will not need to take immediate action. Full details about this phase will be provided in an Electronic Announcement planned for mid-February 2013.

- *May 4-5, 2013* – In the second phase, we will change COD Web site login requirements to include entry of an authorized user's FSA User ID and password, as well as the six-digit password generated by the user's TFA token. All users must first be enrolled for the COD Online Service. Full details about this phase will be provided in an Electronic Announcement planned for mid-April 2013.

We appreciate your cooperation in providing secure access to Federal Student Aid systems and look forward to working with the school community to simplify COD Web site access. For more information, please refer to the January 25, 2013 Electronic Announcement posted of the Information for Financial Aid Professionals (IFAP) Web site.

CURRENT ISSUES

DIRECT LOANS

There are no Direct Loan-related issues at this time.

GRANTS

There are no Grant-related issues at this time.

REMINDERS

SAIG Mailbox Functions Unavailable February 2-3, 2013 (1/25/13)

From 12:00 A.M. (ET) on Saturday, February 2, 2013 until 11:59 P.M. (ET) on Sunday, February 3, 2013, the SAIG mailbox functions will be unavailable in order to

Contact Information: If you have questions, contact the COD School Relations Center at 800/474-7268 for Grants or 800/848-0978 for Direct Loans. You may also e-mail CODSupport@acs-inc.com.

implement system updates. During this time, users will receive an error message informing them that the SAIG is unavailable.

We appreciate your patience and understanding as we complete the required activity during the upcoming period. For more information on this outage, please refer to the January 25, 2013 Electronic Announcement on the Information for Financial Aid Professionals (IFAP) Web site.

Keep School Contact Information Current in the COD System (02/01/13)

We remind schools and third party servicers that contact information in the COD System must be kept current. Contact information is extremely important for us to be able to reach the right people at the school, particularly about program-specific issues. The e-mail addresses for the President, Financial Aid Administrator, Pell Grant Financial Aid Officer, and Direct Loan Financial Aid Officer are used to deliver time-sensitive materials and critical COD processing information to the school.

Having current contact information for the Pell Grant Financial Aid Officer and Direct Loan Financial Aid Officer is most critical for a school that is an additional location to a main campus. The information allows us to contact those officers directly at the additional location rather than needing to contact the main campus.

For more information on updating School Contact Information, please refer to the December 20, 2012 Electronic Announcement posted on the Information for Financial Aid Professionals (IFAP) Web site.