Common Origination and Disbursement
COD Processing Update

ACG, National SMART Grant, and Pell Grant Programs

February 2, 2007

ACG, National SMART Grant, and Pell Grant Programs

COD News

2006-2007 Pell Grant CFL Reduction to NAPD Warning Message (01/31/07)
On January 30, 2007, COD sent a message (PGTX07OP) to schools that have a Pell Grant Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2006-2007 Pell Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 12, 2007. A school that receives the warning message should review its internal records and submit all outstanding disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before February 12, 2007. The complete Electronic Announcement regarding the warning message is posted on the IFAP Web site.

NEW!

Unlocking and Resetting COD Web Site Passwords (02/02/07)
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.

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

NOTICES

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 Grant ESOA Report —

The Electronic Statement of Account (ESOA) is sent to a school when there is a change in the school's Current Funding Level (CFL). COD has recently discovered that on January 4, 2007, ESOAs were not sent to all schools that had changes in their CFLs. To ensure that all applicable schools receive the reports that should have been generated and transmitted on January 4, 2007, COD will send ESOAs to all schools that had CFL changes on that date. The report will be sent to the schools' SAIG mailboxes (Message Class PGAS07OP) on January 29, 2007. This will result in some schools receiving duplicate ESOAs for January 4, 2007. COD apologizes for any inconvenience this may cause. (01/29/07)

- 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.