



Common Origination and Disbursement COD Processing Update

For Pell Grants

February 10, 2006

Pell Grants

COD News

COD System Maintenance Planned For Sunday, February 12, 2006 (02/08/06)

The COD System will undergo routine maintenance on Sunday, February 12, 2006 from 2:00 A.M. until 8:00 A.M. (ET). During this period, users will not be able to submit or retrieve data via the COD Web site. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

NEW!

Unlocking And Resetting COD Web Site Passwords (02/10/06)

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, www.cod.ed.gov, 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 Updates" 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>.

Impact on COD Processing February 17-21, 2006 (02/08/06)

COD is planning to execute two major Common Origination and Disbursement (COD) System upgrade and maintenance activities during the period February 17-21, 2006. These activities will result in outages of certain COD System functionality for varying periods of time. COD appreciates your patience and understanding as we complete these important activities. In addition, funding requests will not be processed on February 20, 2006, the Washington's Birthday Federal holiday.

Below is an explanation of how each activity and the holiday impact COD System availability and processing. This same information also is posted in an Electronic Announcement on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0207ImpactonCODProcessing.html>). Please review this information to determine if processing at your school will be affected.

Upgrade to Report Section of COD Web Site

During the period February 17-21, 2006, COD will complete an upgrade of the hardware and software that comprises the report section of the COD Web site. The upgrade will result in more efficient and expedient processing and posting of reports to the Web site.

For Pell Grant Participants—

- The report section of the COD Web site will be unavailable from 6:00 P.M. (ET) on Friday, February 17th until 8:00 A.M. (ET) on Tuesday, February 21st. During this period, users will not be able to retrieve reports via the Services tab on the COD Web site.

Included in the upgrade to the report section of the COD Web site is an enhancement that will result in the same treatment of reports that contain no data sent via the Student Aid Internet Gateway (SAIG) and available on the COD Web site. Currently, COD does not send reports that contain no data to schools via the SAIG. However, currently, COD does



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generate and post these reports on the COD Web site. A user does not learn that a report contains no data until he or she retrieves the report from the COD Web site, opens it, and reads the message "No Data Available." COD wants to eliminate this unnecessary burden for schools.

After COD implements the enhancement, **only reports that contain data** will be sent via the SAIG and will be available on the COD Web site. If there is no data available to populate a report, it will not be sent to the school's SAIG mailbox and will not be posted to the COD Web site. For example, if there is no data available to populate an SSN, Name, Date of Birth Change report for a school, a report will not be sent to the school's SAIG mailbox and will not be posted to the COD Web site.

COD System Maintenance

On Sunday, February 19, 2006, COD will perform system maintenance on the COD System.

For Pell Grant Participants—

- The COD Web site will be unavailable for users to submit or retrieve data from 12:30 A.M. until 12:30 P.M. (ET) on February 19th. Additionally, batches submitted by schools will be held and not processed until after the COD System comes back up.

Washington's Birthday Federal Holiday

Monday, February 20, 2006 is the Washington's Birthday Federal holiday.

For Pell Grant Participants—

- The COD School Relations Center will be open from 8:00 A.M. until 8:00 P.M. (ET) on February 20th.
- The COD System will accept and process data from schools and send back responses/acknowledgements on February 20th. However, requests for changes in funding levels and for funds will not be processed until Tuesday, February 21st.

Additional information regarding processing and customer service hours for other Federal Student Aid/Department call centers on the holiday will be posted on the IFAP Web site (<http://www.ifap.ed.gov>).

COD School Testing For The 2006-2007 Award Year (02/08/06)

As a reminder, the COD School Relations Center is conducting school testing for the 2006-2007 Award Year through June 30, 2006. School testing provides schools, third-party servicers, and software vendors an opportunity to test business processes and system software with the COD System prior to the transmission and processing of actual production data. It also allows the opportunity to make corrections or enhancements to software applications prior to entering into the "live" production environment.

For more information about COD School Testing, refer to the Electronic Announcement that is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/1128CODSchoolTesting0607.html>).



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Federal Student Aid Delayed In Sending COD Data To SAIG February 5-7, 2006 (02/07/06)

From Sunday, February 5, 2006 through early in the morning of Tuesday, February 7, 2006, Federal Student Aid's in-house system that sends COD data to the Student Aid Internet Gateway (SAIG) experienced an unexpected delay in transmitting approximately 25,000 files. Most of these files were COD weekly reports; however, there were some COD batch responses as well. Due to the transmission delay, the affected files were not sent to the SAIG and, therefore, could not be delivered to schools' SAIG mailboxes. At this time, Federal Student Aid has restored transmission of COD data to the SAIG, and all affected files should be in schools' SAIG mailboxes. Federal Student Aid apologizes for any inconvenience caused by this unexpected data transmission delay.

COD Web Site Access For Schools And Third Party Servicers (02/06/06)

COD has posted updated instructions on the IFAP Web site for schools and third party servicers seeking access to the COD Web site. Schools can access the instructions at <http://www.ifap.ed.gov/eannouncements/0201UpdatedCODWebsiteSchools.html>. Third party servicers should refer to the instructions at <http://www.ifap.ed.gov/eannouncements/UpdatedCODWebsiteThirdPartyServ.html>.

If you have any questions about the announcement or experience any difficulty setting up a COD security administrator, contact the COD School Relations Center.

2005-2006 CFL Reduction To NAPD Warning Message (02/03/06)

On February 2, 2006, COD sent a message (PGTX06OP) to most schools that have a Current Funding Level (CFL) for the 2005-2006 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). The message warns an affected school that its 2005-2006 CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on February 15, 2006. A school that receives the warning message should review its internal records and submit all outstanding disbursements for the 2005-2006 Award Year to the COD System as soon as possible but before February 15, 2006.

An Electronic Announcement informing schools of the message will be posted to the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0202CFLReductNAPDWarning.html>.

Hurricane Information (09/14/05)

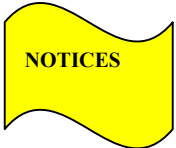
FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.



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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 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. [10/03/05 (Updated 10/27/05)]

Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS		√ (02/06/06)