This edition will remain on the COD Web site until a new edition is posted. We will notify schools via a COD Web Message when a new edition has been posted.

COD Processing Update

March 1, 2013

NEWS/UPDATES

- **2012-2013 COD Technical Reference February 2013 Update Now Available (2/21/13)**

  The 2012-2013 COD Technical Reference February 2013 Update is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2012-2013 COD Technical Reference contains development information for the 2012-2013 Award Year. For a complete list of updates, refer to the "February 2013 Change Tracking Log." If you have any questions about this material, contact the COD School Relations Center.

- **2013-2014 COD Technical Reference February 2013 Update Now Available (2/21/13)**

  The 2013-2014 COD Technical Reference February 2013 Update is now available on the Information for Financial Aid Professionals (IFAP) Web site. The 2013-2014 COD Technical Reference contains development information for the 2013-2014 Award Year. For a complete list of updates, refer to the "

- **Title IV Aid Disbursement Reporting, Excess Cash, and Reconciliation Requirements (2/20/13)**

  In a February 19, 2013 posting on the Information for Financial Aid Professionals (IFAP) Web site, Federal Student Aid reminds schools of the general disbursement reporting, excess cash, and reconciliation requirements for all Title IV programs. Because these requirements apply to disbursement and financial data, both the Financial Aid Office ***and*** Business Office should review the information.

  For complete information, refer to the February 19, 2013 Electronic Announcement.

- **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

Keep School Contact Information Current in the COD System (03/01/13)

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.