



Common Origination and Disbursement

COD Processing Update

March 17, 2006

Direct Loan

COD News

COD System Maintenance Planned For Sunday, March 19, 2006 (03/15/06)

The COD System will undergo routine maintenance on Sunday, March 19, 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.

Extended Direct Loan Electronic MPN Web Site Outage For Sunday, March 19, 2006 (03/15/06)

As a reminder, the Direct Loan Electronic Master Promissory Note (MPN) Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. During this period, borrowers are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to COD System routine maintenance on Sunday, March 19, 2006, the Direct Loan Electronic MPN Web site will be unavailable for an extended period of time from 2:00 A.M. until 11:00 A.M. (ET). As previously noted, borrowers will not be able to complete or retrieve MPNs during this extended period.

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 (03/17/06)

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:



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- 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 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>

Additional System Functionality For 2006-2007 Award Year Implemented (03/13/06)

COD is pleased to announce the implementation of additional COD System functionality on March 10-11, 2006. These system changes support the processing of Pell Grants and Direct Loans for the 2006-2007 Award Year. Thank you for your understanding and patience while COD completed this important activity.

COD implemented the system changes described in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0301CODSysImp0607.html>). However, we are experiencing some difficulties with the COD Web site's Action Queue Search screen enhancement. We are currently evaluating the issue and provide an explanation in the COD Processing Update item entitled "Action Queue Search Screen Functionality Not Working In All Cases".



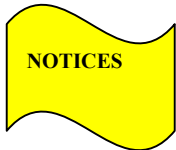
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Hurricane Information (09/14/05)

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.

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.

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center. (10/03/05)

Current Issues

Action Queue Search Screen Functionality Not Working In All Cases (03/15/06)

In the Electronic Announcement, [COD System Implementation for 2006-2007 Award Year](#), posted on the IFAP Web site, Federal Student Aid informed schools of two enhancements planned for the COD System's 2006-2007 Award Year implementation. One of the enhancements increases the number of disbursements that can be returned when a user performs a search on the COD Web site's Action Queue Search screen.

Previously, the maximum number of disbursements returned per search on the COD Web site's Action Queues Search screen was 3,000. While the explanation in the Electronic Announcement did not state this specifically, the enhanced search allows for the return of up to 15,000 disbursements. If a search results in more than 15,000 disbursements, the system will generate a message informing the user that more disbursements exist.

On March 10-11, 2006, COD implemented the additional functionality for the 2006-2007 Award Year, including the enhancement to the COD Web site's Action Queue Search screen. Currently, however, the search is not functioning as it should. In some cases, the user is not being informed when more than 15,000 disbursements exist. In other cases, no disbursements are being returned to the user when they do exist.

COD is working to restore the COD Web site's Action Queue Search screen functionality as soon as possible. We apologize for any inconvenience this may cause and will continue to provide updates as more information becomes available. In the meantime, to search for disbursements, select the specific award year option in the Award Year drop down menu and select a date range that is one year or shorter in length.



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Pell Grants

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2005-2006 Verification Status Code "W" Warning Message (03/09/06)

On March 8, 2006, COD began processing a text message (PGTX06OP) as well as a file of student records (PGRC06OP) to schools that have one or more student records still reported with a verification status code of "W". The message is a warning that these disbursements will be considered overawards and reduced to a zero dollar amount (\$0.00), even if the disbursements were previously accepted in the COD System. The reduction of the affected disbursements is scheduled to occur on April 5, 2006.

A more detailed electronic announcement regarding the warning message is posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0309VerifWWarning0506.html>). Please refer to this announcement. If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

2003-2004 Pell Grant CFL Reduction To GAPS Net Drawdown Warning Message (03/02/06)

On March 1, 2006, COD sent a message (PGTX04OP) to schools that have a Grant Administration and Payment System (GAPS) authorization (known in the COD System as Current Funding Level (CFL)) for the 2003-2004 Award Year that is greater than their GAPS Net Drawdown reflected in the COD System. The message warns an affected school that its 2003-2004 CFL will be reduced to the GAPS Net Drawdown if the CFL is still greater than the GAPS Net Drawdown on March 29, 2006. When the actual reduction



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occurs later in March, the school will have a reduced authorization in the GAPS and will receive an Electronic Statement of Account (ESOA) that reflects the revised authorization.

Note: The amount of the reduction will equal the difference between the school's CFL and GAPS Net Drawdown. This means that the amount of the reduction could equal as little as \$0.01.

A school that receives the warning message should review its internal records and its CFL, GAPS Net Drawdown, and Net Accepted and Posted Disbursements (NAPD) reflected in the COD System as soon as possible. The school should submit all outstanding downward disbursement adjustments to the COD System and/or request any outstanding drawdown from the GAPS for the 2003-2004 Award Year as soon as possible but before March 29, 2006.

An electronic announcement informing schools of the message is posted to the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0301CFLReduct0304GAPSNetDrawdown.html>).

Hurricane Information (09/14/05)

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Reports And Data Requests



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- 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



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request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

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