



---

**May 25, 2007**

\*\*This edition of the COD Processing Update 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.\*\*

## *Direct Loan Program*

### COD News

#### **Impact on COD Processing May 27-28, 2007 (05/18/07)**

Federal Student Aid is planning to execute a Common Origination and Disbursement (COD) System maintenance activity on May 27, 2007. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on May 28, 2007, the Memorial Day Federal holiday.

An explanation of how this activity and the holiday will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected. This same information is posted in [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

#### **COD System Maintenance**

On **Sunday, May 27, 2007**, we will perform system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on May 27<sup>th</sup> due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The [COD Web site](#) will be unavailable for users to submit or retrieve data from 1:30 A.M. until 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

For Direct Loan Participants—



- The [Direct Loan Electronic Master Promissory Note \(MPN\) Web site](#) will be unavailable for an extended period of time from 1:30 A.M. until 11:00 A.M. (ET). Individuals will not be able to complete or retrieve MPNs during this extended period.
- Individuals starting the process by 12:30 A.M. (ET) will be able to complete their MPNs before the Web site becomes unavailable. Individuals attempting to access the Web site after the cutoff time will see a Web site maintenance message and will not be able to start the process or retrieve an existing MPN.

### **Memorial Day Federal Holiday**

**Monday, May 28, 2007** is the Memorial Day Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be closed.
- The COD System will accept and process data from schools and send back responses/acknowledgements, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 29<sup>th</sup>.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in [the “Memorial Day Federal Holiday Processing and Customer Service Hours” Electronic Announcement on the IFAP Web site.](#)

### **2007-2008 ISIR Guide May 2007 Updates Now Available (05/24/07)**

The [2007-2008 ISIR Guide May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The ISIR Guide assists financial aid administrators in interpreting the information contained in electronic Institutional Student Information Records (ISIRs) returned to schools by the Central Processing System (CPS). The term “ISIR” refers to all processed student information records that the CPS sends to institutions electronically. For a complete list of updates, refer to the “Tracking Log of Changes for May 2007 Update to the 2007-2008 ISIR Guide.”

For additional information, refer to [the Electronic Announcement posted on the IFAP Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **Direct Loan Bulletin 07-09 Released (05/23/07)**

[Direct Loan Bulletin 07-09](#) was released to schools from the COD School Relations Center on May 22, 2007 and is posted on the Information for Financial Aid Professionals (IFAP) Web site.

Previously through [DLB-07-08](#), we informed schools that the April 12, 2007 webinar training session presentation was posted on the IFAP Web site. We also informed you that we were



---

working on a “Questions and Answers” document. This bulletin contains the questions we received during and after the webinar, as well as the answers to these questions.

If you would like to be added to or removed from the Direct Loan Bulletin distribution list, please submit an e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com) with the subject line of “DLB Distribution”.

### **2006-2007 COD Technical Reference May 2007 Updates Now Available (05/22/07)**

The [2006-2007 COD Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2006-2007 COD Technical Reference consists of multiple volumes that contain development information for the 2006-2007 Award Year. For a complete list of updates, refer to the “0607 COD Technical Reference May 2007 Change Tracking Log.” If you have any questions regarding information contained in this document, contact the COD School Relations Center.

### **2007-2008 COD Technical Reference May 2007 Updates Now Available (05/22/07)**

The [2007-2008 COD Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the “0708 COD Technical Reference May 2007 Change Tracking Log.” If you have any questions regarding information contained in this document, contact the COD School Relations Center.

### **Availability of EExpress for Windows 2007-2008, Release 3.0 (05/21/07)**

Federal Student Aid has posted EExpress for Windows 2007-2008, Release 3.0, on the Department’s [Federal Student Aid Download \(FSAdownload\) Web site](#).

Release 3.0 incorporates changes to the 2007-2008 Federal Pell Grant (Pell Grant) payment and disbursement schedules into EExpress Global, Packaging, and Pell functionality.

In addition to the Release 3.0 software, the *EExpress for Windows 2007-2008, Release 2.0 Cover Letter*, *Release 2.0 Desk Reference* and *Release 2.0 Desk Reference HERA Addendum* are available on the FSAdownload Web site at the EExpress for Windows 2007-2008 Release 2.0 location. No updates of these documents will be posted for Release 3.0.

**Reminder:** A school must upgrade to Release 3.0 before submitting 2007-2008 Pell Grant award information to the COD System using EExpress 2007-2008.

For additional information, refer to [the Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **2007-2008 Packaging Technical Reference May 2007 Updates Now Available (05/21/07)**

The 2007-2008 Packaging Technical Reference May 2007 Updates are available on the [Federal Student Aid Download \(FSAdownload\) Web site](#). The 2007-2008 Packaging Technical Reference provides instructions and record layouts for schools or other organizations that need to integrate their own software or systems with the EExpress for Windows 2007-2008 Packaging



module. For a complete list of updates, refer to the tracking log of changes in the “Technical References and Guides” section of the [FSADownload Web site](#).

For additional information, refer to [the Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **2007-2008 EDE Technical Reference May 2007 Updates Now Available (05/21/07)**

The [2007-2008 EDE Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The EDE Technical Reference provides record layouts for schools or other organizations that need to design software systems to interface with the Department of Education's application processing system to process student financial aid applications. For a complete list of updates, refer to the “May 2007 Tracking Log of Changes.”

For additional information, refer to [the Electronic Announcement posted on the IFAP Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).



### **Unlocking and Resetting COD Web Site Passwords (05/25/07)**

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.



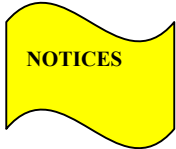
---

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



This section contains important notices regarding reports and/or data requests. While we

- Direct Loan Rebuild File— Schools in need of this file should contact the COD School Relations Center.

encourage you to review this section, note that some schools may not be impacted by the information presented below.



---

# *ACG, National SMART Grant, and Pell Grant Programs*

## COD News

### **Impact on COD Processing May 27-28, 2007 (05/18/07)**

Federal Student Aid is planning to execute a Common Origination and Disbursement (COD) System maintenance activity on May 27, 2007. This activity will result in outages of certain COD System functionality for a period of time. Federal Student Aid appreciates your patience and understanding as it completes this important activity. In addition, funding requests will not be processed on May 28, 2007, the Memorial Day Federal holiday.

An explanation of how this activity and the holiday will impact COD System availability and processing follows below. Please review this information to determine if processing at your school will be affected. This same information is posted in [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **COD System Maintenance**

On *Sunday, May 27, 2007*, we will perform system maintenance on the COD System. In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) on May 27<sup>th</sup> due to its regular Sunday morning maintenance.

For Grant and Direct Loan Participants—

- The [COD Web site](#) will be unavailable for users to submit or retrieve data from 1:30 A.M. until 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 1:30 A.M. and 3:00 A.M. (ET) will be held and not acknowledged back to schools until after the SAIG comes back up at 11:00 A.M. (ET).
- Schools attempting to transmit batches via the SAIG between 3:00 A.M. and 11:00 A.M. (ET) will receive an error message informing them that the SAIG is unavailable and that the data must be transmitted at a later time.

### **Memorial Day Federal Holiday**

*Monday, May 28, 2007* is the Memorial Day Federal holiday.

For Grant and Direct Loan Participants—

- The COD School Relations Center will be closed.



- The COD System will accept and process data from schools and send back responses/acknowledgements, but schools will not be able to receive any Federal funds on that day. Requests for changes in funding levels and for funds will not be processed until Tuesday, May 29<sup>th</sup>.

Complete information regarding processing and customer service hours for COD and other Federal Student Aid/Department of Education call centers on the holiday is posted in [the "Memorial Day Federal Holiday Processing and Customer Service Hours" Electronic Announcement on the IFAP Web site.](#)

### **2007-2008 ISIR Guide May 2007 Updates Now Available (05/24/07)**

The [2007-2008 ISIR Guide May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The ISIR Guide assists financial aid administrators in interpreting the information contained in electronic Institutional Student Information Records (ISIRs) returned to schools by the Central Processing System (CPS). The term "ISIR" refers to all processed student information records that the CPS sends to institutions electronically. For a complete list of updates, refer to the "Tracking Log of Changes for May 2007 Update to the 2007-2008 ISIR Guide."

For additional information, refer to [the Electronic Announcement posted on the IFAP Web site.](#) If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message (05/11/07)**

At this time, the majority of National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) funds for the first and second payment periods of the 2006-2007 Award Year should have been disbursed to students. In general, schools are to submit National SMART Grant disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

### **2006-2007 National SMART Grant CFL Reduction to NAPD Warning Message Sent on May 10, 2007**

On May 10, 2007, Federal Student Aid sent a message to most schools that have a National SMART Grant Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received a National SMART Grant CFL increase within the past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 National SMART Grant CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 25, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.



---

Federal Student Aid sent the May 10, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class SGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding National SMART Grant disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 25, 2007.

This information is also posted in [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

### **2006-2007 ACG CFL Reduction to NAPD Warning Message (05/10/07)**

At this time, the majority of Academic Competitiveness Grant (ACG) funds for the first and second payment periods of the 2006-2007 Award Year should have been disbursed to students. In general, schools are to submit ACG disbursements to the Department of Education (the Department) no later than 30 days after making an actual disbursement or becoming aware of the need to adjust a student's previously reported disbursement. Accordingly, the majority of disbursements for the first and second payment periods of the 2006-2007 Award Year should have already been submitted to the Common Origination and Disbursement (COD) System for processing.

### **2006-2007 ACG CFL Reduction to NAPD Warning Message Sent on May 9, 2007**

On May 9, 2007, Federal Student Aid sent a message to most schools that have an ACG Current Funding Level (CFL) for the 2006-2007 Award Year that is greater than their Net Accepted and Posted Disbursements (NAPD). (Schools that have received an ACG CFL increase within the past 60 days will not receive this message.) The message warns an affected school that its 2006-2007 ACG CFL will be reduced to the NAPD if the CFL is still greater than the NAPD on May 29, 2007. After the reduction, schools that have drawn down funds in the Grant Administration and Payment System (GAPS) but that have not submitted the applicable disbursements to the COD System may be in an excess cash situation and must rectify the situation as soon as possible.

Federal Student Aid sent the May 9, 2007 warning message to an affected school's Student Aid Internet Gateway (SAIG) mailbox in the message class AGTX07OP. A school that receives the warning message should review its internal records and submit all outstanding ACG disbursements for the 2006-2007 Award Year to the COD System as soon as possible but before May 29, 2007.

This information is also posted in [an Electronic Announcement on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have any questions about the warning message or about submitting disbursements to the COD System, contact the COD School Relations Center.

### **2006-2007 Verification Status Code "W" Warning Message (05/21/07)**

On May 18, 2007, Federal Student Aid began processing a text message (PGTX07OP) as well as a Reconciliation Records file (PGRC07OP) to schools that have one or more Federal Pell Grant (Pell Grant) 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 June 7, 2007.

**Note:** Some of the student records included in the Reconciliation Records file may be for students who are still within the allowable timeframe for submitting verification documentation/completing the verification process as specified in [the “Notice of Deadline Dates for Receipt of Applications, Reports, and Other Records for the 2006-2007 Award Year” published in the Federal Register on May 4, 2007 \(72 FR 25276\)](#). After we reduce the affected disbursements on June 7, 2007, a school may inform us of the total amount of such disbursements, and we will increase the school’s Current Funding Level (CFL) accordingly. We will provide instructions for this notification process when we communicate about the June 7, 2007 reduction in the “COD Processing Update” and via a message posted on the [COD Web site](#).

For additional information, refer to [the Electronic Announcement that is posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have questions about the warning message or about reporting verification status codes to the COD System, contact the COD School Relations Center.

### **2007-2008 Federal Pell Grant Payment And Disbursement Schedules [02/22/07 (Updated 05/21/07)]**

As explained previously in a number of Electronic Announcements posted on the [IFAP Web site](#), the Revised Continuing Appropriations Resolution, 2007, (P.L. 110-5) established the minimum and maximum Pell Grant amounts for the 2007-2008 Award Year. During the period May 11-12, 2007, we updated the 2007-2008 COD System with the Pell Grant payment and disbursement schedules. As explained in [an Electronic Announcement posted on May 1, 2007](#), this additional COD System functionality supports the processing of Pell Grant awards for the 2007-2008 Award Year.

Although schools were temporarily delayed in the submission of 2007-2008 Pell Grant origination and anticipated disbursement records to the COD System, the COD System is now accepting and processing these records. When a school submits a 2007-2008 Pell Grant origination or anticipated disbursement record to the COD System, the record must include a Central Processing System (CPS) transaction number for a transaction that has been designated as “Pell Grant Eligible.” If the record does not include a CPS transaction number for a transaction that has been designated as “Pell Grant Eligible,” the COD System will reject the record.

**Note for EDEExpress Users:** As explained in [an Electronic Announcement posted on May 21, 2007](#), Federal Student Aid has posted EDEExpress 2007-2008, Release 3.0, an upgrade version that incorporates the 2007-2008 Pell Grant changes into EDEExpress Global, Packaging, and Pell functionality, on the [Federal Student Aid Download \(FSAdownload\) Web site](#). A school must upgrade to Release 3.0 **before creating and submitting Pell Grant origination (and corresponding anticipated disbursement) records in EDEExpress 2007-2008**. For complete information about EDEExpress 2007-2008, Release 3.0, refer to [the May 21st announcement](#)

At this time, we want to remind schools of the following disbursement-related information:



- A school may submit common records that contain anticipated disbursement information for 2007-2008 Pell Grant awards. As explained below, until June 21, 2007, the DRI value in these records must be equal to “False” in order to be accepted by the COD System.
- The COD System will accept actual disbursement records for 2007-2008 Pell Grant awards **beginning June 21, 2007**.
  - Prior to June 21<sup>st</sup>, the COD System will reject all actual disbursements (DRI value equal to “True”).
  - Beginning June 21<sup>st</sup>, Advanced Funded schools may submit actual disbursements for 2007-2008 Pell Grant awards. As a reminder, actual disbursements can be submitted up to 30 days before the disbursement date.
  - A school will be able to view and draw down 2007-2008 Pell Grant funds in the GAPS **on Monday, July 2, 2007**.

### **2006-2007 COD Technical Reference May 2007 Updates Now Available (05/22/07)**

The [2006-2007 COD Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2006-2007 COD Technical Reference consists of multiple volumes that contain development information for the 2006-2007 Award Year. For a complete list of updates, refer to the “0607 COD Technical Reference May 2007 Change Tracking Log.” If you have any questions regarding information contained in this document, contact the COD School Relations Center.

### **2007-2008 COD Technical Reference May 2007 Updates Now Available (05/22/07)**

The [2007-2008 COD Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The 2007-2008 COD Technical Reference consists of multiple volumes that contain development information for the 2007-2008 Award Year. For a complete list of updates, refer to the “0708 COD Technical Reference May 2007 Change Tracking Log.” If you have any questions regarding information contained in this document, contact the COD School Relations Center.

### **Availability of EExpress for Windows 2007-2008, Release 3.0 (05/21/07)**

Federal Student Aid has posted EExpress for Windows 2007-2008, Release 3.0, on the Department’s [Federal Student Aid Download \(FSAdownload\) Web site](#).

Release 3.0 incorporates changes to the 2007-2008 Federal Pell Grant (Pell Grant) payment and disbursement schedules into EExpress Global, Packaging, and Pell functionality.

In addition to the Release 3.0 software, the *EExpress for Windows 2007-2008, Release 2.0 Cover Letter*, *Release 2.0 Desk Reference* and *Release 2.0 Desk Reference HERA Addendum* are available on the FSAdownload Web site at the EExpress for Windows 2007-2008 Release 2.0 location. No updates of these documents will be posted for Release 3.0.

**Reminder:** A school must upgrade to Release 3.0 before submitting 2007-2008 Pell Grant award information to the COD System using EExpress 2007-2008.



---

For additional information, refer to [the Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#).

### **2007-2008 Packaging Technical Reference May 2007 Updates Now Available (05/21/07)**

The 2007-2008 Packaging Technical Reference May 2007 Updates are available on the [Federal Student Aid Download \(FSADownload\) Web site](#). The 2007-2008 Packaging Technical Reference provides instructions and record layouts for schools or other organizations that need to integrate their own software or systems with the EDEXpress for Windows 2007-2008 Packaging module. For a complete list of updates, refer to the tracking log of changes in the “Technical References and Guides” section of the [FSADownload Web site](#).

For additional information, refer to [the Electronic Announcement posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

### **2007-2008 EDE Technical Reference May 2007 Updates Now Available (05/21/07)**

The [2007-2008 EDE Technical Reference May 2007 Updates](#) are available on the Information for Financial Aid Professionals (IFAP) Web site. The EDE Technical Reference provides record layouts for schools or other organizations that need to design software systems to interface with the Department of Education's application processing system to process student financial aid applications. For a complete list of updates, refer to the “May 2007 Tracking Log of Changes.”

For additional information, refer to [the Electronic Announcement posted on the IFAP Web site](#). If you have any questions regarding information contained in this document, contact CPS/SAIG Technical Support at 800/330-5947 (TDD/TTY 800/511-5806) or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).



**NEW!**

### **ACG and National SMART Grant Resources (05/25/07)**

As a reminder, the Department of Education (the Department) has posted a number of Dear Colleague Letters and Electronic Announcements that communicate regulatory, policy, and operational information related to the implementation of the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) programs. In addition, COD has updated the [2006-2007 COD Technical Reference](#) and the [2007-2008 COD Technical Reference](#). A school should refer to the [communications posted on the Information for Financial Aid Professionals \(IFAP\) Web site](#) and to the 2006-2007 and 2007-2008 COD technical references for complete information about the ACG and National SMART Grant programs.

More specifically, the 2006-2007 and 2007-2008 COD technical references cover all aspects of the operational implementation of the ACG and National SMART Grant programs. This includes information on the following key aspects of ACG and National SMART Grant processing:

- Financial Award ID and Financial Award Number (Award Sequence Number)  
Volume II, Section 1 “Implementation Guide”



- Citizenship and Student Level Code  
Volume II, Section 1 “Implementation Guide”
- Message Classes  
Volume II, Section 2 “Message Classes”
- Common Record Layout  
Volume II, Section 3 “Common Record Layout”
- Reports Generated by COD System  
Volume VI, Section 8 “COD Reports”
- Eligibility/Payment Reason and Rigorous High School Program Code for ACG  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”
- Major/Classification of Instructional Program (CIP) Code for National SMART Grant  
Volume VI, Section 9 “Rigorous Secondary School Programs of Study, and Eligible Majors”

If your school needs help locating information related to the operational implementation of the ACG and National SMART Grant programs, contact the COD School Relations Center.

**Note for EDEExpress Users:** Volume III of the 2006-2007 and 2007-2008 COD technical references provides additional guidance for schools that use EDEExpress in combination with another system. If your school needs help locating information related to EDEExpress, contact CPS/SAIG Technical Support at 880/330-5947 or by e-mail at [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).



### **Unlocking and Resetting COD Web Site Passwords (05/25/07)**

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>.