Common Origination and Disbursement

COD Processing Update

June 02, 2006

Direct Loan

COD News

SAIG Maintenance On June 4, 2006 (06/01/06)
On Sunday June 4, 2006, an extended maintenance period for the Student Aid Internet Gateway (SAIG) will impact a school's ability to send batches to the COD System. If a school attempts to transmit batches between 3:00 A.M. and 2:00 P.M. (ET) on June 4th, it will receive an error informing the school that the SAIG is unavailable and that data must be transmitted at a later time. Additionally during the outage period, the COD System will not be able to transmit responses, reports, and other materials to a school's SAIG mailbox.

Note: This SAIG outage will not impact the COD Web site. A school will be able to submit data via the COD Web site and perform other COD Web site functions during the outage period.

We apologize for any inconvenience this outage may cause. If you have any questions, contact the CPS/SAIG Technical Support at 800/330-5947 or e-mail CPSSAIG@ed.gov.

NEW!

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

COD Processing Update

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.

2005-2006 & 2006-2007 COD Technical Reference May 2006 HERA Updates Now Available (06/01/06)
The 2005-2006 COD Technical Reference May 2006 HERA updates are available on the IFAP Web site (http://www.ifap.ed.gov/eannouncements/0531CODTechRef0506May.html). Additionally, the 2006-2007 COD Technical Reference May 2006 HERA Updates are available on the IFAP Web site (http://www.ifap.ed.gov/eannouncements/0531CODTechRef0607May.html).

These updates comprise the first of three update installments related to the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. For a complete list of updates, refer to the "0506 COD Technical Reference May 2006 Change Tracking Log" and the "0607 COD Technical Reference May 2006 Change Tracking Log."

Note: We expect to post the two remaining HERA update installments in mid June and late July 2006.

If you have any questions regarding information contained in these documents, please contact the COD School Relations Center.

HERA Guidance Available On IFAP Web Site (05/08/06)
Federal Student Aid has been evaluating and finalizing the operational changes that must be made to its student aid processes and procedures to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. Federal Student Aid

COD Processing Update

appreciates the financial aid community's patience and understanding over the past few months as it completed this work.

Communications related to the HERA will be posted on the Information for Financial Aid Professionals (IFAP) Web site (www.ifap.ed.gov). These communications include policy and operational guidance that impacts all student aid programs, systems, and processes. To assist users in easily locating HERA-related communications, they are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site. (The link is at the top of the "On-Line References" section.)

Federal Student Aid will post guidance related to the Central Processing System (CPS), Common Origination and Disbursement (COD) System, and EDExpress Suite, as Electronic Announcements. The summary for these Electronic Announcements will begin with "HERA Operational Implementation Guidance (CPS, COD System, EDExpress Suite)" so that they can be distinguished from other types of guidance. As explained above, the Electronic Announcements will be available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

Currently, there is policy and operational guidance related to the HERA posted on the IFAP Web site. Additional guidance will be posted as it becomes available. Please plan to check the IFAP Web site on a regular basis.

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.

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

Resolved Issues

Described below are "Current Issues" that have been resolved. A full description of each issue will remain in this section for 7 calendar days following the "Updated" date. If a clean up is required, the title of the issue will then be moved to "Resolved Issues In Clean Up."

For the full description of a resolved issue after it is removed from this section, refer to previous postings of the COD Processing Update on the IFAP Web site, www.IFAP.ed.gov/. The COD Processing Update is posted to the IFAP Web site each Friday.

COD Processing Update

Batches Not Completely Processed In COD [(05/24/06 (Updated 5/31/06)]
Previously, COD identified an issue that prevented a number of batches from being processed completely. This issue was isolated to some schools that submitted batches to the COD System between Monday, May 8, 2006 and Friday, May 12, 2006. As of Tuesday, May 30, 2006, all batches have been fully processed, and responses have been sent to the affected schools. This issue is now resolved.

COD Processing Update

Pell Grants

COD News

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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 request, it can contact the COD School Relations Center by phone. [10/03/05

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(Updated 10/27/05)]

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