



# COD Processing Update For Pell Grants

---

June 03, 2005

## *Pell Grants*

### COD News



#### **Unlocking And Resetting COD Web Site Passwords (06/03/05)**

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](http://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.
- 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



## COD Processing Update For Pell Grants

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/0316UpdateCODWebsiteaccessforschools.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/0316UpdatedCODWebsiteaccessforthirdpartyservic.html>

### **All Schools Must Be COD Full Participants Beginning With 2005-2006 Award Year [08/02/04 (Updated 03/21/05)]**

Now that the 2005-2006 COD software has been implemented, COD wants to refresh the reminder that *all* schools must be Full Participants beginning with the 2005-2006 Award Year and forward. This means that *all* schools (including COD Phase-In Participants that currently submit and receive information using fixed-length, flat-file record formats) must send and receive 2005-2006 (and subsequent award year) origination and disbursement data for the Pell Grant and/or Direct Loan programs to the COD System using the Extensible Markup Language (XML) Common Record.

As FSA has previously informed schools, if a school submits 2005-2006 Pell Grant and/or Direct Loan data in fixed-length, flat-file record formats, the COD System will reject the data and the school's access to funding will be affected. If your school has not yet signed up as a Full Participant, or is experiencing difficulty with implementing a Full Participant solution, contact the COD School Relations Center immediately for assistance.

Additionally, COD is seeking current Full Participant schools that are willing to serve as mentors to schools new to XML processing. If your school is interested in serving as a mentor, or, if your school is new to XML processing and is interested in working with a mentor, contact the COD School Relations Center. COD will assist in connecting like schools with each other.

### **Pell Grant Year-To-Date Record In Production [12/01/04 (Updated 02/09/05)]**

Pell Grant Year-to-Date (YTD) records (PGYRxxOP) are being generated and sent to schools' SAIG mailboxes. The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes.

Previously, we informed schools of three COD System issues affecting the Pell Grant YTD record and cautioned schools not to use the YTD record for rebuilding a complete student record or Pell database until the issues were resolved. At this time, two of the three issues are no longer affecting the YTD Record.

We regret that the one remaining COD System issue continuing to affect the Pell Grant YTD record has taken longer than initially expected to resolve. We continue to caution schools not to use the YTD record for rebuilding a complete student record or Pell database until the issue is resolved. The issue is as follows:

---

COD Processing Update  
[www.cod.ed.gov](http://www.cod.ed.gov)



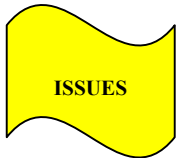
## COD Processing Update For Pell Grants

- In some cases, when we process more than one disbursement transaction for the same disbursement number on the same day, the individual transactions are **currently not reflected in the YTD record and on the COD Web site**. Instead, one combined disbursement transaction is reflected with the correct disbursement amount, the correct disbursement date, and the highest disbursement sequence number. We are currently researching a code fix and cleanup plan for this issue.

**Note:** For a disbursement with this issue, if a school encounters difficulty processing further disbursement activity through its software, the activity can be performed on the COD Web site.

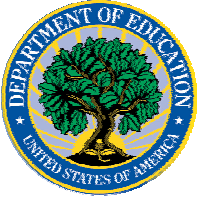
Schools should also refer to the Electronic Announcement that was posted on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/1130PellGrantYTDRecord.html>, for additional information on the Pell Grant YTD record. Note: The status of the YTD record will continue to be covered in the Reports and Data Requests section of this document until the COD System issue affecting the YTD record is resolved.

### Reports and Data Requests



Except as listed below, all Pell Grant reports and data requests are available as specified in Volume VIII, Section 8 of the 2004-2005 COD Technical Reference posted on the IFAP Web site at [www.IFAP.ed.gov/](http://www.IFAP.ed.gov/). There are issues with the following Pell Grant reports and/or data requests:

- Funded Disbursement Lists for May 26, 2005— Have all now been sent to schools' SAIG mailboxes. These reports are also available on the COD Web site. COD apologizes for any inconvenience caused by the delay. [05/27/05 (Updated 05/31/05)]
- Pell Year-to-Date (YTD) Records— For all award years, are being sent to schools' SAIG mailboxes (Message Class PGRxxOP). The YTD record can be used to assist a school with its year-end and ongoing reconciliation processes. Until resolution of a current COD System issue affecting the YTD record, we caution a school not to use the current YTD record for rebuilding a complete student record or Pell database. See the "Pell Grant Year-To Date Record Back In Production" item in the COD News section of this document for an explanation of the issue. [10/05/04 (Updated 02/09/05)]



# COD Processing Update For Pell Grants

---

## 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	√	
Disbursements Not Displaying On COD Web Site	√	

## Current Issues



### **Schools Unable To Import Response With A Negative Dollar Amount [02/21/05 (Updated 06/03/05)]**

As previously reported, COD learned of an issue affecting some Full Participants that have their Pell Grant Error Processing Option set to "Corrected". COD is returning to some Full Participants, Pell Grant responses with a disbursement amount corrected to a negative value in error. As a result, the affected schools are unable to import the responses. At this time, COD believes this issue is occurring when a Full Participant submits multiple disbursement adjustments for the same disbursement number within the same batch.

The COD Development team is developing a code fix for this issue and will provide updates as more information becomes available. In the meantime, COD has worked with schools affected by this issue and will continue to do so. If a school suspects that it is experiencing this issue, contact the COD School Relations Center to report the affected Batch ID. COD will then clean up the affected response and resend it to the school.

### **COD Rejecting Records Incorrectly For COD Edit 12 [(02/10/05 (Updated 06/01/05)]**

COD previously reported three situations in which records were rejecting incorrectly for COD Edit 12 (No Eligible SSN, DOB, and Last Name Combination Match Found on CPS for Student). At this time, two of the three issues are resolved, however, the following issue remains:

Some schools are receiving COD Edit 12 for students with prior year Pell Awards in the COD System who have since changed their name or require a change to their date of birth. The schools are attempting to submit updates to Pell origination records. In the reported cases, students have updated their SARs appropriately and there are valid CPS transactions on file in the COD System.



# COD Processing Update For Pell Grants

---

COD continues to research a code fix to resolve this situation and will provide updates as more information becomes available. If your school has students affected by this situation, contact the COD School Relations Center to report the affected records.