



# Common Origination and Disbursement COD Processing Update

July 21, 2006

## *Direct Loan Program*

### COD News

#### **COD System Maintenance Planned For Sunday, July 23, 2006 (07/19/06)**

The COD System will undergo routine maintenance on Sunday, July 23, 2006 from 2:00 A.M., until 8:00 A.M. (ET). In addition, the Student Aid Internet Gateway (SAIG) will be unavailable from 3:00 A.M. until 11:00 A.M. (ET) due to its regular Sunday morning maintenance. The impact of these overlapping outages is as follows:

- Users will not be able to submit or retrieve data via the COD Web site between 2:00 A.M. and 8:00 A.M. (ET).
- Batches submitted by schools via the SAIG between 2:00 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.

Federal Student Aid apologizes for any inconvenience these outages may cause. If you have any questions about the COD System, contact the COD School Relations Center. If you have any questions about the SAIG, contact the CPS/SAIG Technical Support at 800/330-5947 or e-mail [CPSSAIG@ed.gov](mailto:CPSSAIG@ed.gov).

#### **Extended Direct Loan Electronic MPN Web Site Outage For Sunday, July 23, 2006 (07/19/06)**

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, individuals are not able to complete new MPNs electronically or retrieve existing MPNs that were completed electronically.

Due to the need for additional maintenance on Sunday, July 23, 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). 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.

COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

#### **COD Batch Processing Suspension And Web Site Outages July 28-29, 2006 (07/19/06)**

As explained in the Electronic Announcement posted on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0718HERAOperImplofHERA.html>), during the COD Processing Update

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



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period July 28-29, 2006, COD will implement additional COD System functionality required to implement the provisions of the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171. This will be the second release in a series of releases that will occur between July 1, 2006 and December 16, 2006.

In order to install the HERA-related system changes—

- COD will suspend COD batch processing beginning at 8:00 P.M. (ET) on Friday, July 28, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 8:00 A.M. (ET) on Saturday, July 29, 2006.
- The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, July 28, 2006 until 8:00 A.M. (ET) on Saturday, July 29, 2006.

Additionally—

- The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable from 8:00 P.M. (ET) on Friday, July 28, 2006 until 8:00 A.M. (ET) on Saturday, July 29, 2006.

Individuals starting the process by 7:00 P.M. (ET) on July 28<sup>th</sup> 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.

- The Direct Loan Electronic MPN Web site is unavailable every Sunday morning from 5:00 A.M. until 11:00 A.M. (ET) while routine maintenance is performed. As such, the Direct Loan Electronic MPN Web site will again be unavailable from 5:00 A.M. until 11:00 A.M. (ET) on Sunday, July 30, 2006. As previously noted, individuals will not be able to complete or retrieve MPNs during this period.

COD apologizes for any inconvenience the batch processing suspension and web site outages may cause and appreciates your understanding and patience while COD completes this important activity.



### **Unlocking And Resetting COD Web Site Passwords (07/21/06)**

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](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.



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- 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>.

### **Direct Loan Bulletin 06-08 Released (07/18/06)**

Direct Loan Bulletin 06-08 was released to schools from the COD School Relations Center on July 17, 2006 and is posted on the IFAP Web site (<http://www.ifap.ed.gov/dlbulletins/DLB0608.html>). This bulletin reminds schools about the importance of backing up their Direct Loan database and provides tips for database backup procedures and scheduling.

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".

### **Direct Loan Bulletin 06-07 Released (07/14/06)**

Direct Loan Bulletin 06-07 was released to schools from the COD School Relations Center on July 14, 2006 and is posted on the IFAP Web site (<http://www.ifap.ed.gov/dlbulletins/DLB0607.html>). This bulletin provides additional 2004-2005 Direct Loan program year closeout information.



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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".

### **Record Submission Due Date For 2004-2005 Closeout (07/05/06)**

COD would like to remind schools that the closeout processing deadline for the 2004-2005 Direct Loan Program Year is July 31, 2006--only 12 days away!

To meet the closeout deadline, all records must be submitted to the COD System no later than 8:00 P.M. (ET) on Monday, July 31, 2006. (Note: As always, all submitted records subsequently must be accepted by the COD System in order to be included in your school's final Ending Cash Balance for 2004-2005.)

To be considered successfully closed out, schools must have an Ending Cash Balance of \$0 and Total Net Unbooked Disbursements of \$0, as reflected on the School Account Statement (SAS) Report.

Please also refer to [DLB-06-02](#), [DLB-06-04](#) and, [DLB 06-07](#) for more detailed information about closeout.

### **HERA Guidance Available On IFAP Web Site (05/08/06)**

Communications related to the Higher Education Reconciliation Act of 2005 (the HERA), Pub. L. 109-171 are posted on the Information for Financial Aid Professionals (IFAP) Web site ([www.ifap.ed.gov](http://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 has posted and will continue to 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 are available under the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site.

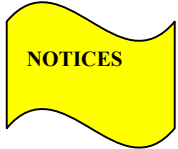
Please plan to check the IFAP Web site on a regular basis.



# Common Origination and Disbursement COD Processing Update

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## 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)



## Common Origination and Disbursement COD Processing Update

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

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## Common Origination and Disbursement COD Processing Update

**NEW!**

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### **HERA Operational Implementation Guidance—Resource and Updates Related to ACG Recognized Rigorous Secondary School Program of Study Requirement (07/14/06)**

Federal Student Aid has posted operational guidance that provides schools with a resource they can use in evaluating options under which a student may qualify as having completed COD Processing Update  
[www.cod.ed.gov](http://www.cod.ed.gov)



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the Academic Competitiveness Grant (ACG) recognized rigorous secondary school program of study requirement. In addition, the guidance informs schools of some improvements Federal Student Aid is making to the ACG self-identification process for students. The Electronic Announcement is available on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0713HERAOperGuidance.html>). You can access the announcement by clicking on the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site and scrolling to the "Electronic Announcements" section.

### **HERA Operational Implementation Guidance—Issue Alert: EDconnect Displaying Incorrect Message Class Cycle and Description for 2006-2007 Academic Competitiveness Grant (ACG) Data File (07/14/06)**

The information contained in the ACG Data file can assist a school in determining a student's eligibility for an ACG award. Federal Student Aid has posted operational guidance that alerts schools to an issue in the EDconnect software regarding the message class cycle and description displayed for the new ACG Data file. This is a display only issue in EDconnect and does not affect a school's ability to download ACG Data Files from its SAIG mailbox. A new message class table will be released during the week of July 17, 2006 to resolve the issue.

The Electronic Announcement is available on the IFAP Web site (<http://www.ifap.ed.gov/eannouncements/0714HERAACGDataFile.html>). You can access the announcement by clicking on the "Higher Education Reconciliation Act of 2005 (HERA) Information" link on the home page of the IFAP Web site and scrolling to the "Electronic Announcements" section. If you have any questions regarding the EDconnect software or the ACG Data file, 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).

### **HERA Guidance Available On IFAP Web Site (05/08/06)**

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Please plan to check the IFAP Web site on a regular basis.

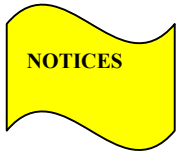




# Common Origination and Disbursement COD Processing Update

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## 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.

- 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](mailto: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 (Updated 10/27/05)]