Common Origination and Disbursement
COD Processing Update

August 11, 2006

Direct Loan Program

COD News

COD Batch Processing Suspension and Web Site Outage August 11-12, 2006 (08/02/06)
As explained in the Electronic Announcement posted on the IFAP Web site (http://www.ifap.ed.gov/eannouncements/0727HERAOIGAddCODFunc.html), during the period August 11-12, 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 third 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, August 11, 2006. Records submitted after 8:00 P.M. (ET) will be held and processed after 10:00 A.M. (ET) on Saturday, August 12, 2006.

- The COD Web site will be unavailable from 8:00 P.M. (ET) on Friday, August 11, 2006 until 10:00 A.M. (ET) on Saturday, August 12, 2006.

Additionally—

- The Direct Loan Electronic Master Promissory Note (MPN) Web site will be unavailable from 8:00 P.M. (ET) on Friday, August 11, 2006 until 10:00 A.M. (ET) on Saturday, August 12, 2006.

  Individuals starting the process by 7:00 P.M. (ET) on August 11th 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, August 13, 2006. As previously noted, individuals will not be able to complete or retrieve MPNs during this period.

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

NEW!

Unlocking And Resetting COD Web Site Passwords (08/11/06)
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

COD Processing Update

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.

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.

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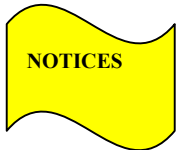
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Please plan to check the IFAP Web site on a regular basis.

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)

ACG, National SMART Grant, and Pell Grant Programs

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HERA Operational Implementation Guidance—Procedure For Fall 2006 Adjustments To ACG And National SMART Grant 2006-2007 Award Year Initial Authorizations (08/09/06)

As communicated on August 1, 2006, Federal Student Aid has processed the Academic Competitiveness Grant (ACG) and National Science and Mathematics Access to Retain Talent Grant (National SMART Grant) Initial Authorizations, known in the Common Origination and Disbursement (COD) System as Current Funding Levels (CFLs), for the 2006-2007 Award Year. Federal Student Aid has also sent an Electronic Statement of Account (ESOA) for each program that lists the amount of a school's Initial CFL for the ACG Program and for the National SMART Grant Program for the 2006-2007 Award Year.

As explained previously, the Initial CFL does not represent expected expenditures for the entire award year. The Initial CFL listed on the ESOA is *not* intended to be a school's entire authorization for the 2006-2007 Award Year. Because these are new programs, Federal Student Aid did not yet have information that enabled the targeting of funds to schools based on prior history of ACG or National SMART Grant recipients. Instead, the Initial CFL was an estimate that Federal Student Aid anticipated would be sufficient for the school to disburse funds for the first (fall 2006) term—before the school is able to submit ACG and/or National SMART Grant disbursement records to the COD System beginning December 16, 2006. To obtain additional ACG and/or National SMART Grant funds for spring 2007 disbursements, the school will need to submit disbursement records to the COD System, and Federal Student Aid will adjust the CFL accordingly.

Between now and December 16, 2006, if a school needs additional ACG and/or National SMART Grant funds to cover disbursements for the first (fall 2006) term, it can request a funding increase via e-mail to the COD School Relations Center at CODSupport@acs-inc.com.

The school's e-mail must include—

- "ACG Authorization Increase Request" or "National SMART Grant Authorization Increase Request," as applicable, in the subject line of the e-mail.

- The following information in the body of the e-mail:

    1. School's name, contact person and telephone number, Pell ID, and GAPS award sequence number (if known)

    2. Total amount of additional funding needed for the first (fall 2006) term to fund disbursements for eligible students

The COD School Relations Center will verify that the school is eligible for the request and then submit the request to Federal Student Aid staff for action. If the request is approved, the school will receive a new ESOA that reflects the funding increase.

Note: A school that uses the Reimbursement or Heightened Cash Monitoring 2 (HCM2) funding method will not qualify for funding using this e-mail procedure. The school must contact its Payment Analyst for further guidance.

An Electronic Announcement with this same information is posted to the IFAP Web site (http://ifap.ed.gov/eannouncements/0809HERAOPACGSMARTFREA.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.

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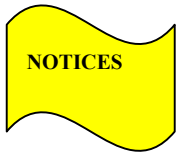
Please plan to check the IFAP Web site on a regular basis.

<u>Reports And Data Requests</u>

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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. 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)]