



COD Processing Update

October 7, 2005

Direct Loan

COD News

NEW!

Unlocking And Resetting COD Web Site Passwords (10/07/05)

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, 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](#)



Common Origination and Disbursement

COD Processing Update

[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/0316UpdatedCODWebsiteaccessforthirdpartyserver.html>.

End Of Federal Fiscal Year-Impact On Pell Grant And Direct Loan Funds Availability (10/04/05)

September 30, 2005 marked the end of the Federal fiscal year for the Department of Education. Some of the Department's core financial systems, including the Grant Administration and Payment System (GAPS), were on a modified processing schedule while the Department finalized its processing and accounting for Fiscal Year 2005. Schools should refer to the Electronic Announcement on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/0928EndofFederalFY2005Update.html>, for details on how COD processing is affected, and how this may impact the way your school processes Pell Grant and Direct Loan records during the days surrounding the September 30th date.

COD Holiday Schedule For October 10, 2005 (10/03/05)

The COD School Relations Center will be open on Monday, October 10, 2005, Columbus Day. The COD System will accept and process data from schools and send back responses/acknowledgments on Monday, October 10, 2005. However, schools will not be able to receive any Federal funds on that day. Further information regarding Columbus Day processing and customer service hours for COD and other FSA/ED call centers is available in an Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0930ColumbusDayClosings.html>.

Updated COD Frequently Asked Questions (FAQs) Available (10/03/05)

COD has updated the FAQs on the COD Web site, www.cod.ed.gov/. The FAQs are available on the COD Web site by clicking the "Today's Update" link at the bottom of the page. The updated FAQs are also available on the IFAP Web site at <http://ifap.ed.gov/eannouncements/0715CODFAQ.html>.

If you have any questions about the document, or would like to see anything added, please contact the COD School Relations Center at CODSupport@acs-inc.com with the subject line of "FAQ".



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Changes To Direct Loan Publications Fulfillment Process [09/23/05 (Updated 10/03/05)]

As explained in DLB 05-15, FSA has moved the fulfillment process for Direct Loan publications into the Department of Education's publication ordering system, ED Pubs. Effective **October 1, 2005**, schools must order Direct Loan publications directly through ED Pubs. Additional information about publications ordering is posted on the IFAP Web site at <http://www.ifap.ed.gov/dlbulletins/DLB0515.html>.

Updated Procedures For Requesting Approval To Make A Late Disbursement Beyond The 120-Day Period (09/30/05)

The Department has updated the procedures for requesting approval to make a late disbursement of Title IV aid beyond the 120-day late disbursement period ("late" late disbursement). Dear Colleague Letter GEN-05-13, posted on the IFAP Web site at <http://ifap.ed.gov/dpclatters/GEN0513.html>, communicates the updated procedures.

Hurricane Information (09/14/05)

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

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)



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Pell Grants

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2004-2005 Pell Grant Processing Deadline [09/23/05 (10/03/05)]

As a reminder, under 34 CFR 690.83, schools must submit student payment data by September 30. Therefore, the deadline for electronically transmitting records for the Federal Pell Grant 2004-2005 Award Year was Friday, September 30, 2005.

After September 30, 2005, COD will –

- Accept and process decreases to previously accepted 2004-2005 award originations and decreases to previously accepted 2004-2005 disbursements; and



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- Accept and process originations and disbursements of new 2004-2005 awards or 2004-2005 award amount increases only if 1) the student was in a POP situation during the 2004-2005 Award Year or 2) the Department has granted Administrative Relief or Extended Processing for the 2004-2005 Award Year, including extended deadlines for schools affected by Hurricane Katrina.

Note: Unless one of these situations applies, the COD System will reject originations and disbursements of new 2004-2005 awards or 2004-2005 award amount increases and return Full Participant Edit 43/Phase-In Edit 399 (New Award Amount or Award Increase Received After End of Processing Year and Institution has Not Been Granted Administrative Relief) or Full Participant Edit 71/ Phase-In Edit 417 (New Disbursement Increase, or Payment Trigger to "Y" Received After End of Processing Year and Institution Has Not Been Granted Administrative Relief).

For additional information about Administrative Relief and extended processing, refer to the Electronic Announcement on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/0906PellProcDeadline.html>. For details regarding extended deadlines for schools affected by Hurricane Katrina, refer to the guidance posted on the IFAP Web site at <http://www.ifap.ed.gov/eannouncements/katrina.html>.

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Reports and Data Requests

**NOTICES**

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- Pell POP Reports— For 2005-2006, 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. [10/03/05 (Updated 10/04/05)]
- Pell Year-to-Date (YTD) Records— The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. If a school wants to use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database, it should contact the COD School Relations Center by e-mail to CODSupport@acs-inc.com. The school should include "Pell YTD" in the subject line. **Note:** If a school is unable to e-mail its request, it can contact the COD School Relations Center. (10/03/05)

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	√	