



## Common Origination and Disbursement COD Processing Update

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

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December 1, 2006

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

### COD News



#### **Unlocking and Resetting COD Web Site Passwords (12/01/06)**

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.
- 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.



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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 Update” 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>.

#### **Web Browser Compatibility For Federal Student Aid Web Sites and Software Products (11/16/06)**

Federal Student Aid is currently studying the issue of the compatibility of Federal Student Aid Web sites with the Microsoft Internet Explorer, version 7 Web browser, the Mozilla Firefox 2 Web browser, and the Microsoft Windows Vista operating system. Once this is completed, an announcement will be made to the student aid community concerning all Federal Student Aid Web sites and software products.

### 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 and 2006-2007 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.



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#### 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](#). The COD Processing Update is posted to the IFAP Web site each Friday.

**UPDATED!**

#### **Some GAPS Transactions For ACG, National SMART Grant, Pell Grant, And Direct Loan Programs Inaccurately Or Not Reflected In COD System [11/03/06 (Updated 12/01/06)]**

As previously communicated, in early November 2006 Federal Student Aid discovered that some Grant Administration and Payment System (GAPS) transactions performed by schools since September 29, 2006 were not accurately reflected in the Common Origination and Disbursement (COD) System. The transactions affected multiple programs—Academic Competitiveness Grant (ACG), National Science and Mathematics Access to Retain Talent Grant (National SMART Grant), Federal Pell Grant (Pell Grant), and William D. Ford Federal Direct Loan (Direct Loan)—and multiple award years. In some cases, GAPS refund, return, drawdown, and drawdown adjustment transaction amounts were doubled in the COD System. In other cases, GAPS transactions were not yet reflected in the COD System. During this period, an affected school was able to refer to the GAPS Activity Report on the GAPS [e-Payments Web site](#) for an accurate reflection of all GAPS transactions it had performed since September 29th.

As of December 1, 2006, Federal Student Aid has corrected all inaccurate data related to affected GAPS transactions performed in September and October 2006. The COD Web site financial screens have been updated accordingly.

Federal Student Aid has also completed its examination of the impact of this issue on COD school reports. The impact is as follows:

1. **COD School Monitoring E-mail**—Federal Student Aid has resumed inclusion of the Unsubstantiated Cash section in COD School Monitoring e-mails sent to schools.
2. **Electronic Statement of Account (ESOA)**— The drawdown section of the next ESOA an affected school receives will reflect Federal Student Aid’s data correction work in one or both of the following ways:
  - Duplicate transactions that occurred in September and/or October will be reversed and no longer appear on the school’s ESOA.



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- Missing transactions from September and/or October will appear on the school's ESOA.

The school will receive an ESOA showing the corrected information after its next Current Funding Level (CFL) change.

Again, Federal Student Aid apologizes for the inconvenience caused by this issue and thanks schools for their patience and understanding. If a school has any questions or concerns, it can contact the COD School Relations Center by phone or e-mail.