Direct Loan Origination Tool

START HERE GO FURTHER FEDERAL STUDENT AID

COD Welcome Page

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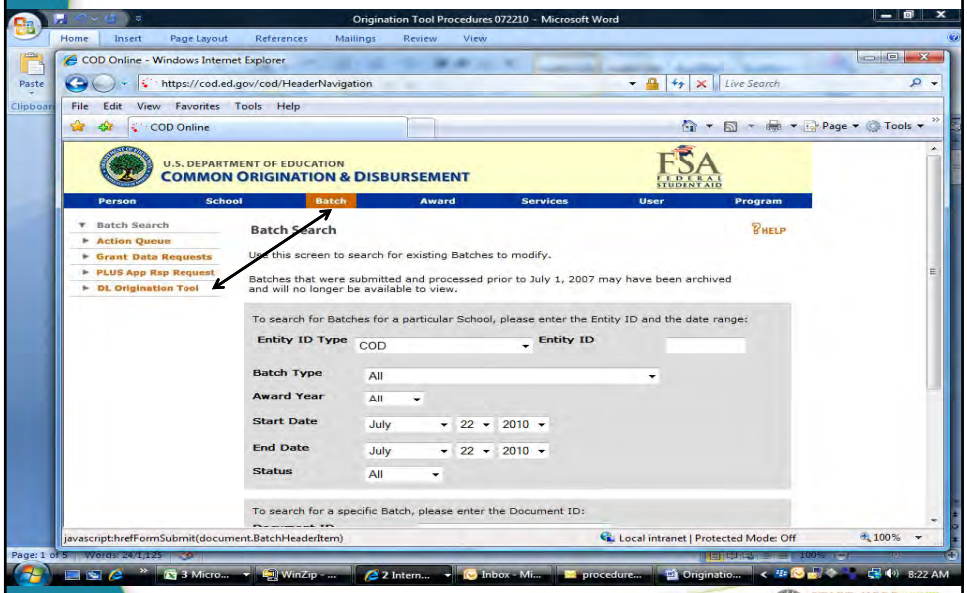
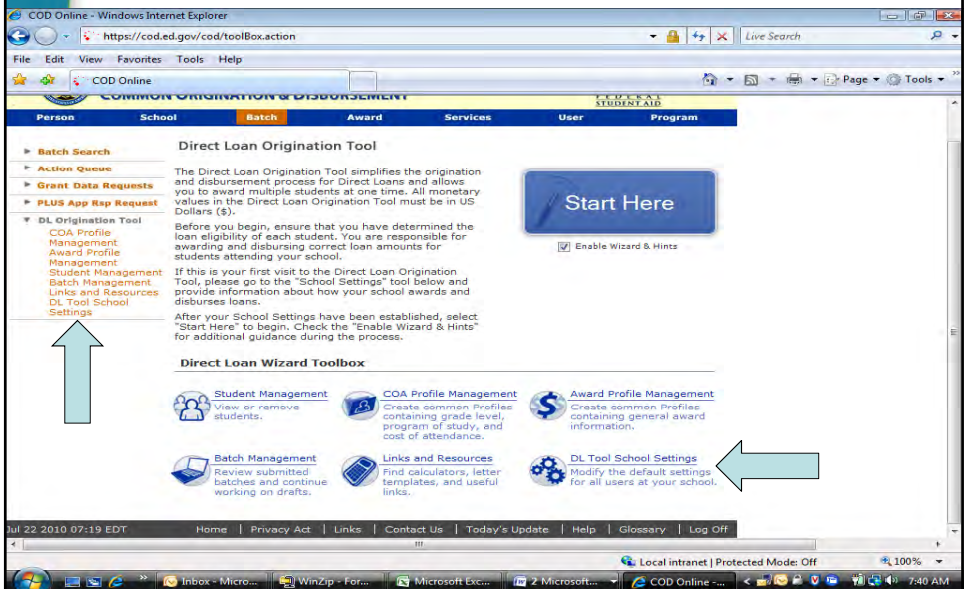
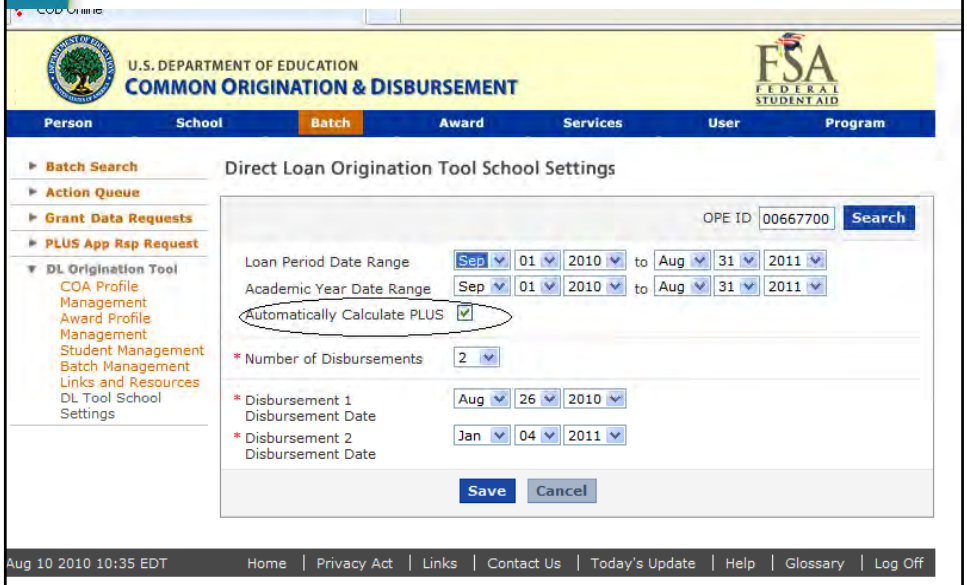
If You're Already in the COD System



DL Origination Tool Homepage



DL Tool School Settings



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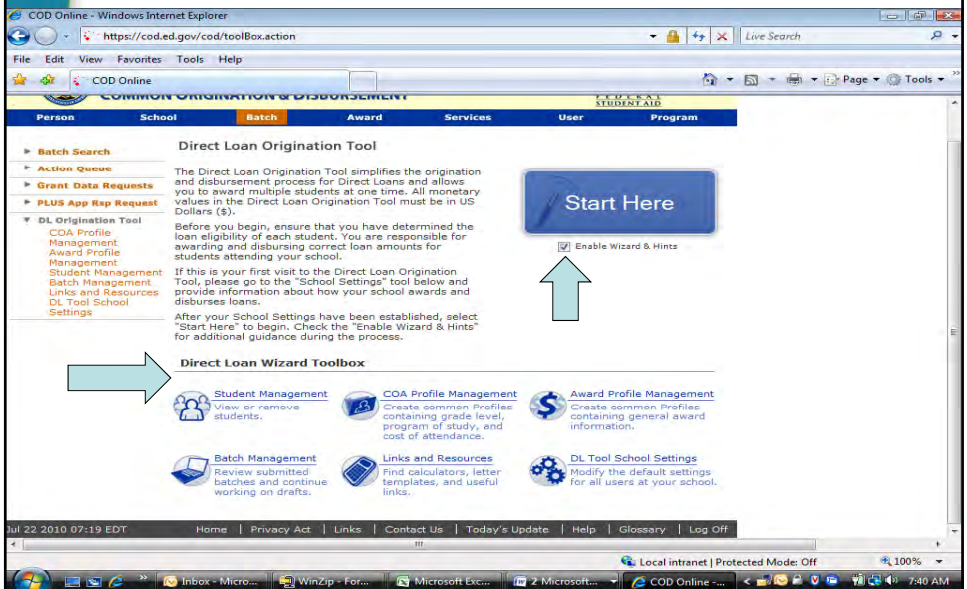
DL Origination Tool Homepage



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Student Management Tool

Person | School | Batch | Award | Services | User | Program

- Batch Search
- Action Queue
- Grant Data Requests
- PLUS App Rsp Request
- DL Origination Tool
  - COA Profile Management
  - Award Profile Management
  - Student Management
  - Batch Management
  - Links and Resources
  - DL Tool School Settings

Student Management

The Student Management Tool will allow you to review the students who have selected your school on the FAFSA. If a student is not attending your institution, you can remove them from this list. Students who have been removed will not be loaded in the future during the origination process for that award year.

You will not be able to view a student if your institution is not listed on the student's FAFSA. Please add the school to the student's CPS transaction through FAA Access or have the student resubmit the FAFSA with the correct school information. The school must have the student's DRN to access the FAFSA data. (The Data Release Number appears in the upper right corner of the first page of the SAR.)

The Student Management Tool has a limit of 2500 students. If your school has over 2500 students on the list, this page will appear empty and you can manually add one at a time by searching SSN.

Turn Hints Off | Minimize

SSN | Award Year 2010 - 2011 | OPE ID 00667700 | Search

Remove Selected Students | 1 2 ... 15 >

SSN	Name
123456789	CLAUDIA
987654987	CRISTINA
111223333	PASCAL
888554444	PHILIP
999887777	RUTH

START HERE GO FURTHER FEDERAL STUDENT AID

COA Profile Management

Person | School | Batch | Award | Services | User | Program

- Batch Search
- Action Queue
- Grant Data Requests
- PLUS App Rsp Request
- DL Origination Tool
  - COA Profile Management
  - Award Profile Management
  - Student Management
  - Batch Management
  - Links and Resources
  - DL Tool School Settings

Cost of Attendance Profile Management

The Cost of Attendance Profile can be applied to groups of students with similar education expenses for a loan period based on program of study and grade level. When determining a Cost of Attendance value, a calculator tool will be provided to assist in the process.

The Cost of Attendance Profile Management Tool will allow you to create new Profiles, delete existing Profiles, and clone any Profiles that are currently not being used in draft batches. The COA Profile Management Tool can store up to 200 Profiles for a school.

Turn Hints Off | Minimize

Create New | Delete | OPE ID 00667700 | Search

* Profile Name: 1 BA/BEd Int'l
* OPE ID: 00667700
* Grade Level: 1-1st Year, Undergraduate/Attended College Before
Program of Study: Other
* Cost of Attendance: $ 32,327

Save as New Profile | Cancel

Profile Name	Program of Study	Grade Level	Cost of Attendance
1 BA/BEd Int'l	Other	1	32,327
17 week Allen	Other	7	16,666
17 week Lindh	Other	7	18,432

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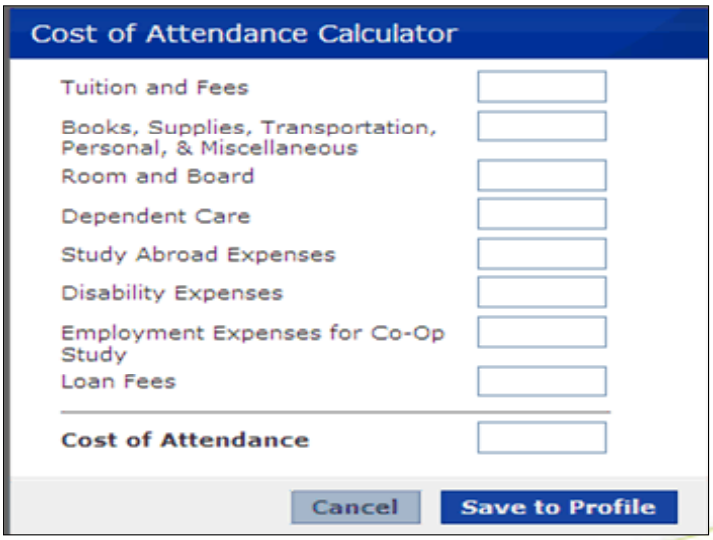
Cost of Attendance Calculator



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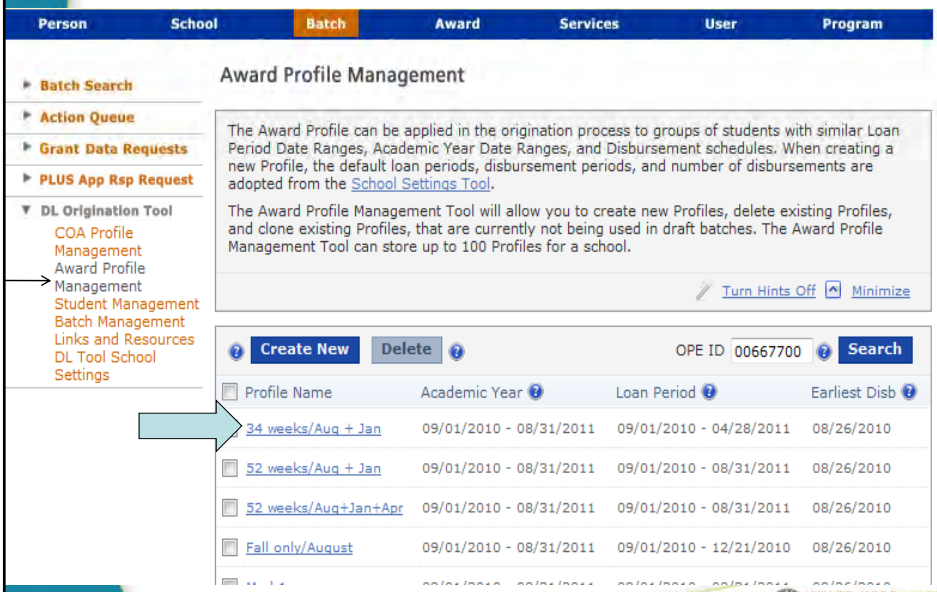
Award Profile Management



START HERE GO FURTHER FEDERAL STUDENT AID

Award Profile Details

Student Management
Batch Management
Links and Resources
DL Tool School Settings

Create New | Delete | OPE ID 00667700 | Search

* Profile Name: 34 weeks/Aug + Jan
Award Create Date: Jul 13, 2010
* OPE ID: 00667700
* Loan Period Date Range: Sep 01 2010 to Apr 28 2011
* Academic Year Date Range: Sep 01 2010 to Aug 31 2011

Disbursement - 1
* Disbursement Date: Aug 26 2010
Disbursement Release: Anticipated

Disbursement - 2
* Disbursement Date: Jan 04 2011
Disbursement Release: Anticipated

Add Disbursement | Remove

Save as New Profile | Cancel

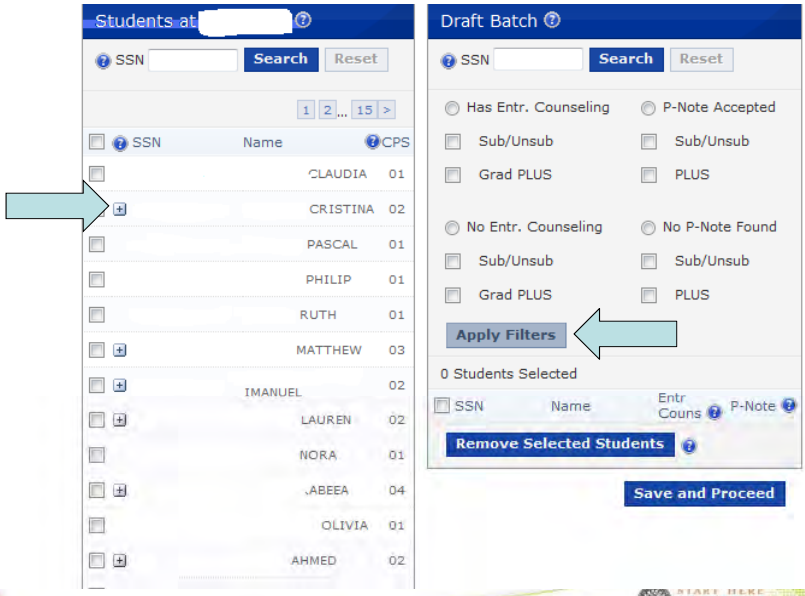
START HERE GO FURTHER FEDERAL STUDENT AID

START HERE

START HERE GO FURTHER FEDERAL STUDENT AID

Wizard Overview Page

Step 1 – Select Students



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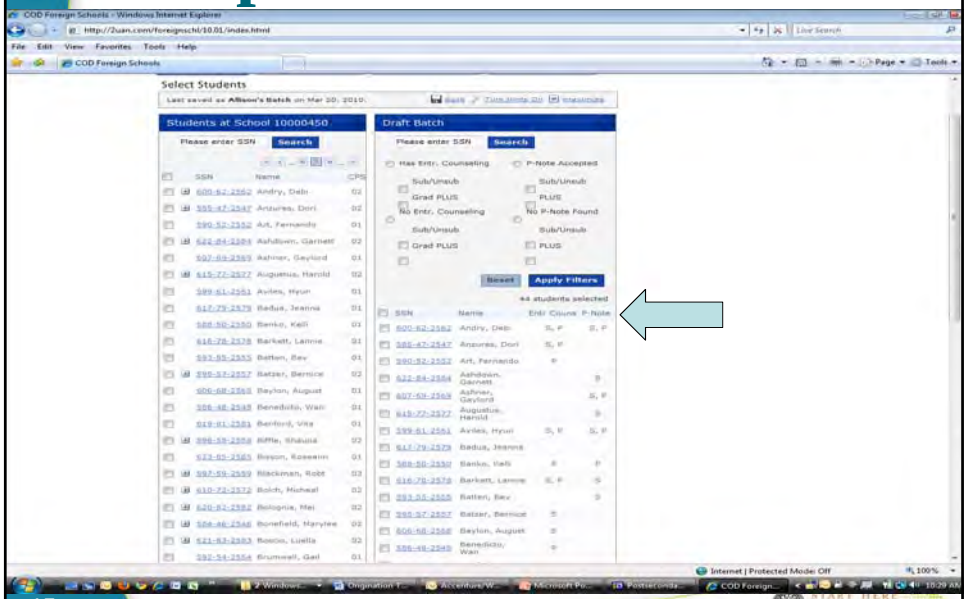
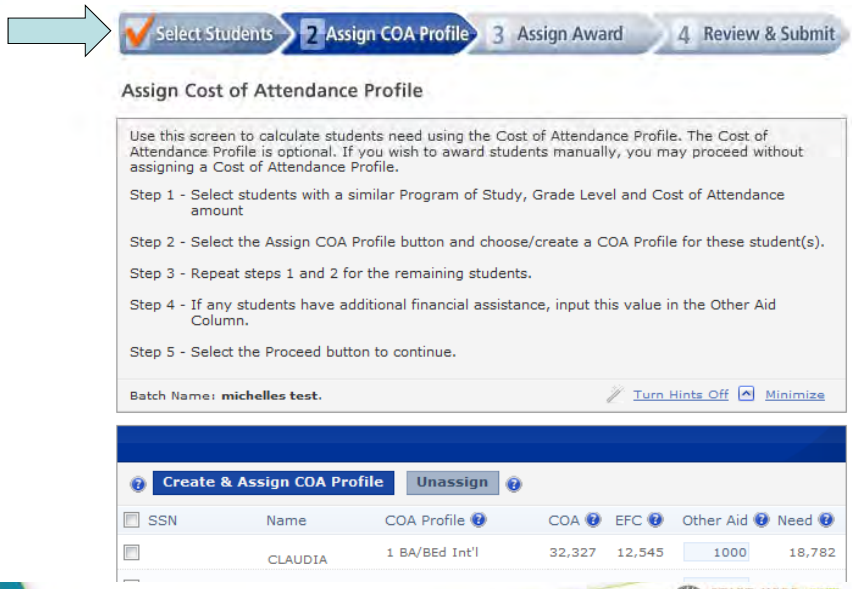
Step 1 – Select Students



Common Issues Step 1: Selecting Students

Issue	Resolution
Student does not appear on your Student List and you cannot find the student using Search	Student must add your school to their FAFSA • Navigate to FAA Access to add your school to the student's latest CPS transaction, or have student resubmit FAFSA • School must have student's DRN to access the FAFSA data. The Student will need to provide the DRN. (The Data Release Number appears in the upper right corner of the first page of the SAR)
You've attempted to add more than 100 students to a Draft Batch	User will be unable to add more than 100 students in a single batch. Either add fewer students to the draft batch or process multiple batches.
Student does not have a completed P-note or Entrance Counseling	Request the student to complete an MPN and/or Entrance Counseling on StudentLoans.gov If the Entrance Counseling was completed at the school, check the Entrance Counseling box in the student's personal information

Step 2 – Assign COA Profile



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Common Issues: Step 2 - Assign COA

Issue	Resolution
Student requires an EFC of less than 9 months *COD only provides EFCs for 9 month periods*	If a student is enrolled for a period less than 9 months, you must manually enter an EFC appropriate for the enrollment period, and then calculate and enter the award amount in Step 3: Assign Award, without assigning a COA Profile Review the guidance in the Federal Student Aid Handbook, Application and Verification Guide, for "Alternate EFCs for other than nine-month enrollment." You can also use other tools in COD to manually originate an award for the student

START HERE GO FURTHER FEDERAL STUDENT AID

Step 3 – Assign Award

Select Students > Assign COA Profile > 3 Assign Award > 4 Review & Submit

Assign Award

Use this page to assign award Profiles or create awards for students.

Step 1 - Select the students who are receiving similar award and disbursement information.

Step 2 - Select the 'Assign Award Profile' button and choose/create an Award Profile for these student(s). Remember: the calculated loan amounts on this page do not take into account students' prior loans, aggregate loan limits, or concurrent enrollment at another institution.

Step 3 - Repeat steps 1 and 2 for the remaining students.

Step 4 - If you would like to manually create an award and calculate award amounts, select the award hyperlink from the Sub/Unsub/PLUS columns.

Step 5 - Select the 'Proceed' button to continue. Note: Any awards with an award amount of zero will be removed when proceeding to Step 4: Review and Submit.

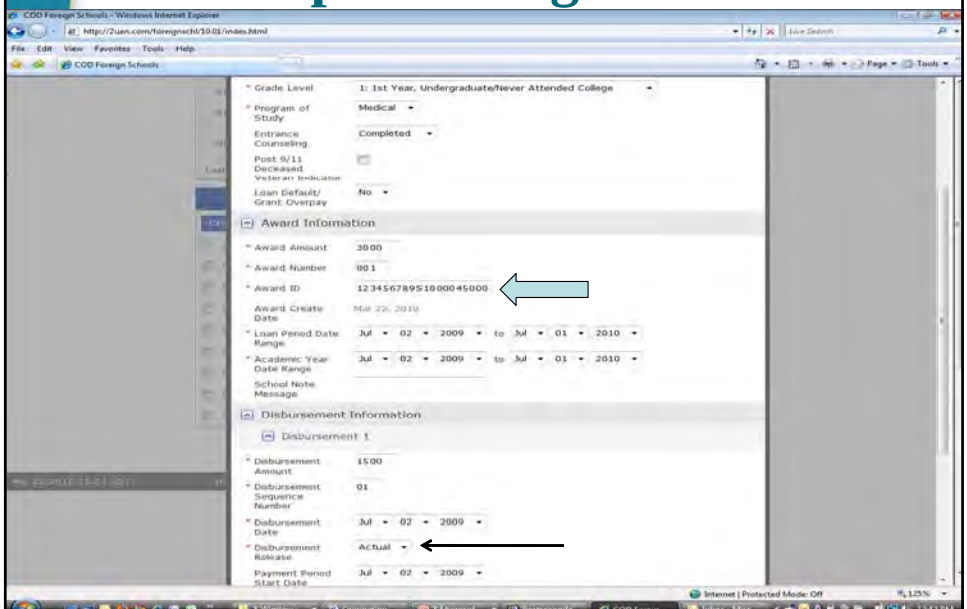
Batch Name: **michelles test.** Turn Hints Off Minimize

Create & Assign Award Profile | Unassign

SSN	Name	COA Profile	Award Profile	Sub	Unsub	Plus	Total
	CLAUDIA	1 BA/BEd Int'l		3,500	2,000	25,827 P	31,327

START HERE GO FURTHER FEDERAL STUDENT AID

Step 3 – Assign Award



GO FURTHER FEDERAL STUDENT AID

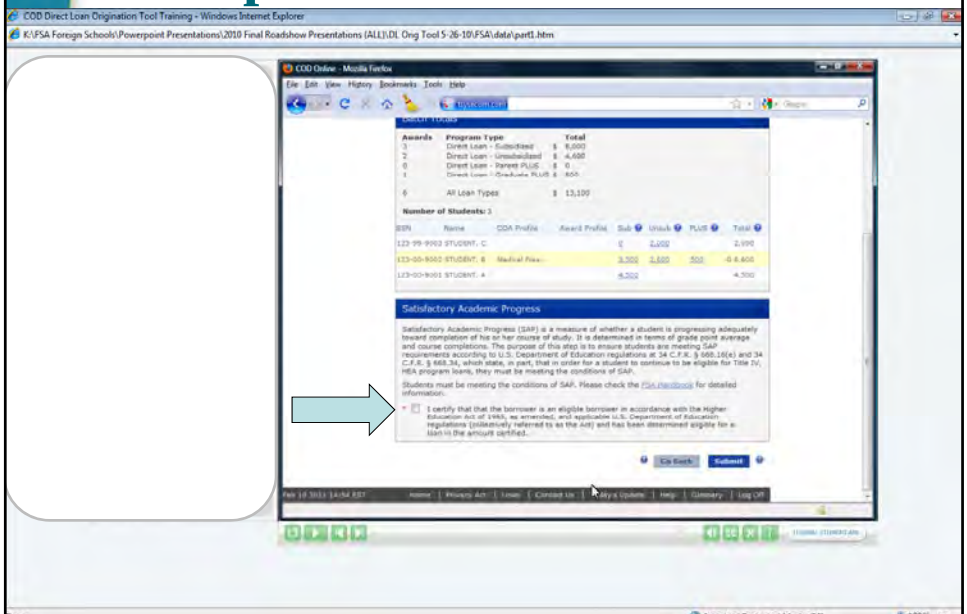
Disbursement Timing

Start of Class	October 1	
Earliest Disbursement Date	September 21st	10 days before start of class
Earliest Date COD will accept an *Actual* Disbursement	September 14th	7 days before earliest disbursement date

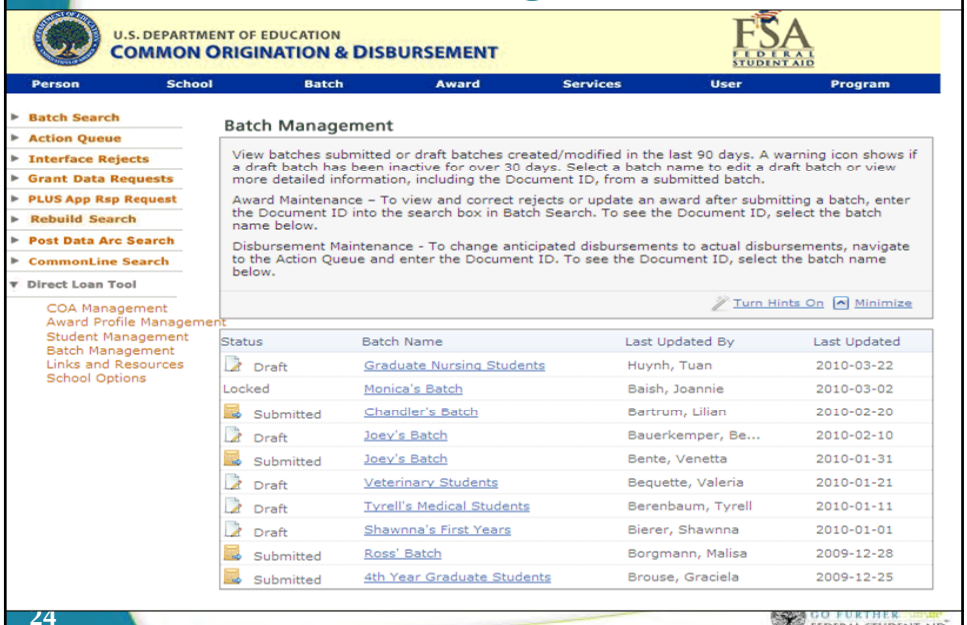
Common Issues: Step 3 - Assign Award

Issue	Resolution
Total Aid cannot exceed the Calculated COA *This will occur only if a user manually enters a Sub Loan amount*	If the Total Aid is greater than COA then modify the Award Amount field(s) until Total Aid is equal or less than the COA
Sub Loan amounts cannot exceed the student's Need, the COA, or the maximum loan limits *This will occur only if a user manually enters a Sub Loan amount*	Check the Need, COA, and Loan Limit against the Sub Loan amount If the Sub Award is greater than the Need, COA or Loan Limit, modify the Sub Loan amount
Award ID needs to be populated when manually creating an award	The Award ID is a 21-character identification that consists of the following: 9 digit Student SSN 1 char Program Type (S = Sub, U = Unsub, P = PLUS) 2 digit Award Year (Ex: 11 for 2010-2011) 6 digit DL Code (Starts with a G or E, followed by 5 digits) 3 digit Award Number (001-999) Example: 888888888S11G12345001

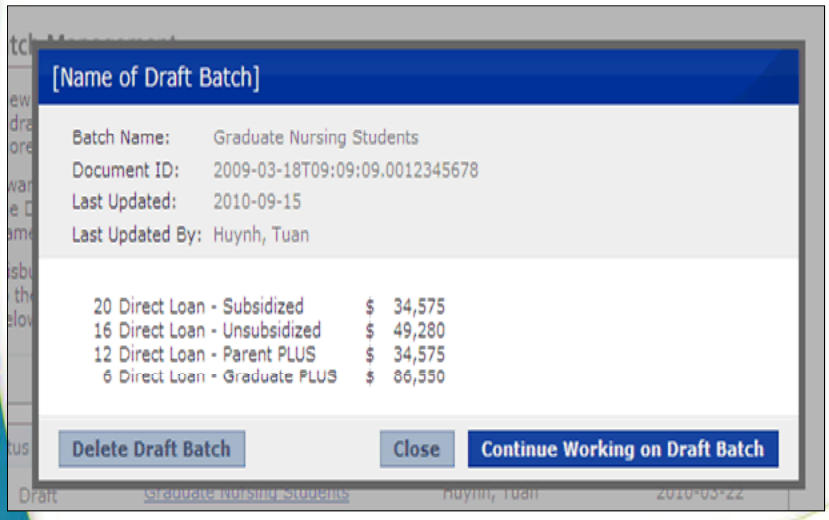
Step 4 – Review and Submit



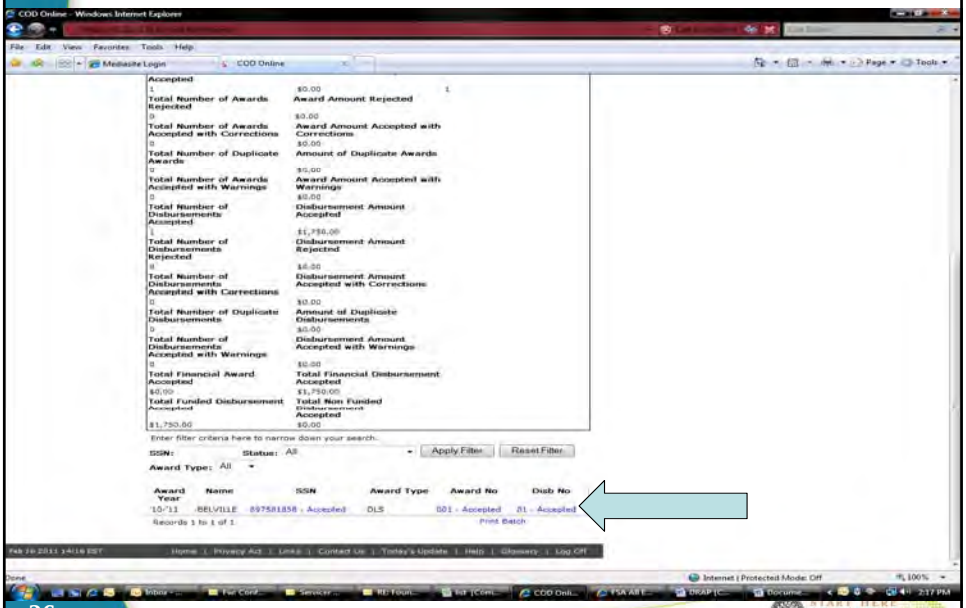
Batch Management Tool



Batch Details



Batch Details, Continued

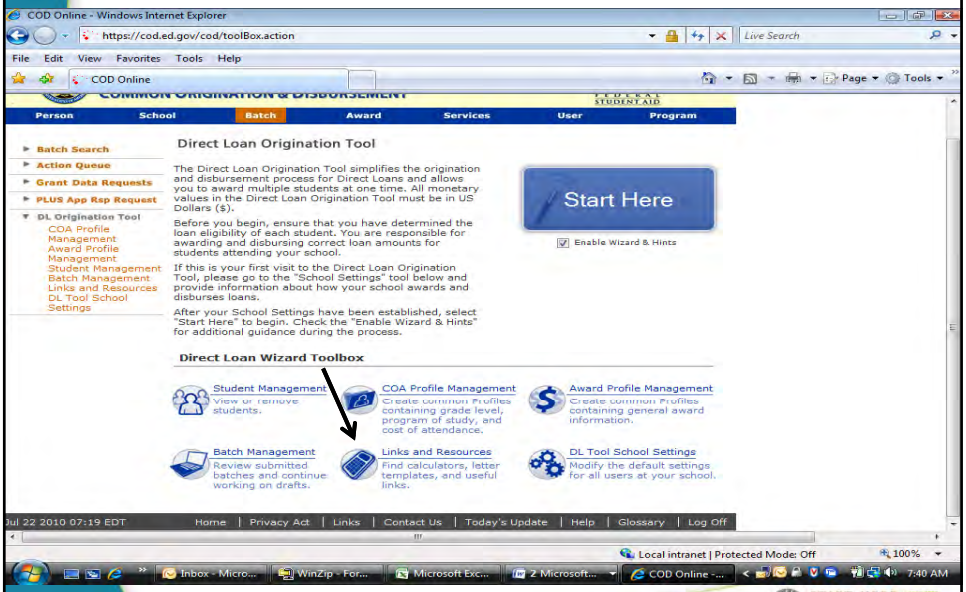


Common Issues: Step 4 - Review & Submit

Issue	Resolution
Satisfactory Academic Process verification box is not checked	You may not submit awards for students that have not met Satisfactory Academic Progress requirements. Remove students who have not met SAP requirements. If all students have met Satisfactory Academic Progress requirements, check the SAP checkbox in order to proceed
Cannot locate the batch you just submitted for processing	Allow 24 hours after submission to view the batch details
Award amount is $0	If an award amount is $0, the award will not be submitted. The user must return to Step 3 to modify the award amount

START HERE GO FURTHER FEDERAL STUDENT AID

DL Origination Tool Homepage



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Links and Resources

COA Profile Management
Award Profile Management
Student Management
Batch Management
Links and Resources
DL Tool School Settings

This tool will help to determine a student's Cost of Attendance. You will need the result of this calculation when creating Cost of Attendance profiles. The Cost of Attendance profile, in conjunction with the student's Expected Family Contribution (EFC) and Other Aid (such as scholarships or grants), will determine the loan amounts for which a student is eligible.

>> Launch Cost of Attendance Calculator

Award Letter and Loan Notification Templates

You can use the award letter and loan notification templates to inform students of their Direct Loan awards and disbursements.

>> Award Letter Template Download

>> Loan Notification Template Download

Student Eligibility Checklist

You can use this checklist to ensure a student is eligible for assistance under Title IV programs and meets all applicable requirements.

>> Eligibility Checklist Download

Foreign School Information Page

The Foreign School Information page on the Information for Financial Aid Professionals (IFAP) Web site consolidates the U.S. Department of Education's guidance and information for foreign schools in one location. You will find links to Foreign School Updates, Electronic Announcements, Dear Colleague Letters, and other important information on this page.

>> Launch Foreign School Information Page

FAA Access to CPS Online

An important site for you to use to enter a Free Application for Federal Student Aid (FAFSA) or to correct a processed FAFSA, as well as view, compare, correct, request, and submit Student Aid Reports (SAR) and Institutional Student Information Reports (ISIR). You can also access Return of Title IV Aid on the Web (R2T4 on the Web) to calculate the earned and unearned portions of Title IV funds when a student withdraws.

>> FAA Access

National Student Loan Data System (NSLDS)

NSLDS is the national database of information about loans and grants awarded to students under Title IV of the Higher Education Act of 1965. NSLDS provides you with a centralized, integrated view of Title IV loans and grants during their complete life cycle, from aid approval through disbursement, repayment, deferment, delinquency, and closure. You can also use NSLDS to complete Enrollment Status Reporting.

>> NSLDS Web site

Student Aid Internet Gateway (SAIG)

SAIG enables you to exchange information electronically with the U.S. Department of Education.

>> Launch SAIG

G5

G5 is a state-of-the-art, web-based system for use by authorized recipients of U.S. Department of Education funds, in support of payment activities including Direct Loan funds.

>> Launch G5 System

Reconciliation

A school that participates in the Direct Loan Program is required to reconcile the funds that it has received (from the G5 system) to pay its students with the actual disbursement records that it has forwarded to the Common Origination and Disbursement (COD) system. Reconciliation takes place on a monthly basis. The following tools will assist schools in the reconciliation process:

>> For guidance on the reconciliation process, please see the Reconciliation chapter of the Direct Loan School Guide and/or access the Reconciliation Session from the Federal Student Aid Fall 2009 Conference.

FEDERAL STUDENT AID

Thank You

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