

INSTRUCTIONS FOR COD SYSTEM ACCESS

November 2012

Authorized personnel at eligible schools located outside the United States (commonly referred to as foreign schools) use functionality within the U.S. Department of Education's (the Department's) Common Origination and Disbursement (COD) System to process William D. Ford Federal Direct Loan (Direct Loan) Program loans for eligible U.S. students who attend their schools. The authorized foreign school personnel can access the Direct Loan Origination Tool functionality via the COD Web site. Each foreign school must formally request access to the COD System and Web site for each individual who processes Direct Loans for the school.

In this document, we provide instructions for requesting COD System and Web Site access for the authorized personnel at a foreign school who process Direct Loans. After reviewing these instructions and completing the necessary steps and request letters, the foreign school must send the required documentation to the Department at the address provided.

After the initial setup, if the foreign school needs to obtain COD System and Web Site access for new authorized personnel, it should follow the same steps listed below.

The information is presented in the following order:

- Necessary Steps
- COD System Access Overview
- COD System Access Request Letters
- Contact Information

Necessary Steps (Detailed information follows on subsequent pages.)

- 1) Read the instructions and information in this document.
- 2) Determine the individuals at your school who require COD System and Web site access.
- 3) Have each individual read and complete the [Federal Student Aid User Statement](#).
- 4) Maintain completed Federal Student Aid User Statements in your school's files.
- 5) Prepare and complete a [COD System Access Request Letter](#) for each individual.
- 6) Include COD System Access Request Letters for all individuals in your school's Direct Loan setup packet.
- 7) Submit your school's Direct Loan setup packet by express courier to the Department at the following address:

U.S. Department of Education
Federal Student Aid
School Eligibility Channel
Foreign Schools Participation Division – Direct Loan Setup
Union Center Plaza
830 First Street NE
Room 73C3
Washington, DC 20002-5340

Note: If your school is required to provide a local phone number to send the package, it may use 202/377-3168.

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COD System Access Overview

Each foreign school currently has a Destination Point Administrator (DPA) who was determined and assigned when the school enrolled for a Student Aid Internet Gateway (SAIG) mailbox. The DPA will coordinate the completion of a COD System Access Request Letter for each individual at the school, including the DPA, who requires access to the COD System and Web site for processing Direct Loans.

Note: If your school currently does not have a DPA and an SAIG mailbox, Federal Student Aid will assist you with the SAIG enrollment process.

- ***In addition to providing basic identification and contact information for each individual who requires access to the COD System and Web site, each individual's COD System Request Letter must state the type of access requested. Foreign school users must request access type Foreign School User 4.*** This user will have access to the Direct Loan Origination Tool and be able to create, process, update, and view records.

All individuals, including the DPA, for whom your school seeks access to the COD System and Web site must complete the following actions:

- Read, sign, and date the [Federal Student Aid User Statement](#). The DPA will also need to sign and date the statement and ensure that the completed statement is maintained in your school's files. Your school will verify completion of this step in the individual's COD System Access Request Letter.
- Complete Security Awareness Training as requested and required by Federal Student Aid.

Note: Federal Student Aid will provide your school's DPA with information about the availability of Security Awareness Training.

Your school's DPA also must agree to perform certain coordination and oversight duties. These agreements are reflected in the standard statements that must be included in the DPA's COD System Access Request Letter and are provided in the "COD System Access Request Letter" section of this document.

COD System Access Request Letter

The COD System Access Request Letter for each individual for whom your school seeks access must be printed on school letterhead. The information that must be included in the letter is listed below. There are standard data elements and statements that must be included in each letter.

To assist your school in the preparation of its COD System Access Request Letters, a template document titled "[Request Letter Templates](#)" is available for your use. The template document includes a letter template for school users who are not the DPA and a letter template for the school user who is the DPA.

Each individual's letter must include the following information:

- School's Name
- School's OPE ID
- School's Third Party Servicer (if applicable)
- School User's First Name

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- School User's Last Name
- School User's Job Title
- School User's Access Type (Foreign School User 4)
- School User's Work Telephone Number
- School User's Work E-mail Address
- School User's Work Mailing Address
- School User's Work Fax Number
- School User's Signature and Date Signed
- Authorizing Official's Signature and Date Signed

Note: The DPA serves as the authorizing official for all school users other than himself or herself. The Chief Executive Officer or official in a similar position serves as the authorizing official for the DPA.

Each individual's letter must include the following statements:

- The identified individual has read, signed, and dated the Federal Student Aid User Statement, and the completed statement will be maintained in your school's files.
- The identified individual will complete Security Awareness Training as requested and required by Federal Student Aid.

For the DPA, the letter must also include the following statements:

- The DPA will immediately report any of the following situations to Federal Student Aid per instructions that Federal Student Aid provides upon granting COD System and Web site access:
 - A security incident, potential threat, or vulnerability that involves the COD System.
 - A compromise, suspected compromise, or incident of sharing of a password or any other authenticator.
 - A user who no longer needs access to the COD System (i.e., the individual is leaving his or her position or his or her job responsibilities have changed).
- The DPA will evaluate and confirm the continued need for all school users to have access to the COD System. Federal Student Aid will request such evaluation and confirmation at least once each quarter.

After we receive the COD System Access Request Letters from your school, we will process the requests and inform your school's DPA once access has been granted.

Contact Information

Thank you in advance for promptly submitting the requested documentation, participating in the Direct Loan Program, and enabling eligible U.S. students to attend your school.

If you have questions about the COD System access request instructions, e-mail the Department's Federal Loan School Support Team at dlops@ed.gov.