

Comité de Regulaciones Federales y Estatales– Boletín 2018- 9

ELECTRONIC ANNOUNCEMENT

Conforme a los anuncios electrónicos remitidos previamente por el USDE ([August 29, 2017](#) y [December 21, 2017](#)), el FSA está llevando a cabo procesos de transición de los programas de Campus-Based al Sistema de COD. El proceso de implementación está planificado del **23 al 25 de marzo de 2018**.

Las Instituciones comenzarán a utilizar el Sistema COD para los procesos de Campus-Based el **26 de marzo de 2018**.

Nota: La información de Campus-Based no estará disponible en el sistema COD hasta el 26 de marzo de 2018. No obstante, las instituciones deben comenzar el proceso para obtener acceso al sistema COD antes de esa fecha.

En la medida que avancen en el proyecto de transición, el USDE proveerá orientación operativa y actualizarán a través de Anuncios Electrónicos publicados en el sitio web del [Information for Financial Aid Professionals \(IFAP\) website](#) (IFAP). Las instituciones deben continuar monitoreando el sitio web de IFAP para obtener información adicional sobre la transición del sistema de Campus-Based.

Si necesita información adicional hacer referencia al correo electrónico o número de teléfono al final del anuncio.

Posted Date: February 15, 2018

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Subject: eCampus-Based Transition #3 - Campus-Based User Access and User Roles in the COD System

As explained in earlier announcements ([August 29, 2017](#) and [December 21, 2017](#)), Federal Student Aid is transitioning business processes for the Campus-Based programs to the Common Origination and Disbursement (COD) System. The planned implementation is March 23-25, 2018.

In this announcement, we provide information about Campus-Based user access to the COD System and the Campus-Based user roles that will be used in the COD System. We also explain the important differences between user access and user roles. A user role is different than user access. **User access** determines if a user is authorized to log in to the COD System; the **user role** defines the types of Campus-Based business processes a user can complete once he or she logs in to the COD System.

COD-CB User Access Information

Schools will begin using the COD System for Campus-Based business processes on March 26, 2018.

The log-in process for the COD System is similar to the eCB System, and most users will use the same information to log in to the COD System. Users must meet three requirements to be able to log in and perform Campus-Based processes in the COD System. Users must—

1. be enrolled for the COD Online Service by a school's (or Third Party Servicer's) Primary Destination Point Administrator (PDPA) via the Student Aid Internet Gateway (SAIG) Enrollment website

2. *have an FSA User ID and password*
3. *have a valid/registered Two-Factor Authentication (TFA) token*

If an eCB user is already an authorized COD System user, he or she will likely meet all three requirements and will automatically be granted access to complete Campus-Based business processes in the COD System. These users will log in to the COD System as they currently do; no additional action is needed.

If an eCB user is not an authorized COD System user, he or she will need to obtain access to the COD System. This is accomplished by ensuring all three requirements listed above are met; this may vary by user. In the attachment titled “Actions for COD System User Access for Campus-Based Processing,” we provide a table with the actions that may need to be taken based on different user characteristics.

Note: *Campus-Based information will not be available in the COD System until March 26, 2018, but schools should begin the process to obtain COD System access prior to that date.*

COD-CB User Role Information

There are no unique Campus-Based user roles in the COD System. Users will be able to perform Campus-Based processes based on their assigned COD user role. In the attachment titled “COD System User Roles for Campus-Based Processing,” we show the COD user roles and the level of access to Campus-Based business processes available to that COD user role.

- *If an eCB user is already an authorized COD System user, he or she will have Campus-Based access based on his or her existing COD user role.*
- *If an eCB user is not an authorized COD System user, his or her PDPA will assign the appropriate COD user role during the COD Online Service enrollment process.*
- *If a user needs to have his or her user role changed or deleted, he or she will need to work with the PDPA to update or delete the COD user role via the SAIG Enrollment website.*

Note: *Because there are no unique Campus-Based user roles, current COD System users who may not have Campus-Based responsibilities will be able to see Campus-Based information. Conversely, Campus-Based users who may not have responsibilities for other Title IV programs, such as Direct Loans or Pell Grants, will be able to view other program level information. While this may be concerning to some schools, and we recognize that some schools may need to adjust staff user roles or make some procedural changes on campus to account for the expanded access, the Campus-Based processes will be self-contained in a specific section of the COD Web Site. This should assist schools that have users who specialize in either the Campus-Based or Direct Loans and Pell Grant programs and prevent confusion between the different program functions.*

In addition, Financial Aid Administrators will be notified via email when any change is made to a school’s submitted Fiscal Operations Report and Application to Participate (FISAP). The email will also include information about the user who made the change.

Additional Information

As we move through the transition project, we will provide operational guidance and updates through Electronic Announcements posted to the [Information for Financial Aid Professionals \(IFAP\) website](#). Schools should continue to monitor the IFAP website for this additional Campus-Based System transition information.

Contact Information

If you have questions about COD System user roles, contact the COD School Relations Center at [1-800-848-0978](tel:1-800-848-0978). You may also email CODSupport@ed.gov.

If you need assistance with making enrollment changes via the SAIG Enrollment website, contact CPS/SAIG Technical Support at [1-800-330-5947](tel:1-800-330-5947) TTDD/TTY [1-800-511-5806](tel:1-800-511-5806). You may also email CPSSAIG@ed.gov. For questions about TFA tokens, email TFASupport@ed.gov.

Attachments/Enclosures:

[*Actions for COD System User Access for Campus-Based Processing in PDF Format, 166KB, 3 Pages*](#)

[*COD System User Roles for Campus-Based Processing in PDF Format, 109KB, 1 Page*](#)

[*Additional Information for PDPAs Enrolling COD Web Site Users for COD Online Service in PDF Format, 163KB, 5 Pages*](#)

Publication Date: 2/15/2018

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