Institution Access to the CODA Portal – Self Studies and Reports

This instruction manual details how program directors login and submit self-studies and reports through the CODA Submission Portal.

Logging In

To access the CODA Submission Portal, visit the following URL:

https://codaportal.ada.org/account/login

The following login screen will appear. Enter the username and password CODA staff has assigned to you as a web user. Then click the "Log In" button.



Please note: you will be directed to update your initial password. When re-setting your password, please note the following minimum criteria:

- Minimum 8 characters, consisting of:
 - o 1 numeric
 - o 1 special character
 - o 1 capital letter



Upon successful login, you will be redirected to the page below, which is the Institution Portal associated with you. In order to see the programs affiliated with you, click on the institution name, circled below.

Institution Porta	I		Hello, pat.anyname@anyemail.org Logout
ANYTOWN UNIVERSITY SCHOOL C	DF DENTISTRY		
GENERAL INVOICE			
Anytown University School of	of Dentistry		l i
Institution			
Anytown University School of Dentistry	/		
Institution Address			
12345 Anyplace Road			
Chicago	IL.	60611	
Website			
www.anytownuniv.org			
CEO			

From the list of available disciplines, click on the name associated with the program you wish to see, as circled below.

Institution Portal Anytown University		Hello, pat.ar	iyname@anyemail.org Logout
ANYTOWN UNIVERSITY SCHOOL OF DEI			
DENTAL HYGIENE Anytown University School of De Institution	nustry		Ø
Anytown University School of Dentistry			
12345 Anyplace Road			
Chicago	IL	60611	
Website			
www.anytownuniv.org			
CEO			



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After clicking on the desired discipline name, information for the program displays. Use the scroll bar on the right to see additional information.

Institution Portal			Hello, pat.anyname@anyemail.org Logoul
DENTAL HYGIENE	~		
GENERAL APPLICATIONS COMMUNIC	ATIONS		
Anytown University School of Den	tistry Dental Hygiene		() Î
Institution			
Anytown University School of Dentistry			
Institution Address			
12345 Anyplace Road			
Chicago	IL	60611	
Website			
www.anytownuniv.org			
CAO			

CODA staff will have created a self-study or report record for the program, which will display in the "Applications" list.

In order to submit the self-study or report, click on the "Edit" link, circled below.

Submission Types Submitted Status Action Print Self-Study Started Edit Edit Application 01/14/2021 Pending Payment Pay Iowing 1 to 2 of 2 entries Previous 1 Next	GENERAL APPLICATIONS (COMMUNICATIONS				
Self-Study Started 4 Application 01/14/2021 Pending Payment Pervious 1 Next	▼ ID	Submission Types -	¢ Submitted	≎ Status	 Action 	Print
Application 01/14/2021 Pending Payment Pay howing 1 to 2 of 2 entries Previous 1 Next	89 Self-Study			Started	Edit	8
Nowing 1 to 2 of 2 entries Previous 1 Next	64 Application		01/14/2021	Pending Payment	Pay	8
Apply for another accredidation	Showing 1 to 2 of 2 entries				Previou	is 1 Next
	+ Apply for another accredidation					



•	Payment	Confirmation
Self-Study Dental Hygiene		
Please complete the form to at a later time. Once comple the study form. Please keep longer be able to edit the f	o the best of your abilities. You can ete, you will be able to submit the fo p in mind that once the form is so form.	save the form and return orm on the last page of ubmitted, you will no
	Continue Application	
	← Back	

On the document page, enter any explanatory text needed, then click on the "Choose Files" button to select documents to upload. Please note: add the text **on-site** to the filename any on-site only document BEFORE uploading.

=	•	Payment	Confirmation
	Dental Hygiene Self-Study 07.20 - SECTION 0 Dental Hygiene Self-Study 07.20 ^{1.} Upload Program Self-Study, Supporting Documen	ts and Signed Verification Page	
	Choose Files No file chosen		
	Complete Application		Save
		← Back	

The maximum file size allowed is **100MB**. We recommend, however, that you attempt to keep each file at 50MB or less, as the larger the file, the longer it will take for that file to upload, depending on your internet upload speeds, etc.



•	Payment	Confirmation
Dental Hygiene Self-Study 07.20 - S Dental Hygiene Self-St	ECTION 0 tudy 07.20	
^{1.} Upload Program Self-Study	, Supporting Documents and Signed Verificat	tion Page
Two Self-Study documents include	al	
Choose Files 2 files		
Complete	Application	Save
	← Back	

After clicking "Save," you will then see the names of the files that have been uploaded. If you wish to upload more files, you can click on the "Choose Files" button to upload more files. Be sure to click "Save" in order for the uploads to be complete. When you are finished uploading files, click on the "Complete Application" button. You can also submit additional files after you click the Complete Application button.

≡	•	Payment	Confirmation	
	Dental Hygiene Self-Study 07.20 - SECTION 0 Dental Hygiene Self-Study 07.20 ^{1,} Upload Program Self-Study, Supporting Documents	and Signed Verification Page		
	Two Self-Study documents included			
	Choose Files No file chosen a Self Study Document 1.docx a Self Study Document 2.docx			
	Complete Application	← Back	Save	l
				Friday, January 15, 2021



You should then get a message that the self-study or report has been successfully submitted, as indicated below. Click on the "Go to portal" button to return to the Applications grid.

=	Application		
	Dental Hygiene Self-Study 07.20 - SECTION 0 Dental Hygiene Self-Study 07.20		
	Image: Upload Program Se Self-Study S Two Self-Study documer Your Self-Study has been success	ubmitted	
	Choose Files No file ch.	to portal	
	 a Self Study Document 1.docx a Self Study Document 2.docx 		
	✓ Application Completed		
		← Back	

You will now see that the self-study or report has been submitted.

GENERAL APPLICATIONS COM	IMUNICATIONS							
TD T	Submission Types -	¢ Si	ubmitted	0	Status	0	Action	Print
89 Self-Study		01	1/15/2021	\langle	Submitted		View	8
64 Application		0	1/14/2021		Pending Payment		Pay	8
Showing 1 to 2 of 2 entries							Previous	1 Next
+ Apply for another accredidation								

