# 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.
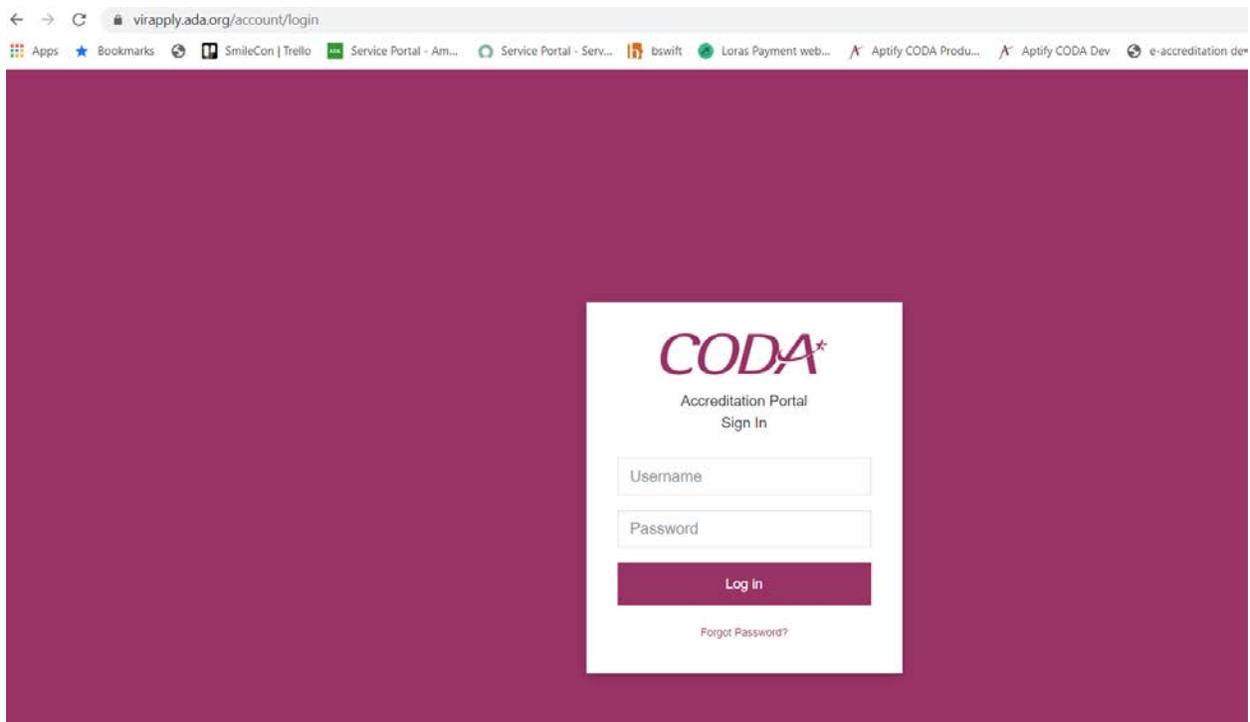


Please note: you will be directed to update your initial password. When re-setting your password, please note the following minimum criteria:

- Minimum 8 characters, consisting of:
    - 1 numeric
    - 1 special character
    - 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.
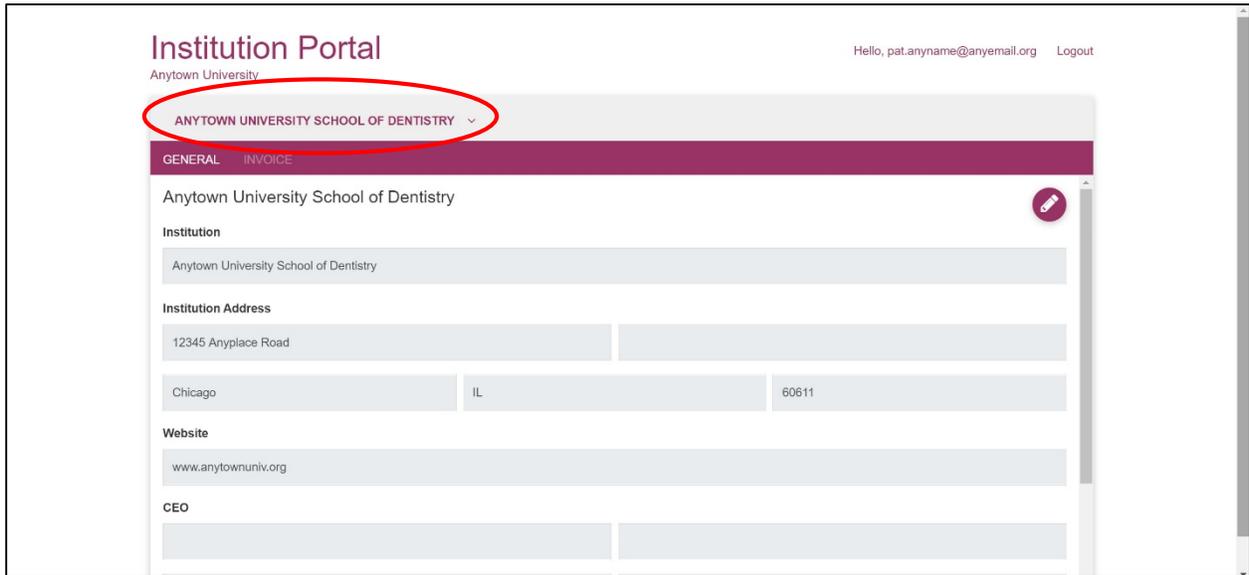


From the list of available disciplines, click on the name associated with the program you wish to see, as circled below.
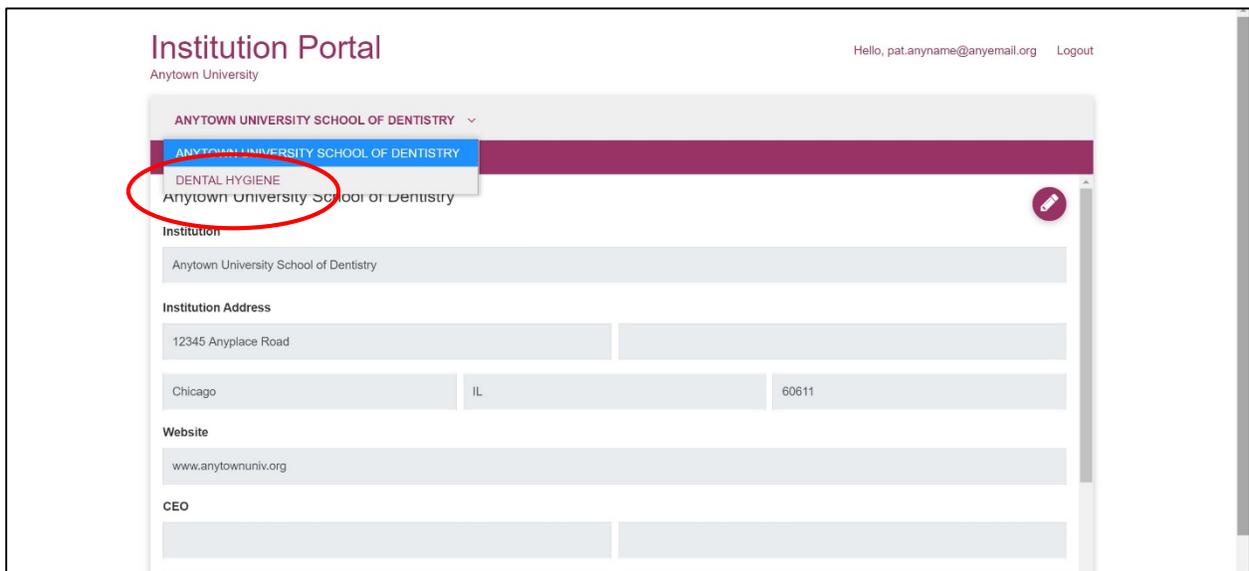
After clicking on the desired discipline name, information for the program displays.  Use the scroll bar on the right to see additional information.
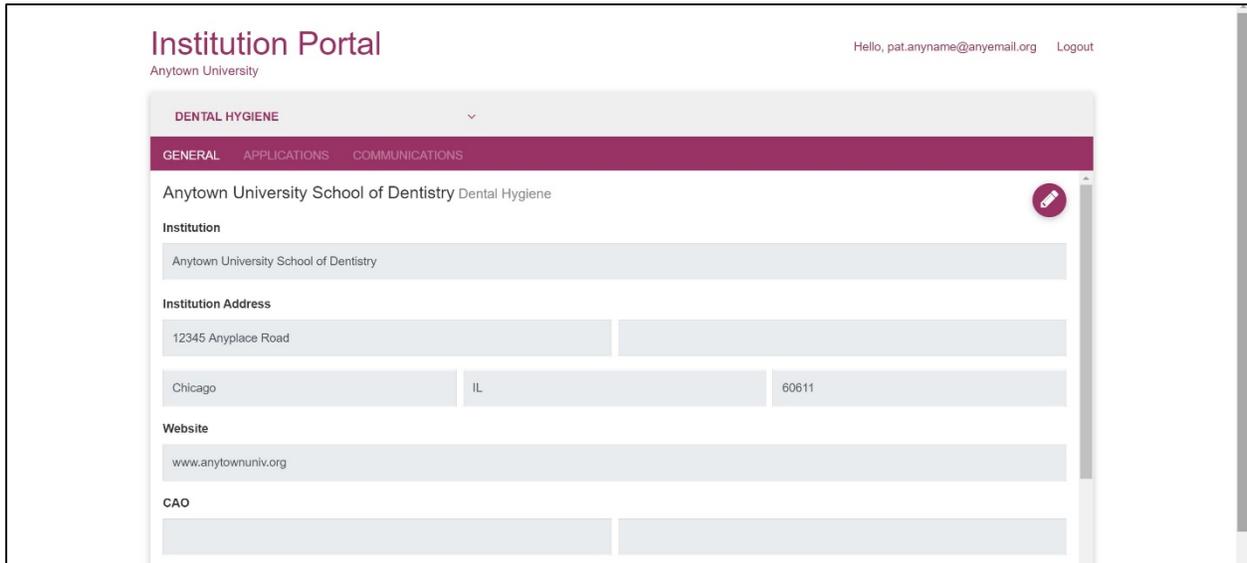


CODA staff will have created a self-study or report record for the program, which will display in the "Applications" list.

In order to submit the self-study or report, click on the "Edit" link, circled below.
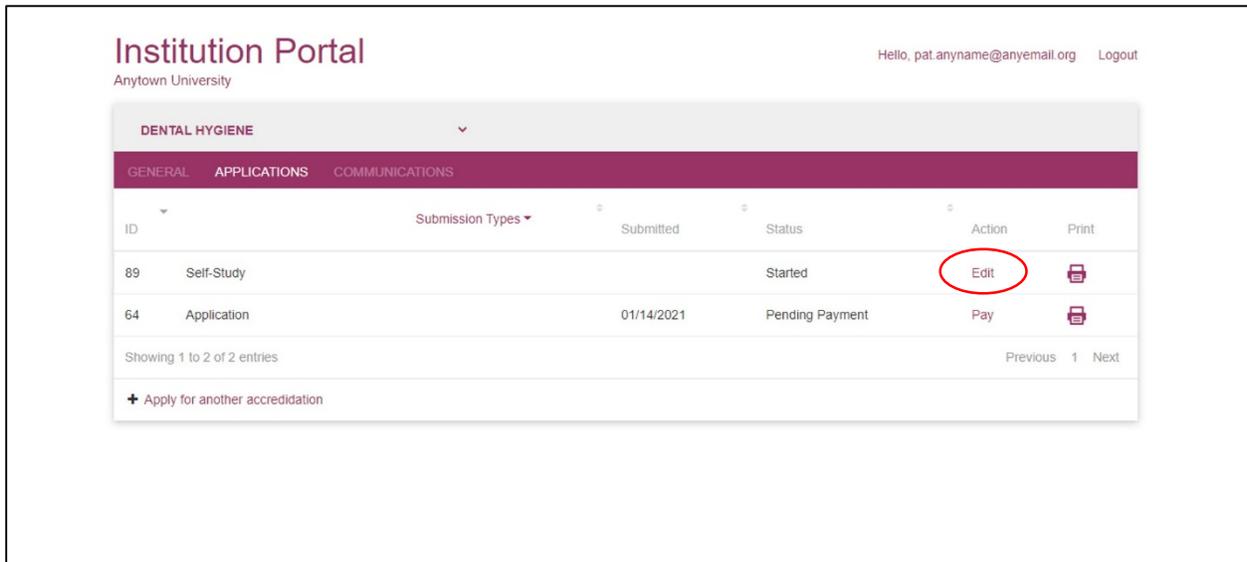
On the first page, click on the "Continue" button.
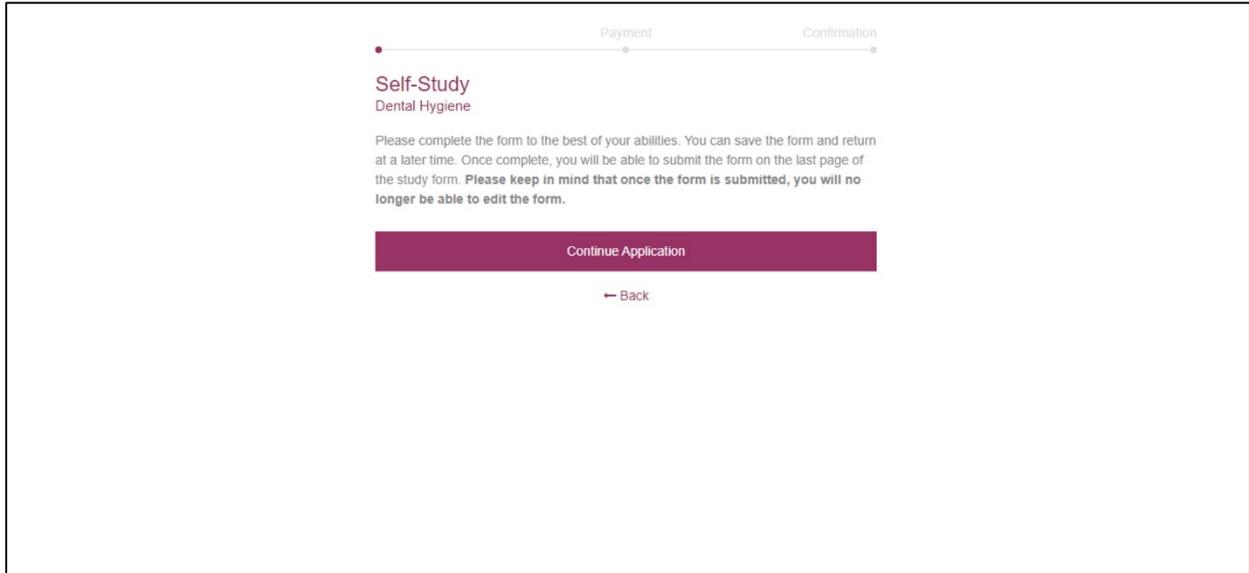


On the document page, enter any explanatory text needed, then click on the "Choose Files" button to select documents to upload. Please note: add the text *on-site* to the filename any on-site only document BEFORE uploading.
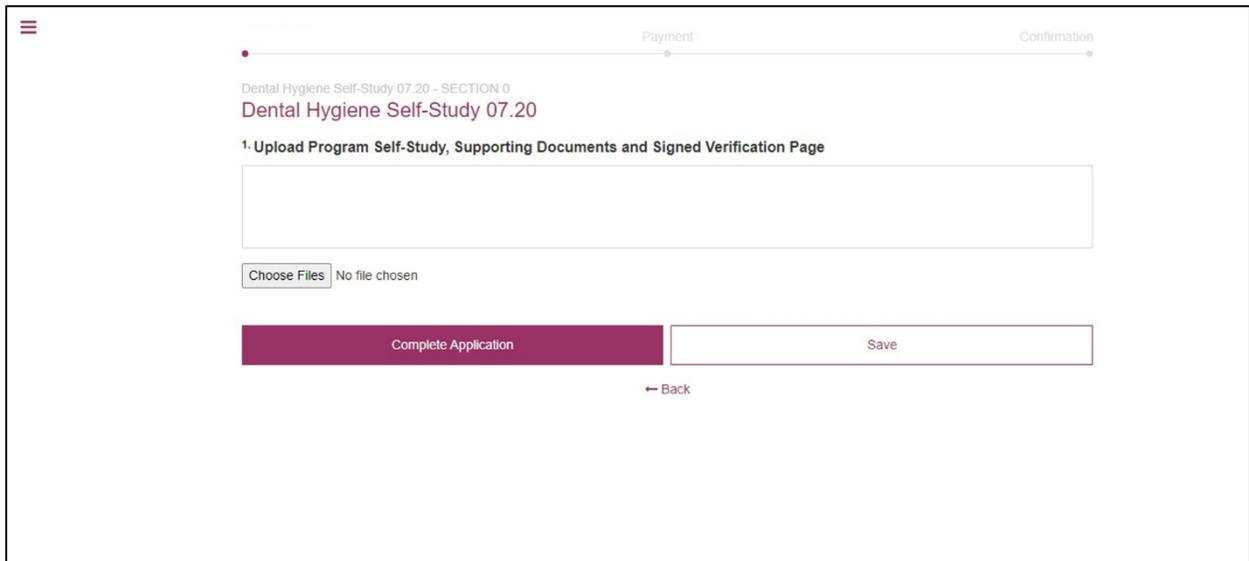


The maximum file size allowed is **100MB**. We recommend, however, that you attempt to keep each file at 50MB or less, as the larger the file, the longer it will take for that file to upload, depending on your internet upload speeds, etc.

You will see that two files have been uploaded.   You will then need to click on the "Save" button, circled below, in order for the files to be committed to the system. NOTE: you **must** enter explanatory text in the text box BEFORE pressing Save, or your files will not upload to the system:
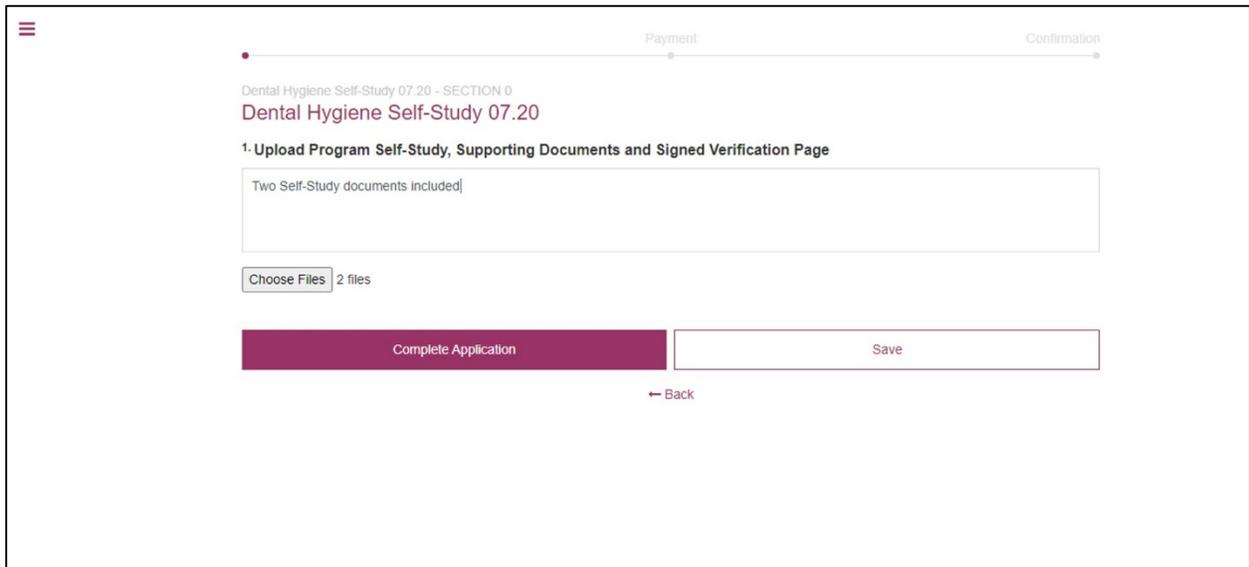


After clicking "Save," you will then see the names of the files that have been uploaded.  If you wish to upload more files, you can click on the "Choose Files" button to upload more files.  Be sure to click "Save" in order for the uploads to be complete. When you are finished uploading files, click on the "Complete Application" button. You can also submit additional files after you click the Complete Application button.
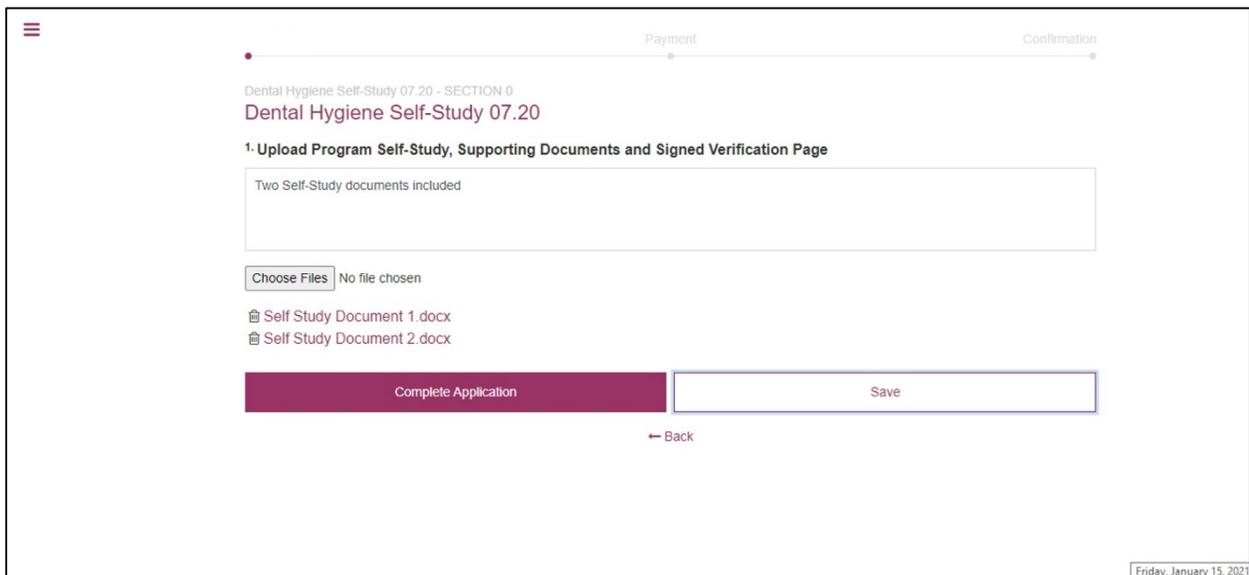
You should then get a message that the self-study or report has been successfully submitted, as indicated below. Click on the "Go to portal" button to return to the Applications grid.
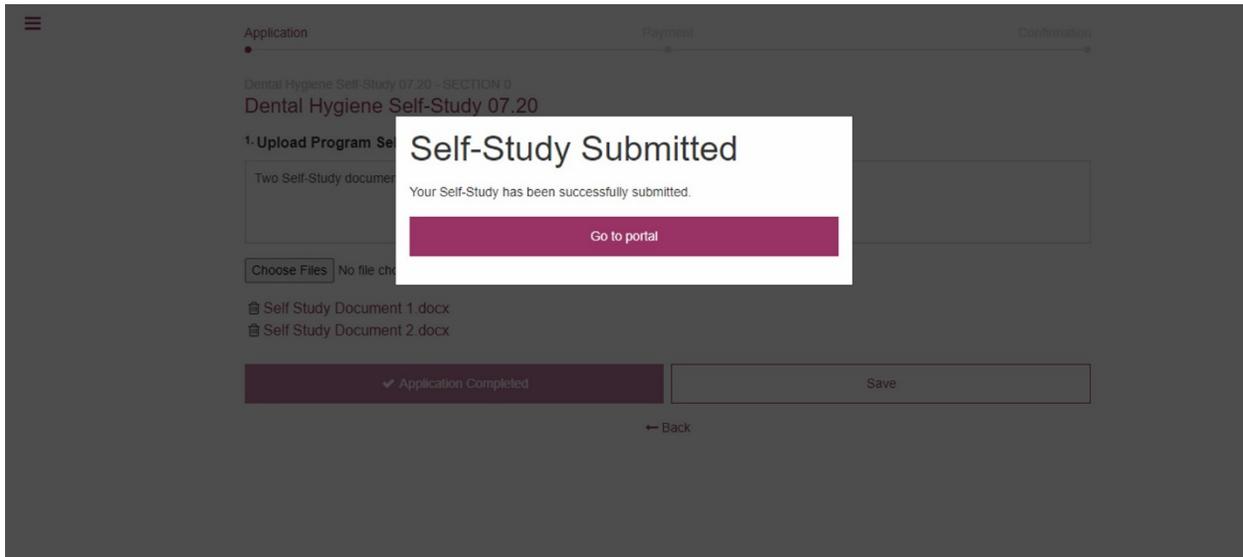


You will now see that the self-study or report has been submitted.