

Site Visitor access through the Reviewer Portal

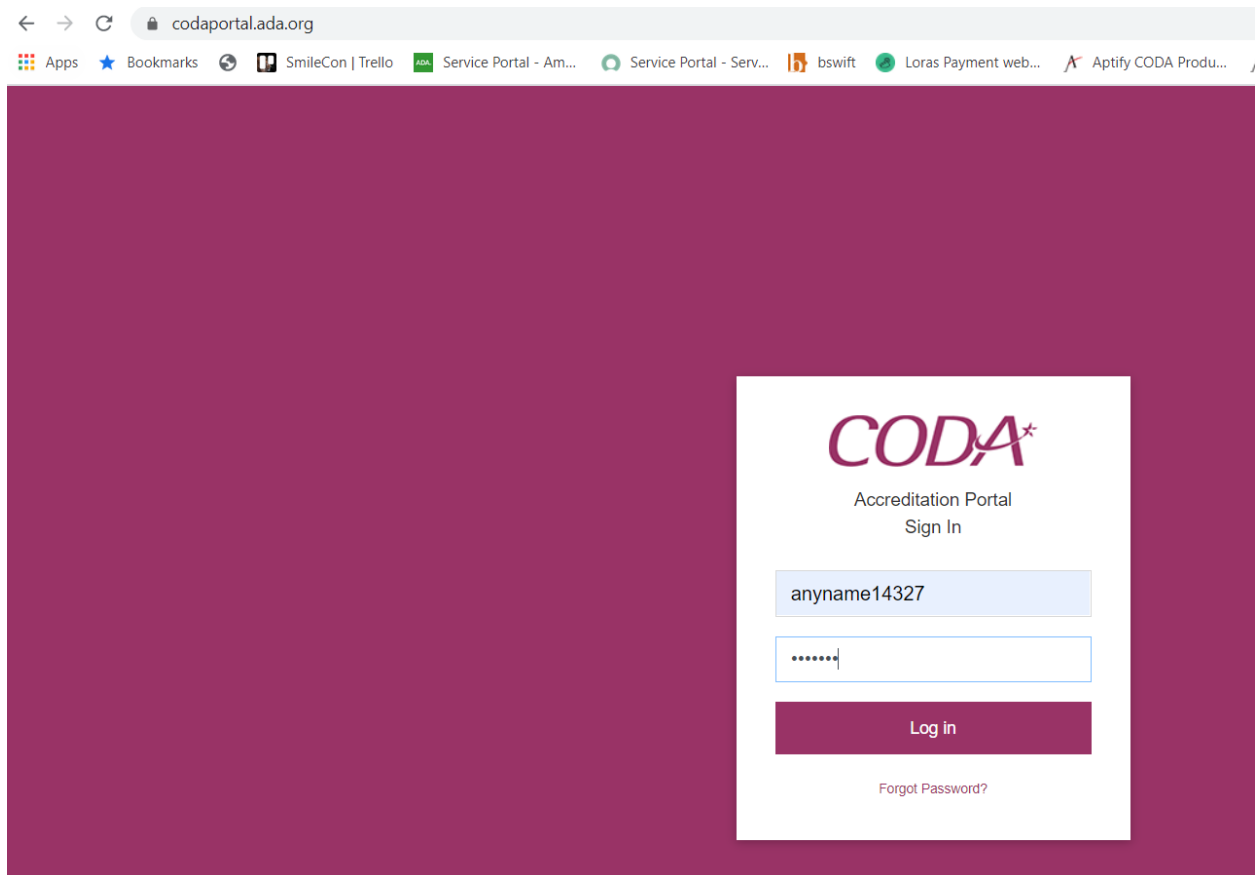
This document details how CODA site visitors login and access program self-study submissions through the reviewer portal.

Login

In order to login to the portal, users should use the following URL:

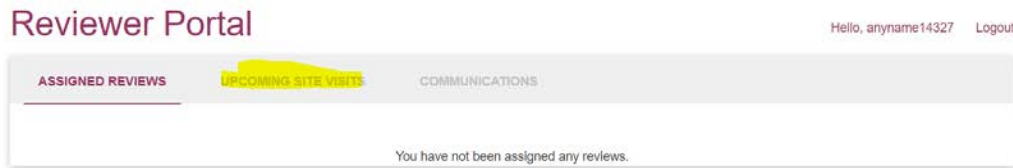
<https://codaportal.ada.org>

The following login screen will appear. Enter the **user id** of the site visitor reviewer, assigned as a web user, along with the **password** assigned. Then click the “Log In” button.

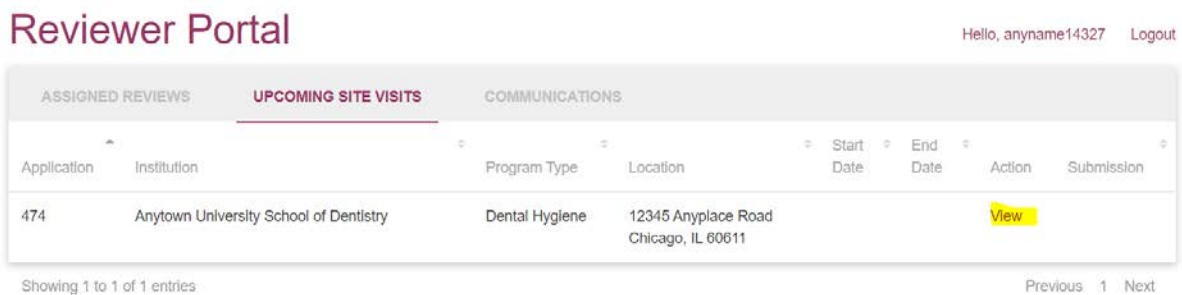


The screenshot shows a web browser window with the address bar displaying codaportal.ada.org. The browser's tab bar includes several open tabs: 'Apps', 'Bookmarks', 'SmileCon | Trello', 'Service Portal - Am...', 'Service Portal - Serv...', 'bswift', 'Loras Payment web...', and 'Aptify CODA Produ...'. The main content area of the browser is a solid maroon color. Centered on this background is a white rectangular login form. At the top of the form is the CODA logo, which consists of the word 'CODA' in a stylized, italicized serif font with a small star above the 'A'. Below the logo, the text 'Accreditation Portal' and 'Sign In' are displayed in a simple sans-serif font. The form contains two input fields: the first is a text box with the value 'anyname14327' entered; the second is a password box with seven dots representing the masked characters. Below these fields is a maroon button with the text 'Log in' in white. At the bottom of the form, there is a link that says 'Forgot Password?'.

Upon successful login, the user will be redirected to the reviewer portal. In order to access document submissions for the site visit, **click on the “Upcoming Site Visits” link**, highlighted below.



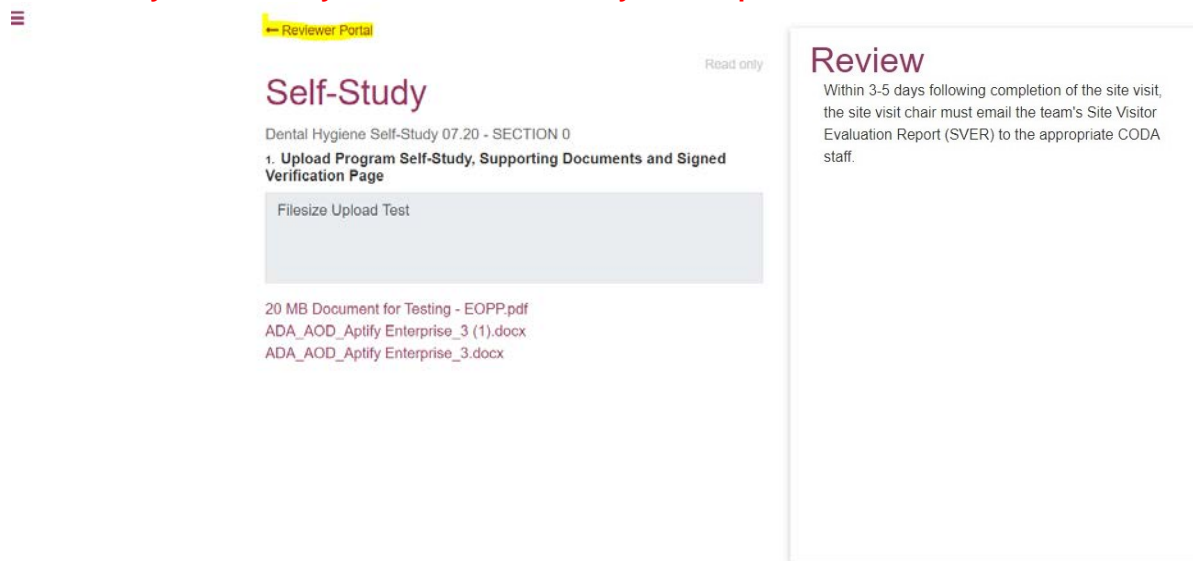
You will then see a list of site visits assigned to you. To review any of the documents submitted by the program, simply **click on the “View” link**, highlighted below.



In order to access any of the documents submitted by the program, **click on the document links in the left-hand side of the page**. Depending on your browser, the document will either download to your computer or open up in a separate browser window.

If you download materials to your computer, you must ensure the materials are held in a specific designated CODA folder and securely disposed of following your assignment. You may download materials if you are using an encrypted computer, per CODA requirements.

Once materials are downloaded to the designated CODA folder on your computer, you must immediately and securely delete the items from your computer’s “Downloads” folder.



Completion of Site Visitor Evaluation Report (SVER):

Within 3-5 days of the site visit, the site visit chair must submit the team's completed Site Visitor Evaluation Report (SVER) to the appropriate CODA manager for the discipline(s) you have reviewed. Materials must be returned to CODA staff by email, only. If CODA staff is on-site with you during the site visit, the SVER will be completed prior to departure from the program.

CODA Protocol for Secure Disposal of Materials Following Completion of Site Visit Assignment:

To securely dispose of materials, you are requested to personally do the following:

- "Securely Delete" files from your computer:
 - To securely delete a file if you are using Windows:
 - Click once on the file to highlight it but not open it
 - Click "shift" and "delete" to permanently delete the file
 - Check your Recycle Bin to ensure the file is permanently deleted. If it appears in the Recycle Bin, delete it again
 - To securely delete a file if you are using a Mac:
 - Delete the file
 - Go to your Mac's Finder menu (upper left-hand side of your screen)
 - Choose "Secure Empty Trash..."
 - Deleted files from the "Downloads" folder of your computer and then check your Recycle Bin and delete the files again.
- "Securely Delete" an email:
 - Click once on the email to highlight it but not open it
 - Click "shift" and "delete" to permanently delete the email
 - Check your Deleted Items Folder to ensure the email is permanently deleted. If it appears in the Deleted Items Folder, delete it again
- "Securely Delete" an attachment from your email:
 - Open the email
 - Click on the attachment to highlight it but not open it
 - Click "shift" and "delete" to permanently delete the attachment
 - Check your Deleted Items Folder to ensure the file is permanently deleted. If it appears in the Deleted Items Folder, delete it again