

Application for Accreditation Reviewer access through the Reviewer Portal

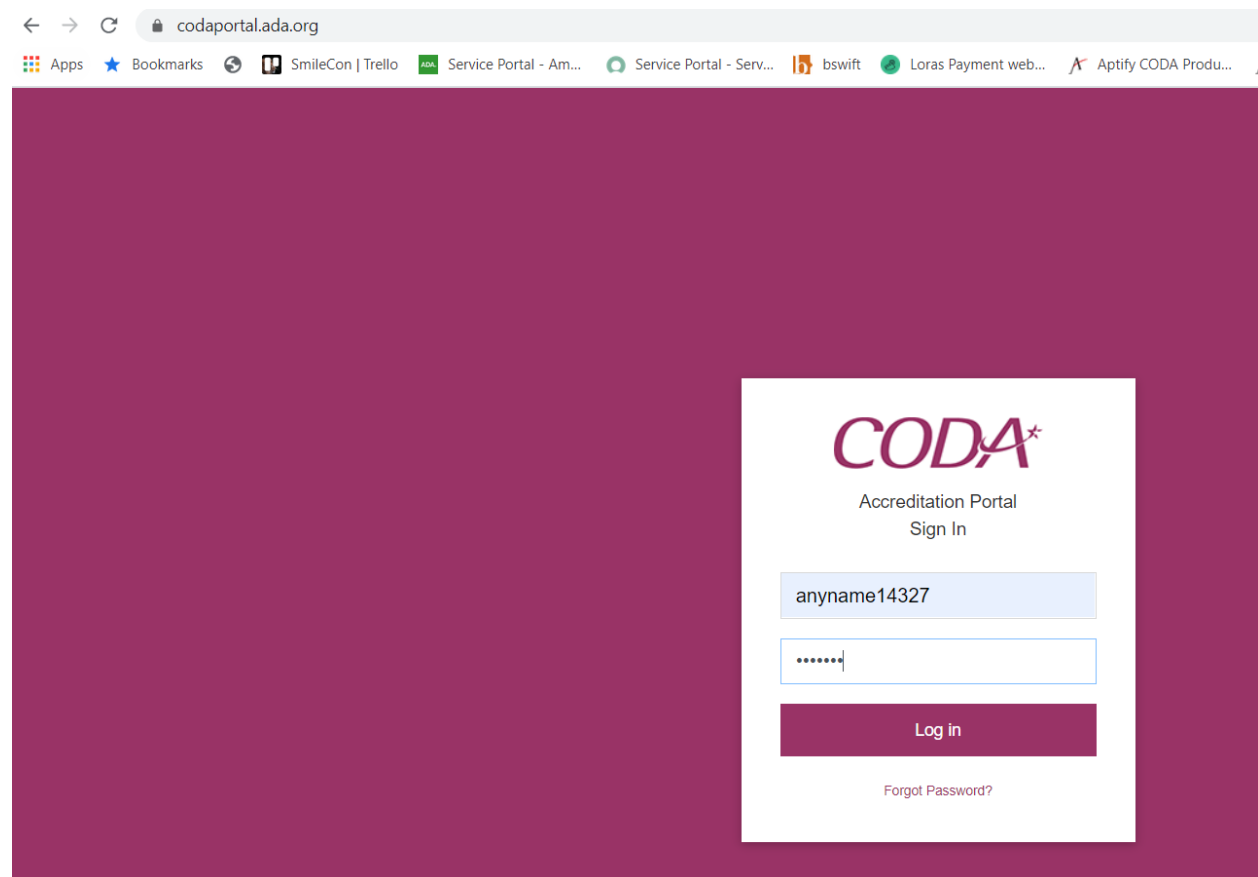
This document details how CODA application reviewers (CODA site visitors) login and access program application submissions through the reviewer portal.

Login

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

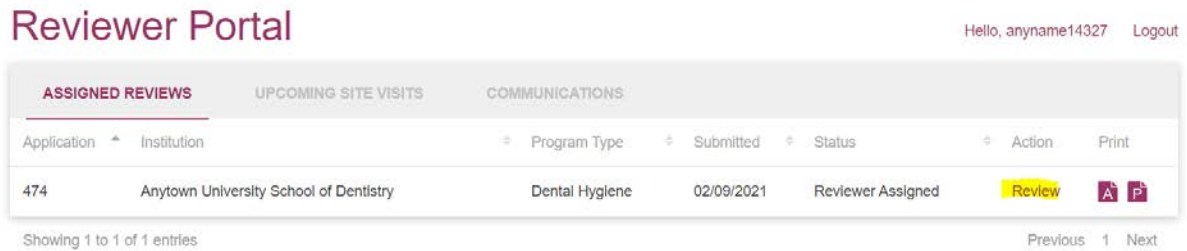
<https://codaportal.ada.org>

The following login screen will appear. Enter the **user id** of the application 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 "Apps", "Bookmarks", "SmileCon | Trello", "Service Portal - Am...", "Service Portal - Serv...", "bswift", "Loras Payment web...", and "Aptify CODA Produ...". The main content area is a maroon background with a white login form. The form features the CODA logo at the top, followed by the text "Accreditation Portal Sign In". Below this are two input fields: the first contains the text "anyname14327" and the second is masked with ".....". A maroon "Log in" button is positioned below the password field, and a "Forgot Password?" link is located at the bottom of the form.

Upon successful login, the user will be redirected to the reviewer portal. A list of assigned application reviews will display. In order to access a submission, **click on the “Review” link under the “Action” header.**



The screenshot shows the Reviewer Portal interface. At the top, there is a header with the text "Reviewer Portal" on the left and "Hello, anyone14327 Logout" on the right. Below the header is a navigation bar with three tabs: "ASSIGNED REVIEWS" (which is active), "UPCOMING SITE VISITS", and "COMMUNICATIONS". Under the "ASSIGNED REVIEWS" tab, there is a table with the following columns: "Application", "Institution", "Program Type", "Submitted", "Status", "Action", and "Print". The table contains one row with the following data: "474", "Anytown University School of Dentistry", "Dental Hygiene", "02/09/2021", "Reviewer Assigned", a yellow "Review" button, and two icons (A and P). Below the table, it says "Showing 1 to 1 of 1 entries" and "Previous 1 Next".

Application	Institution	Program Type	Submitted	Status	Action	Print
474	Anytown University School of Dentistry	Dental Hygiene	02/09/2021	Reviewer Assigned	Review	

To review any of the documents submitted by the program, **simply click on the document links in the left hand side of the page.** Depending on your browser, the file will either download 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.



The screenshot shows the Reviewer Portal interface. On the left, there is a navigation menu with a hamburger icon. The main content area is titled "Self-Study" and includes the text "Dental Hygiene Self-Study 07.20 - SECTION 0" and "1. Upload Program Self-Study, Supporting Documents and Signed Verification Page". Below this is a "Filesize Upload Test" section with a list of files: "20 MB Document for Testing - EOPE.pdf", "ADA_AOD_Aptify Enterprise_3 (1).docx", and "ADA_AOD_Aptify Enterprise_3.docx". On the right, there is a "Review" box with the text: "By the prescribed application review deadline, the application reviewer must email the completed application review report and ballot to the appropriate CODA staff."

Completion of Application Review:

Following completion of the application review by the prescribed deadline, please return the application review materials and ballot to the appropriate CODA staff with whom you have been in communication related to the application. Materials must be returned to CODA staff by email, only.

CODA Protocol for Secure Disposal of Materials Following Completion of Application Review 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