Institution Access to the CODA Portal – Accreditation Applications
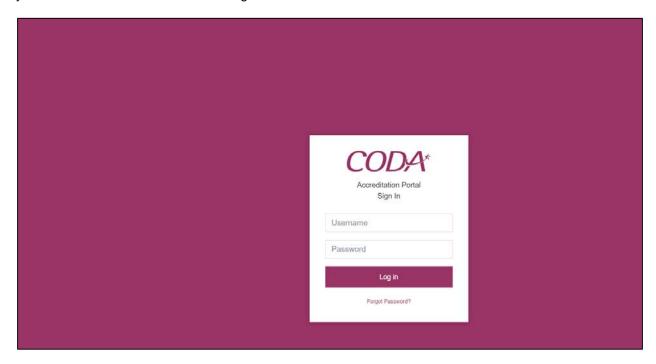
This instruction manual details how Program Directors login and submit application documents through the CODA Submission Portal.

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.
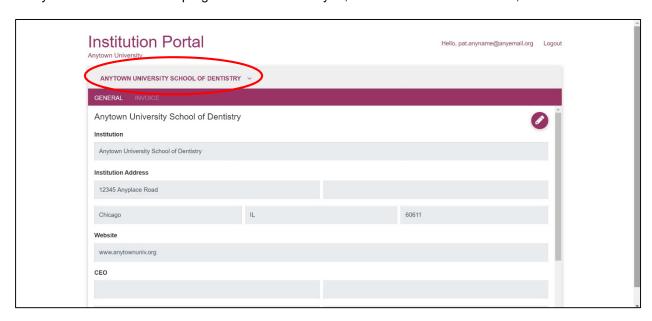

Please note: you will be directed to update your initial password. When re-setting your password, please note the following minimum criteria:
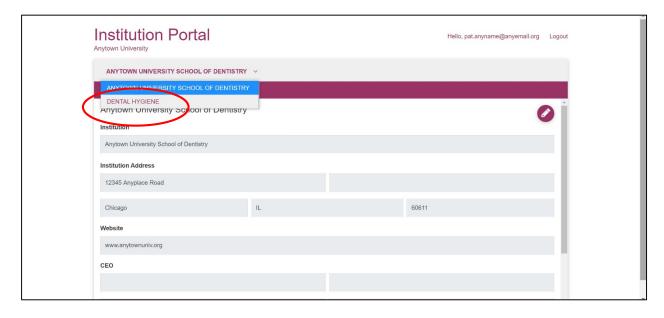
- Minimum 8 characters, consisting of:
    - 1 numeric
    - 1 special character
    - 1 capital letter

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.
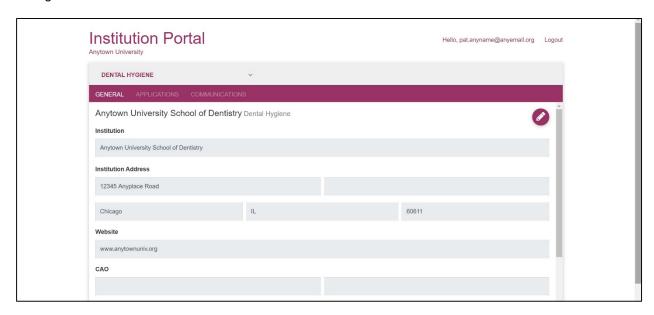

From the list of available disciplines, click on the name associated with the program you wish to see, as circled below.
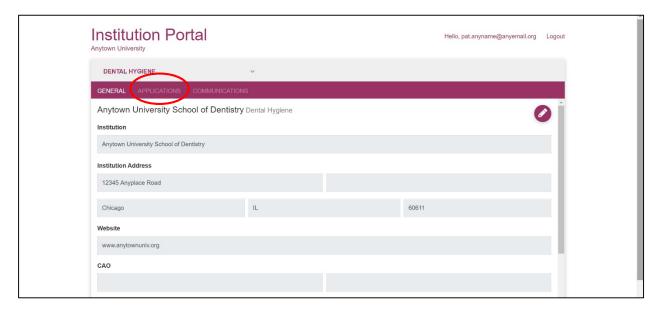
After clicking on the desired discipline name, information for the program displays. Use the scroll bar on the right to see additional information.
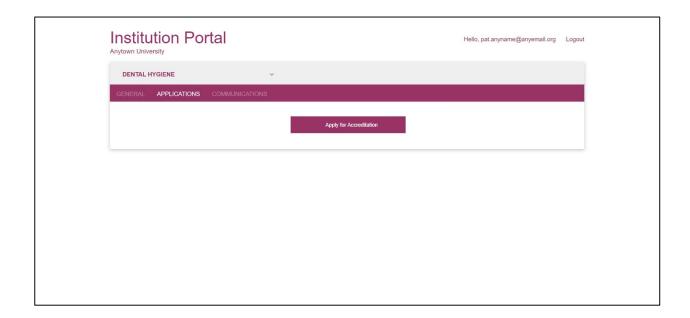

In order to access the area for document submissions, click on the "APPLICATIONS" tab in the maroon toolbar, circled below.
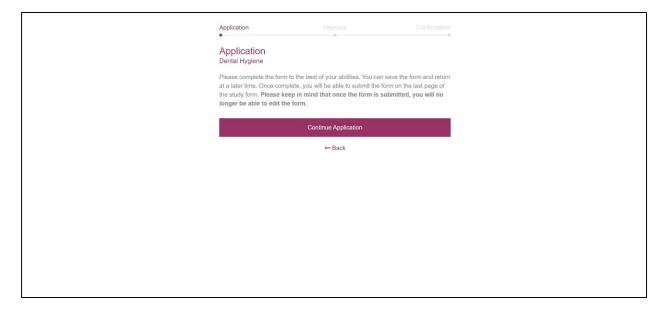
For a program seeking accreditation, the user can simply click on the "Apply for Accreditation" button.
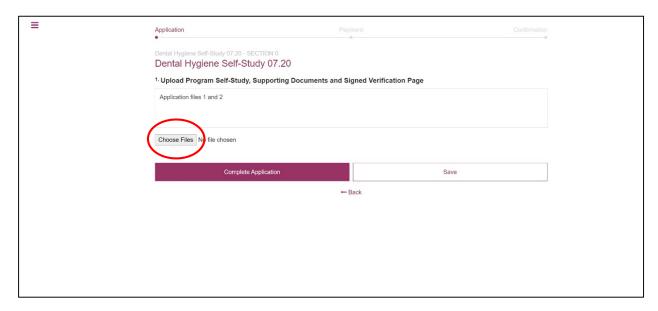

On the first page, click on the "Continue Application" button.

On the document page, enter any explanatory text needed, then click on the "Choose Files" button to select documents to upload.

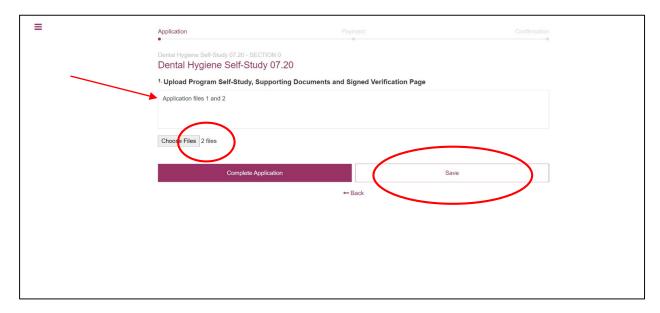Please note: add the text *on-site* to the filename any on-site only document BEFORE uploading.

You must upload the application, verification page (the same document you emailed to CODA staff to initiate your request, and supporting application documents in accordance with CODA's Electronic Submission Guidelines.
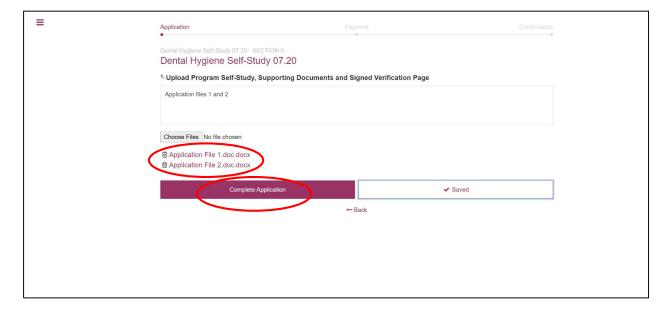
The maximum file size allowed is **100MB**. We recommend, however, that you attempt to keep each file at 50MB or less, as the larger the file, the longer it will take for that file to upload, depending on your internet upload speeds, etc.

You will then see that 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. Please ensure that all of your files have been uploaded. NOTE: you **must** enter explanatory text in the text box BEFORE pressing Save, or your files will not upload to the system.
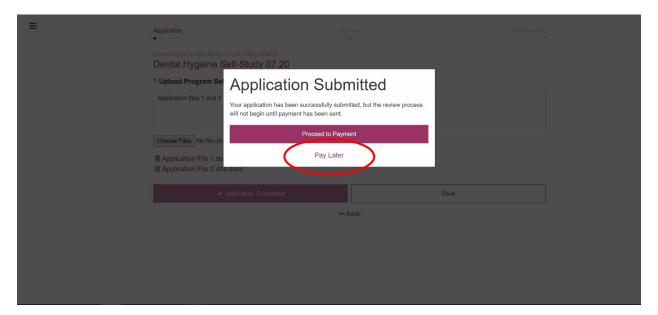

After clicking "Save", you will then see the names of the files that have been uploaded. If you wish to upload more files, you can click on the "Choose Files" button to upload more files. Be sure to click "Save" in order for the uploads to be complete. When you are finished uploading files, click on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

You should then get a message that the application has been successfully submitted, as indicated below. **Do not click on the "Proceed to Payment" button. Instead, click on the "Pay Later" button.**

You will now see that the application has been submitted and is pending payment. Once the program's payment has been processed (see separate Application Payment Sheet), the application Status will change from "Pending Payment" to "In Progress." The Commission office will be in contact with you once the program's application review has been initiated.