



COAMFTE
Commission on Accreditation for
Marriage and Family Therapy Education

COAMFTE EDvera Instructions

Instructions for:

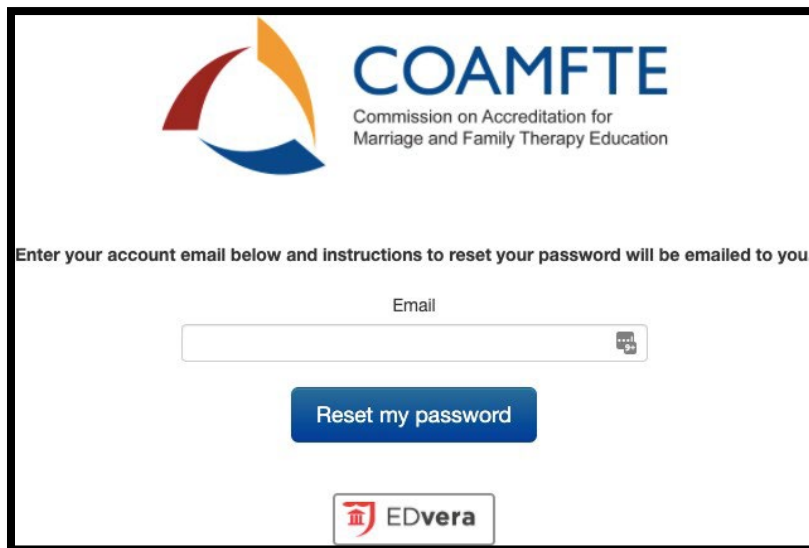
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Instructions for Accessing COAMFTE EDvera Dashboard

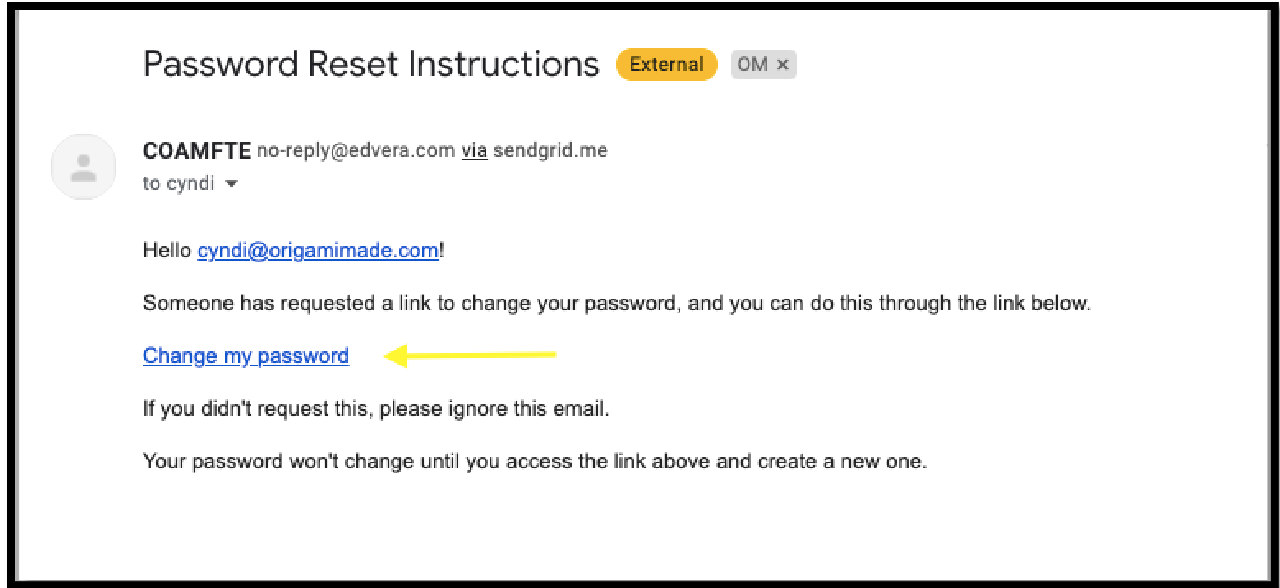
1. Go to <https://coamfte.edvera.com/> and click on the 'Forgot your password?' link.



2. Enter your email address (specifically the one these instructions were sent to or the one linked to the COAMFTE Network) and click 'Reset my password'.



3. You'll receive the following email within ~5 minutes. Click on the 'Change my password' link.

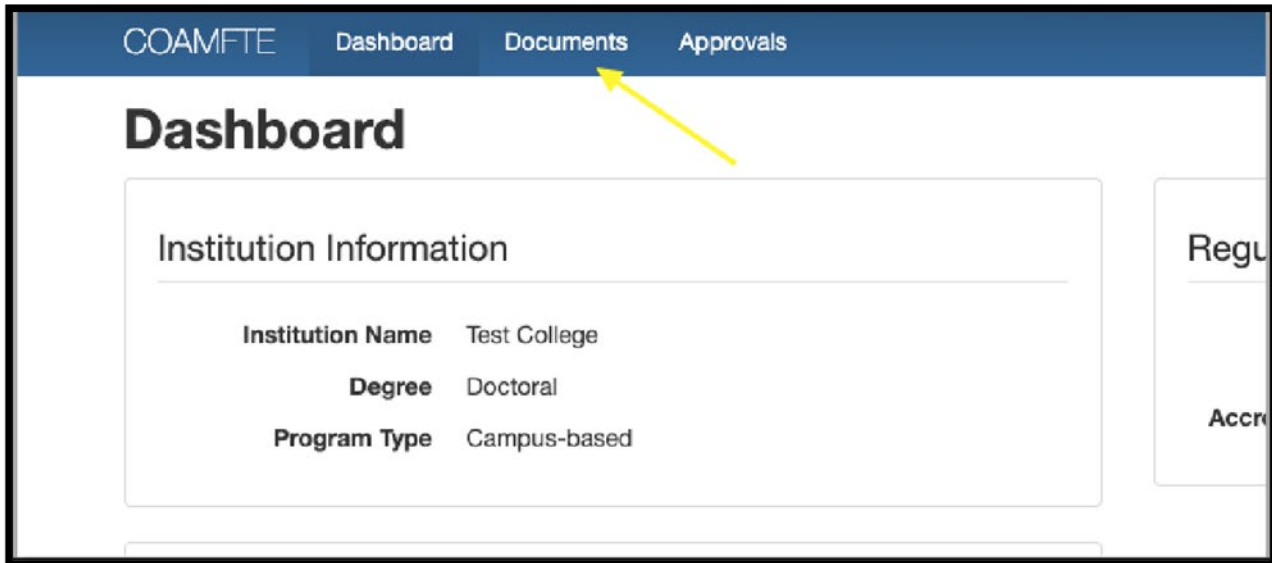


4. Enter a password of your choice (this will be your password going forward) and click 'Set new password and log me in'.

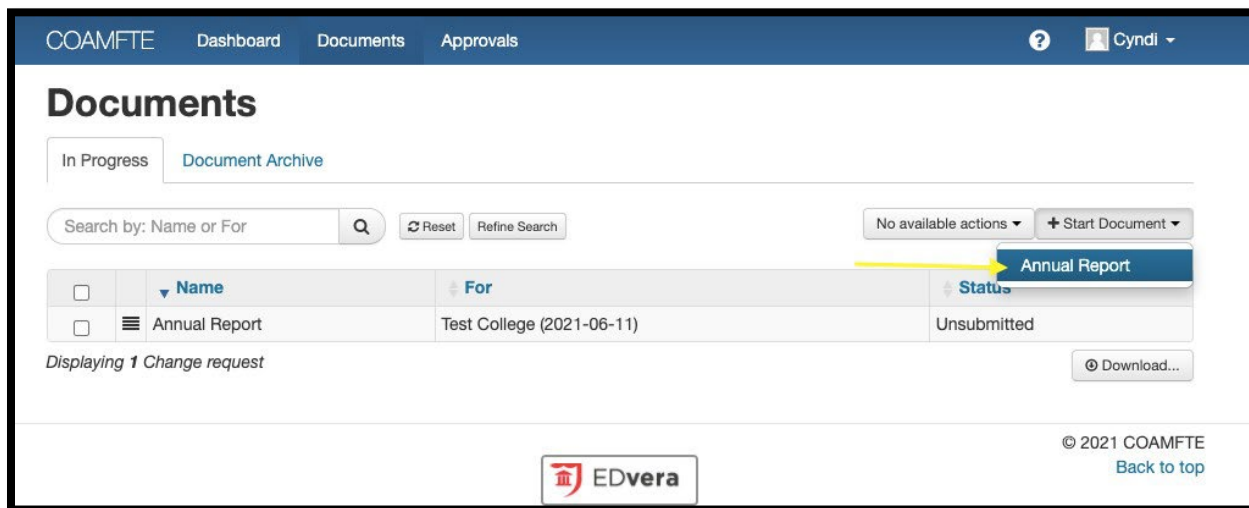
A screenshot of the COAMFTE password reset form. The header features the COAMFTE logo (a stylized 'C' with red, orange, and blue segments) and the text "COAMFTE Commission on Accreditation for Marriage and Family Therapy Education". Below the header, the section is titled "Set new password". A light blue banner states "Passwords must be at least 8 characters long." There are two input fields: "New Password" with a masked password "*****" and a toggle icon, and "Confirm Password" which is currently empty. At the bottom, there is a blue button labeled "Set new password and log me in".

Instructions for Accessing the Annual Report

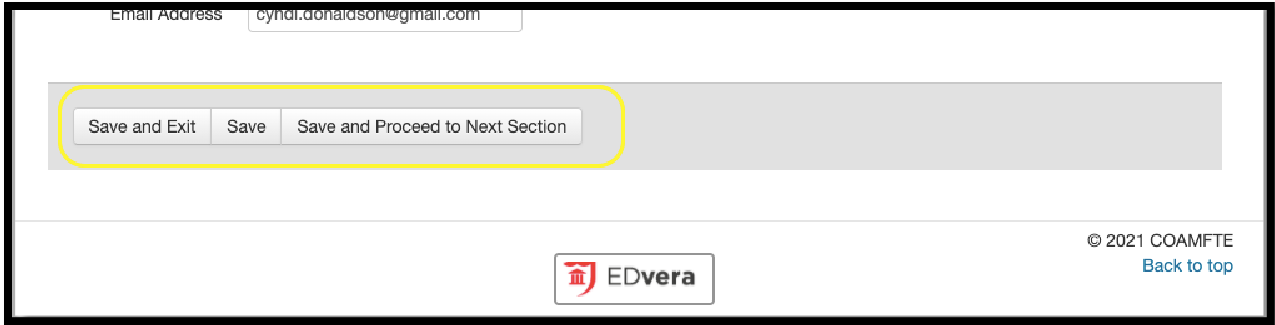
1. Once logged in, you'll land on the Dashboard. Click the 'Documents' menu.



2. Click the '+Start Document' button and choose 'Annual Report' from the dropdown choices. This will open your Annual Report.



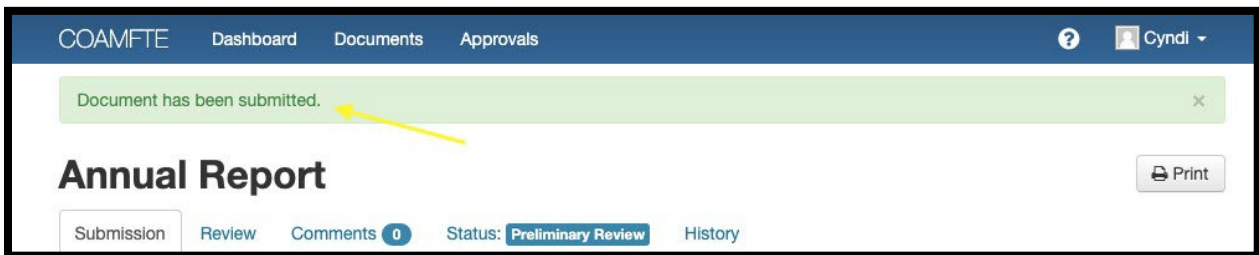
3. On the document, note that there are Save buttons at the bottom of each page. You can save your progress and come back later at any time.



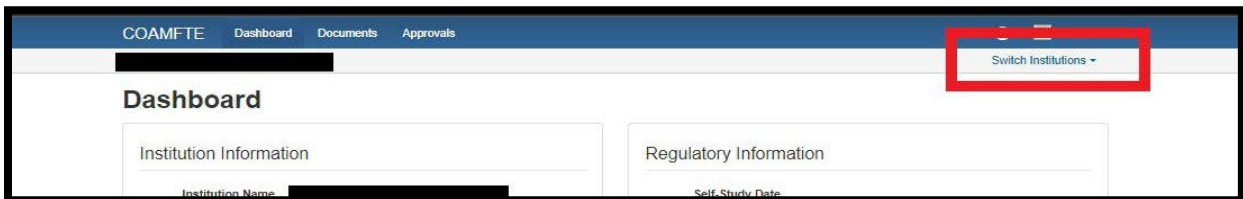
4. Once you get to the last tab of the document and you've entered all the required information, you'll click the 'Submit' button.



5. Once you've submitted the document, you will receive a confirmation message at the top of the page. Once you've submitted your document, you cannot make changes.

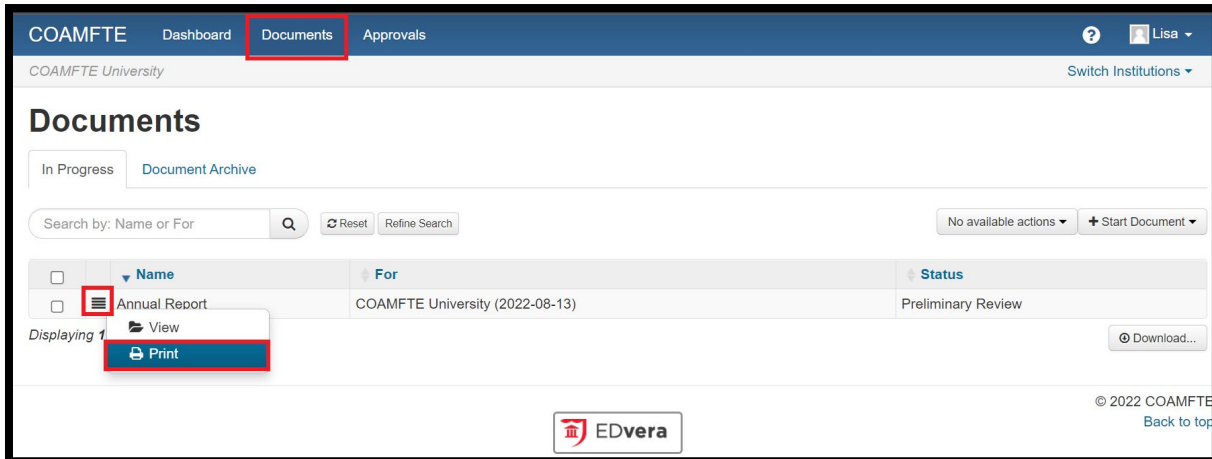


6. If you are Program Director for two or more programs, to complete Annual Report for each program click the "Switch institutions" drop down that is located on the upper right corner of the screen.

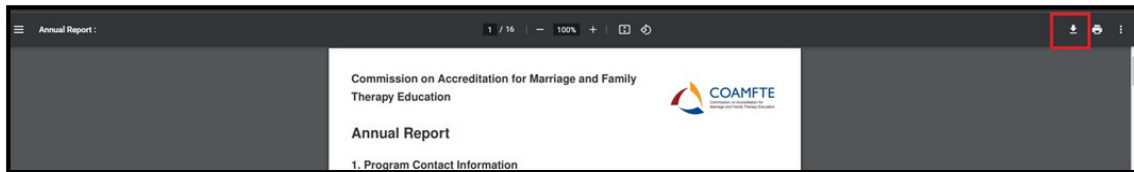


Instructions for Downloading a Copy of the Annual Report

1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
2. Click the '+Start Document' button
3. Click the menu icon next to the Annual Report you would like a copy of
4. Click "Print"

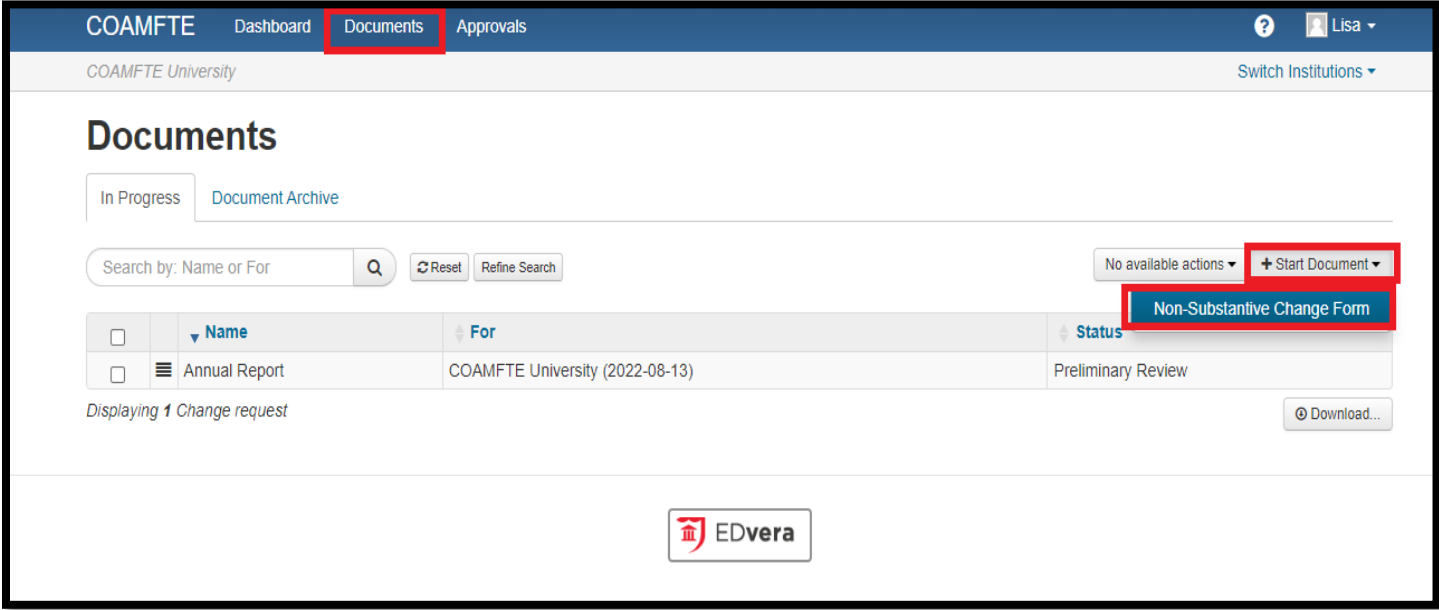


5. Click the download icon



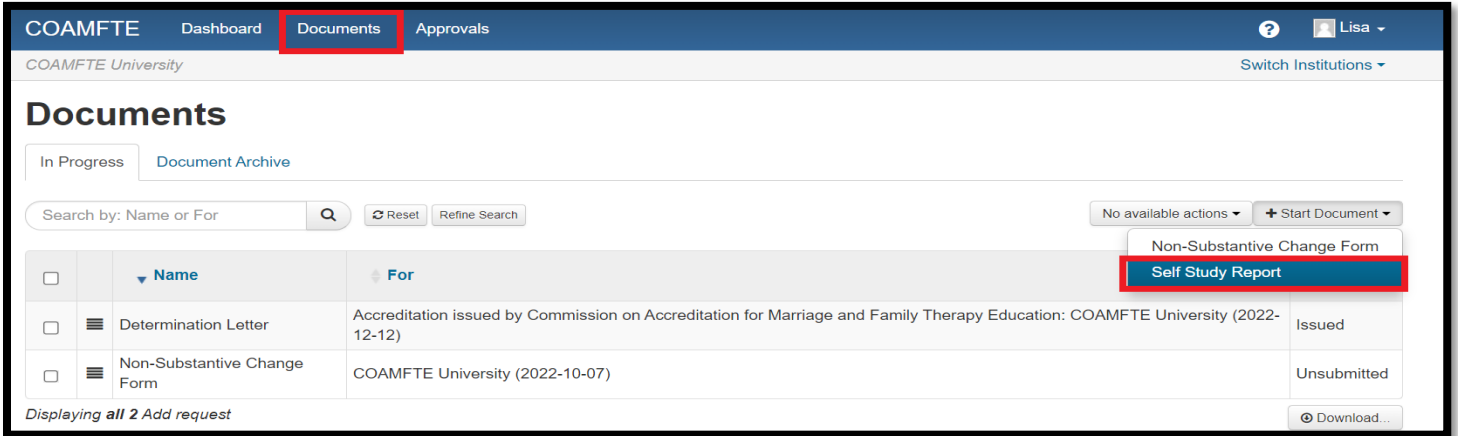
Instructions for Accessing Non-Substantive Change Form

- 1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
- 2. Click the '+Start Document' button and choose 'Non-Substantive Change Form' from the dropdown choices.



Instructions for Submitting the Self-Study Report

1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
2. Click the '+Start Document' button and choose 'Self-Study Report' from the dropdown choices.



The screenshot shows the COAMFTE University interface. The top navigation bar includes 'COAMFTE', 'Dashboard', 'Documents' (highlighted in red), and 'Approvals'. The user is logged in as 'Lisa'. The main heading is 'Documents'. Below the heading, there are tabs for 'In Progress' and 'Document Archive'. A search bar is present with a search icon, a 'Reset' button, and a 'Refine Search' button. To the right of the search bar, there is a 'No available actions' dropdown and a '+ Start Document' dropdown menu. The '+ Start Document' menu is open, showing 'Non-Substantive Change Form' and 'Self Study Report' (highlighted in red). Below the search bar is a table with the following data:

<input type="checkbox"/>	Name	For	
<input type="checkbox"/>	Determination Letter	Accreditation issued by Commission on Accreditation for Marriage and Family Therapy Education: COAMFTE University (2022-12-12)	Issued
<input type="checkbox"/>	Non-Substantive Change Form	COAMFTE University (2022-10-07)	Unsubmitted

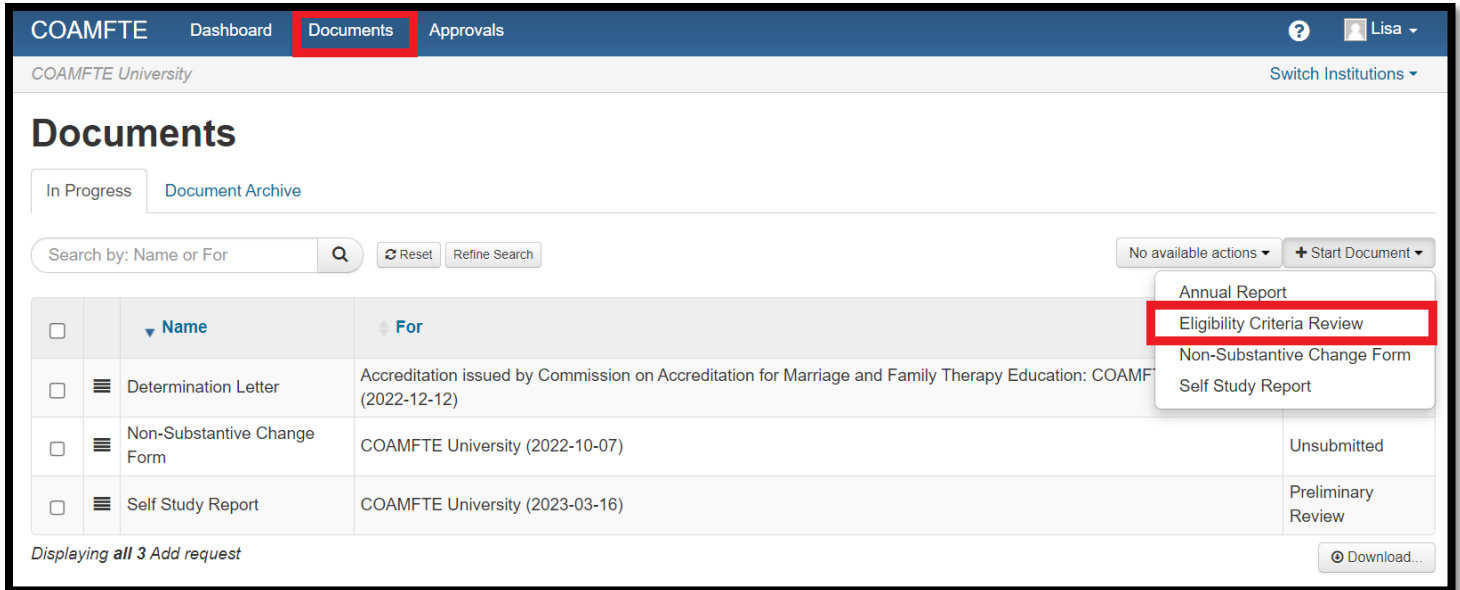
At the bottom of the table, it says 'Displaying all 2 Add request' and there is a 'Download...' button.

3. Click "Continue"
4. Upload your Self-Study by clicking or dragging your Self-Study Report to the "To attach a file drag & drop here or click to choose" button.
5. Click "Submit"

Note: If you are Program Director for two or more programs, to submit a Self-Study for each program click the "Switch institutions" drop down that is located on the upper right corner of the screen.

Instructions for Submitting the Eligibility Criteria

1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
2. Click the '+Start Document' button and choose 'Eligibility Criteria Review' from the dropdown choices.



The screenshot shows the COAMFTE Documents page. The 'Documents' menu is highlighted in red. The '+ Start Document' button is also highlighted in red, and its dropdown menu is open, showing 'Eligibility Criteria Review' as the selected option, also highlighted in red. The table below shows the existing documents.

<input type="checkbox"/>	Name	For	
<input type="checkbox"/>	Determination Letter	Accreditation issued by Commission on Accreditation for Marriage and Family Therapy Education: COAMFTE (2022-12-12)	
<input type="checkbox"/>	Non-Substantive Change Form	COAMFTE University (2022-10-07)	Unsubmitted
<input type="checkbox"/>	Self Study Report	COAMFTE University (2023-03-16)	Preliminary Review

Displaying all 3 Add request Download...

3. Click "Continue"
4. Upload your Eligibility Criteria document by clicking or dragging your Eligibility Criteria document to the "To attach a file drag & drop here or click to choose" button.
5. Click "Submit"

Note: If you are Program Director for two or more programs, to submit an Eligibility Criteria for each program click the "Switch institutions" drop down that is located on the upper right corner of the screen.