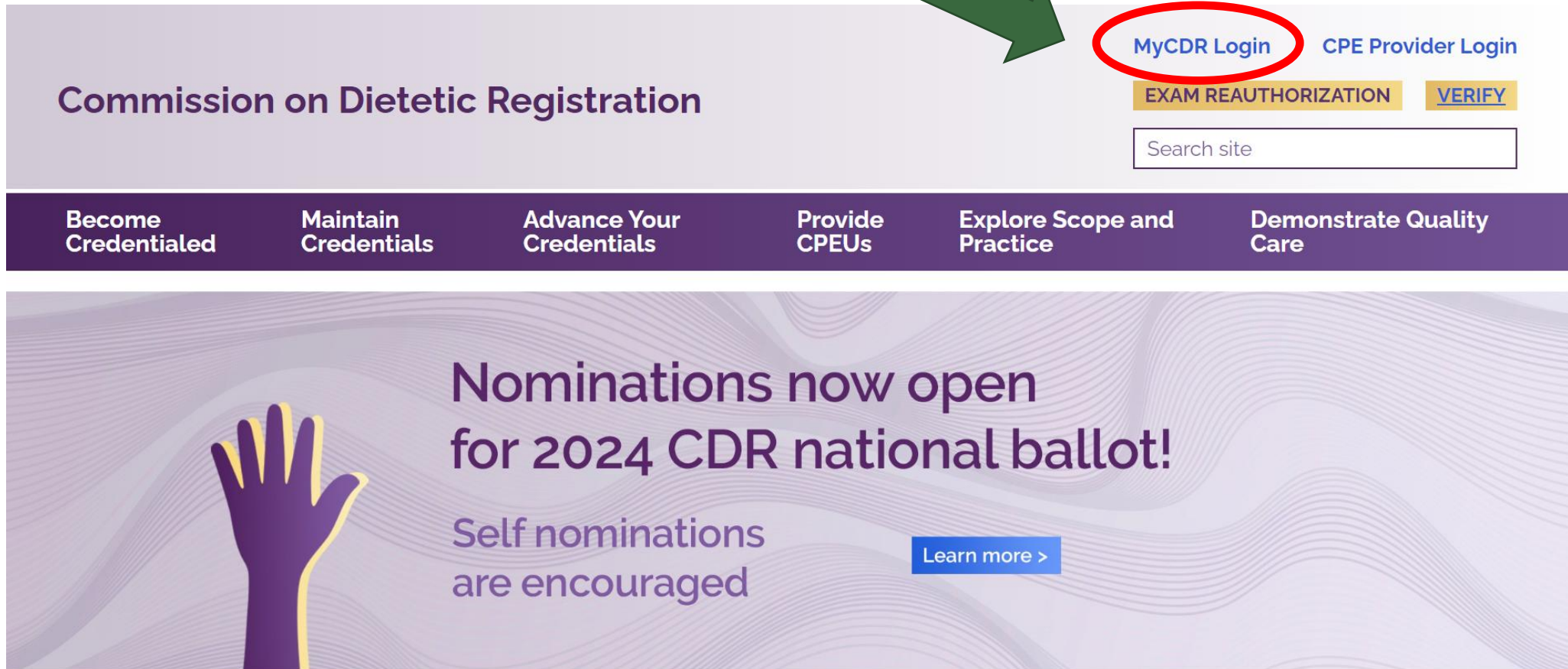
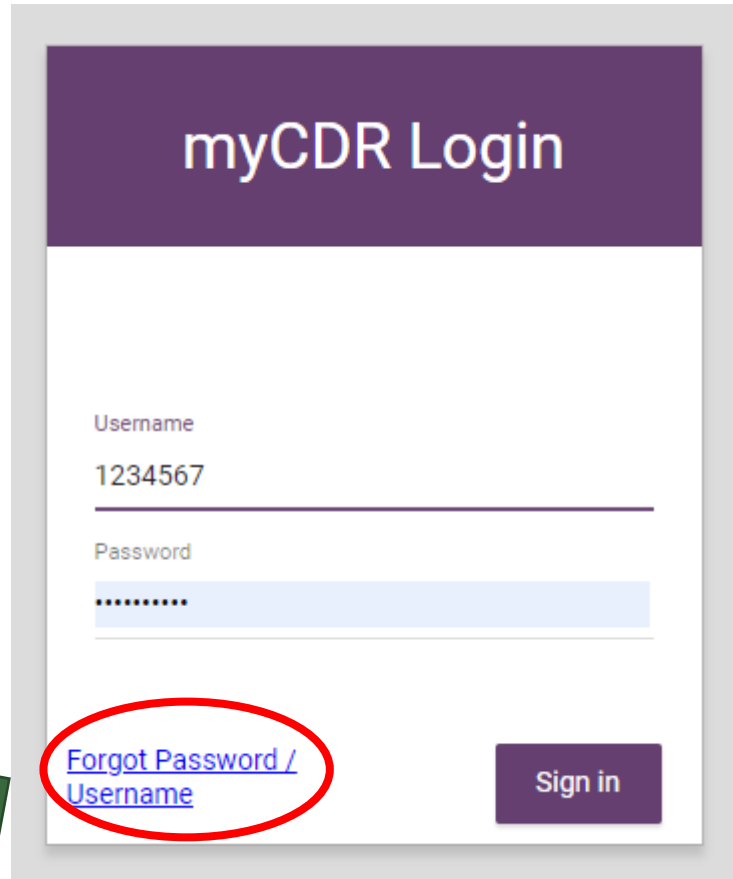


Activity Log Instructions

Step 1: Go to www.cdrnet.org and click "**MyCDR Login**."



Step 2: Log in to your MyCDR account with your username and password.

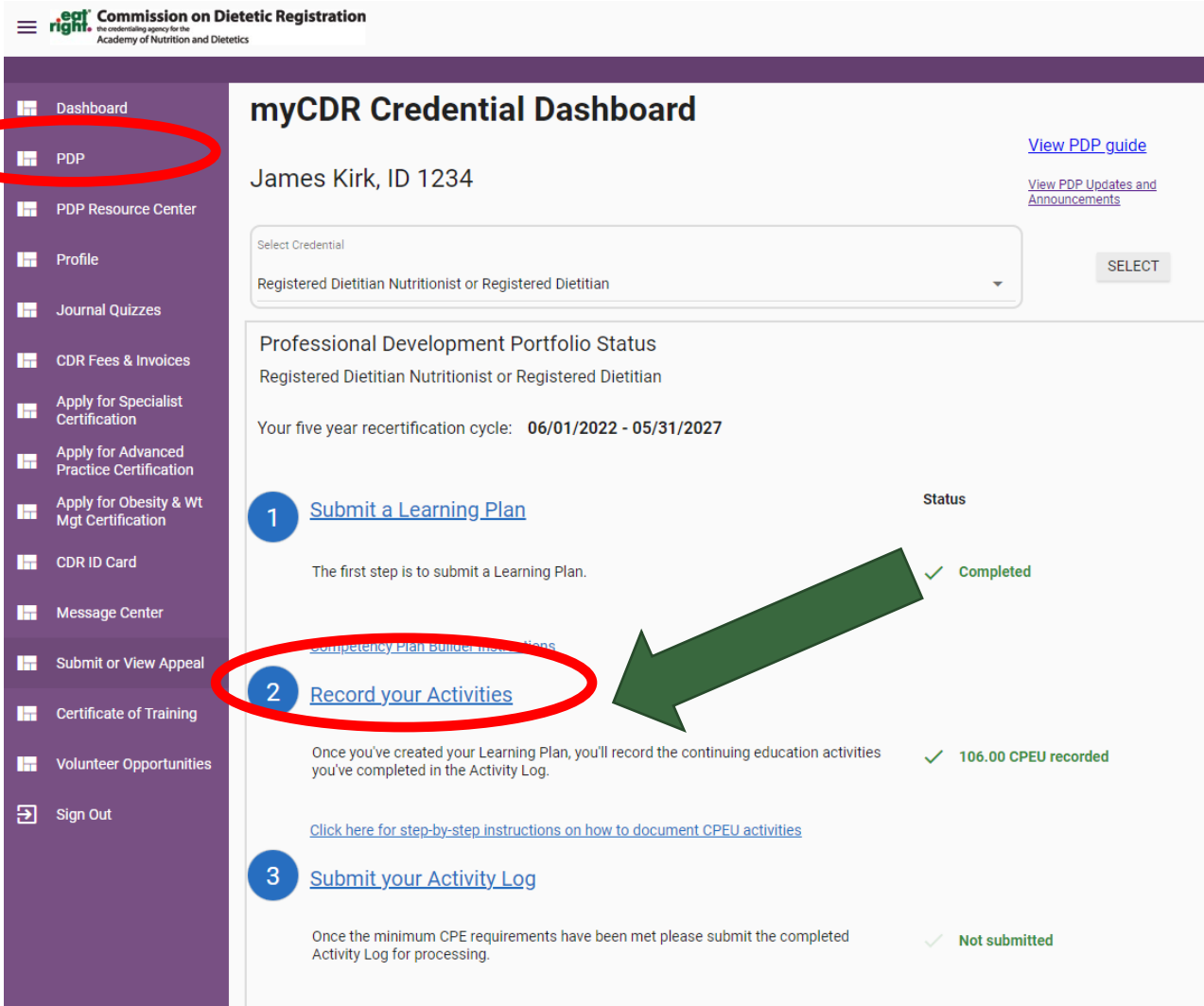


The image shows a login form titled "myCDR Login". It has two input fields: "Username" with the text "1234567" and "Password" with masked characters "*****". Below the password field is a link "Forgot Password / Username" circled in red. A green arrow points from the bottom left towards this link. A "Sign in" button is located at the bottom right of the form.

Helpful Tips:

- Your username is typically your ID number. Start with the first number after R00's (ex. 456789)
- Forgot your username or password? Click the "**Forgot Password / Username.**" Follow the appropriate prompt to either reset password or have the system email your login information.

Step 3: Enter the Professional Development Portfolio by clicking **“Record your Activities”** from the Dashboard or **“PDP”** from the left navigation pane.



The screenshot displays the myCDR Credential Dashboard for James Kirk, ID 1234. The left navigation pane includes links to Dashboard, PDP, PDP Resource Center, Profile, Journal Quizzes, CDR Fees & Invoices, Apply for Specialist Certification, Apply for Advanced Practice Certification, Apply for Obesity & Wt Mgt Certification, CDR ID Card, Message Center, Submit or View Appeal, Certificate of Training, Volunteer Opportunities, and Sign Out. The PDP link is circled in red. The main content area shows the Professional Development Portfolio Status for Registered Dietitian Nutritionist or Registered Dietitian, with a five-year recertification cycle from 06/01/2022 to 05/31/2027. A table lists three steps: 1. Submit a Learning Plan (Completed), 2. Record your Activities (106.00 CPEU recorded), and 3. Submit your Activity Log (Not submitted). The 'Record your Activities' step is circled in red, and a green arrow points to it from the left. A green arrow also points to the PDP link in the navigation pane.

Commission on Dietetic Registration
the credentialing agency for the
Academy of Nutrition and Dietetics

myCDR Credential Dashboard

James Kirk, ID 1234

[View PDP guide](#)

[View PDP Updates and Announcements](#)

Select Credential
Registered Dietitian Nutritionist or Registered Dietitian

Professional Development Portfolio Status
Registered Dietitian Nutritionist or Registered Dietitian

Your five year recertification cycle: 06/01/2022 - 05/31/2027

| | Status |
|--|------------------------|
| 1 Submit a Learning Plan The first step is to submit a Learning Plan. | ✓ Completed |
| 2 Record your Activities Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. Click here for step-by-step instructions on how to document CPEU activities | ✓ 106.00 CPEU recorded |
| 3 Submit your Activity Log Once the minimum CPE requirements have been met please submit the completed Activity Log for processing. | ✓ Not submitted |

Step 4: Click "**Access Log**" next to your cycle to begin recording activities.

| My recertification cycles | | |
|-----------------------------------|-----------------------------|--|
| 06/01/2022 - 05/31/2027 (current) | Access Plan | Access Log |
| 03/20/2021 - 05/31/2026 | Access Plan | Access Log Log Completion Letter |
| 03/20/2017 - 05/31/2022 | Access Plan | Access Log Log Completion Letter |

Step 5: Click "**Add an Activity.**"

PDP Activity Log

Registered Dietitian Nutritionist or Registered Dietitian

Cycle Start Date 06/01/2022 Cycle End Date 05/31/2027

Log Status - Not submitted for approval

You have logged 106 CPEUs out of 75 required for recertification

You have completed the minimum number of CPE required for this certification cycle. Please remember to click Finish - Submit log for processing before the end of your certification cycle.

[Finish - submit Activity Log](#)[Add an Activity](#)


Step 6: Auto Entry – For CDR Prior Approved activities enter the 6-digit CDR Prior Approval Number and click “**Continue**.” If you do not know the CDR Prior Approval Number or the activity is not Prior Approved by CDR, click “**Skip**” and proceed to Step 8.

If you know the activity's 6-digit CDR Prior Approval Number, please enter it here and click Continue.
If you do not know the number, click Skip.

Activity Number

179093

Skip Continue

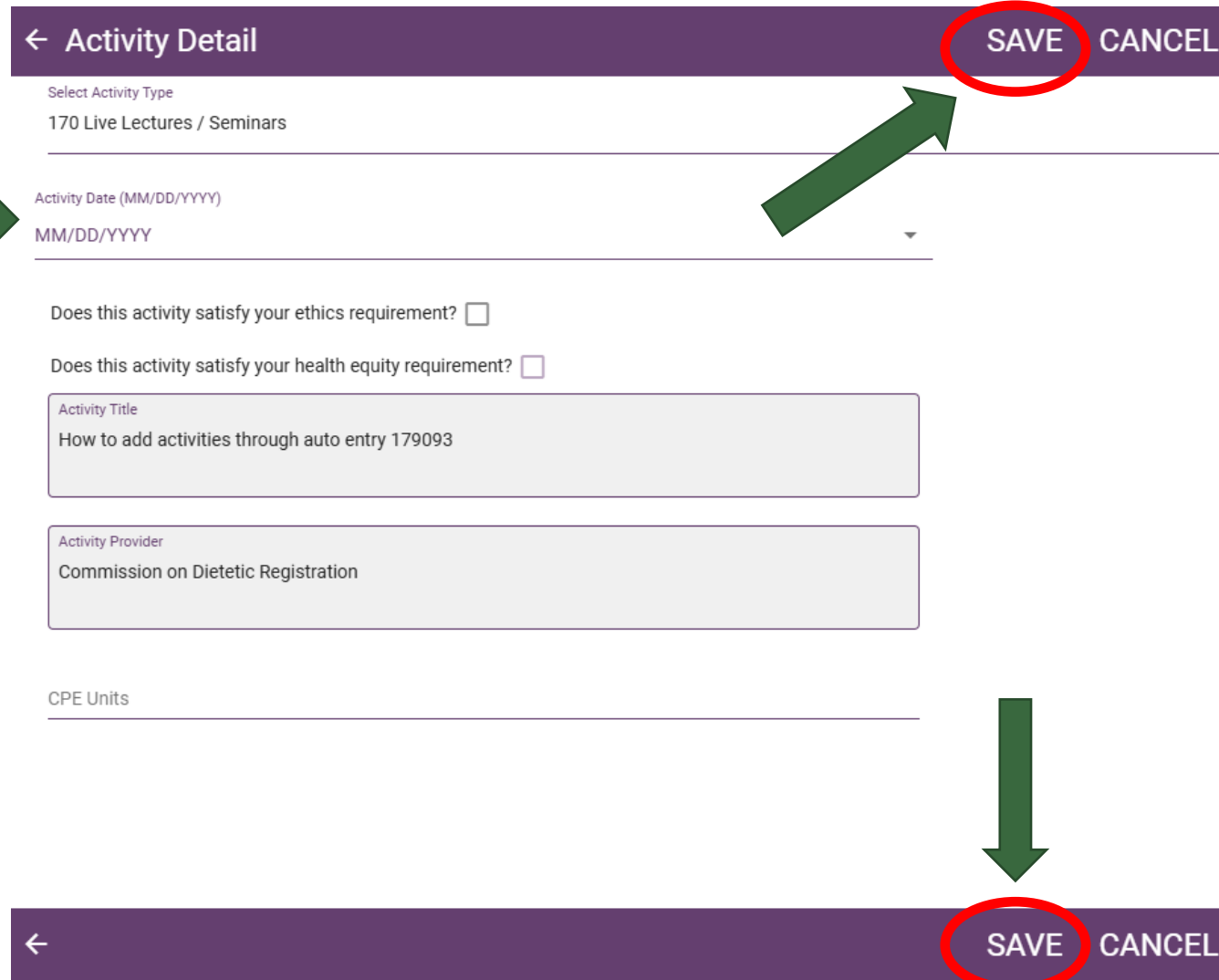


Note:

- For CDR Prior Approved activities, the CDR Prior Approval Number can be found in the [CPE Database](#).

Step 7: Completing the Activity Detail Page with Auto Entry

Note: The date of completion can be entered by typing the date or by selecting the date or by selecting the down arrow and using the calendar feature.



The screenshot shows the 'Activity Detail' form. At the top, a purple header bar contains a back arrow, the title 'Activity Detail', and 'SAVE' and 'CANCEL' buttons. The 'SAVE' button is circled in red, and a green arrow points to it from the left. Below the header, the form fields are: 'Select Activity Type' with the value '170 Live Lectures / Seminars'; 'Activity Date (MM/DD/YYYY)' with the value 'MM/DD/YYYY' and a dropdown arrow; two checkboxes for 'Does this activity satisfy your ethics requirement?' and 'Does this activity satisfy your health equity requirement?'; 'Activity Title' with the value 'How to add activities through auto entry 179093'; 'Activity Provider' with the value 'Commission on Dietetic Registration'; and 'CPE Units'. A green arrow points from the left to the 'CPE Units' field. At the bottom, another purple bar contains a back arrow, a 'SAVE' button (circled in red), and a 'CANCEL' button. A green arrow points down to the 'SAVE' button.

Note: Practitioners will no longer select a Sphere and Competency or write an impact statement when recording an activity in the Activity Log. Instead, practitioners will reflect on the Spheres and Competencies that best describe their learning when completing the updated Step 3: Self-Assessment.

Step 8: Completing the Activity Detail Page with Manual Entry

The screenshot shows the 'Activity Detail' page. At the top is a purple header bar with a back arrow, the text 'Activity Detail', and two buttons: 'SAVE' (circled in red) and 'CANCEL'. Below the header, there are several input fields and checkboxes. On the left side of the form, there are six green arrows pointing right towards the following fields: 'Select Activity Type' (with a red error message 'Activity Type is required' below it), 'Activity Date (MM/DD/YYYY)' (with the value '2/18/2025'), 'Does this activity satisfy your ethics requirement?' (checkbox), 'Does this activity satisfy your health equity requirement?' (checkbox), 'Activity Title' (text box), 'Activity Provider' (text box), and 'CPE Units' (text box). A large green arrow points from the 'SAVE' button in the top header to the 'SAVE' button in the bottom header. The bottom header is a purple bar with a back arrow, and the 'SAVE' button is also circled in red.

Note: Practitioners will no longer select a Sphere and Competency or write an impact statement when recording an activity in the Activity Log. Instead, practitioners will reflect on the Spheres and Competencies that best describe their learning when completing the updated Step 3: Self-Assessment.

Step 9: You will be automatically returned to the PDP Activity Log where you can view and edit previously recorded activities or upload optional documentation such as certificates of completion or other documentation. Please note, optional upload becomes required if you are selected for PDP Audit.

| | Activity Date | Activity Type | Activity Provider | Activity Title | CPE Units | Review Status | Comment | (Optional Upload) |
|----------------------|---------------|---------------|-------------------|----------------------------------|-----------|---------------|---------|--------------------------|
| Edit | 3/15/2021 | 171 | SuperZenRD | How to be a patient communicator | 1.75 | | | ↑ UPLOAD |

Questions?

Have additional questions? Please contact CDR at pdp@eatright.org.