

**Commission
on Dietetic
Registration**

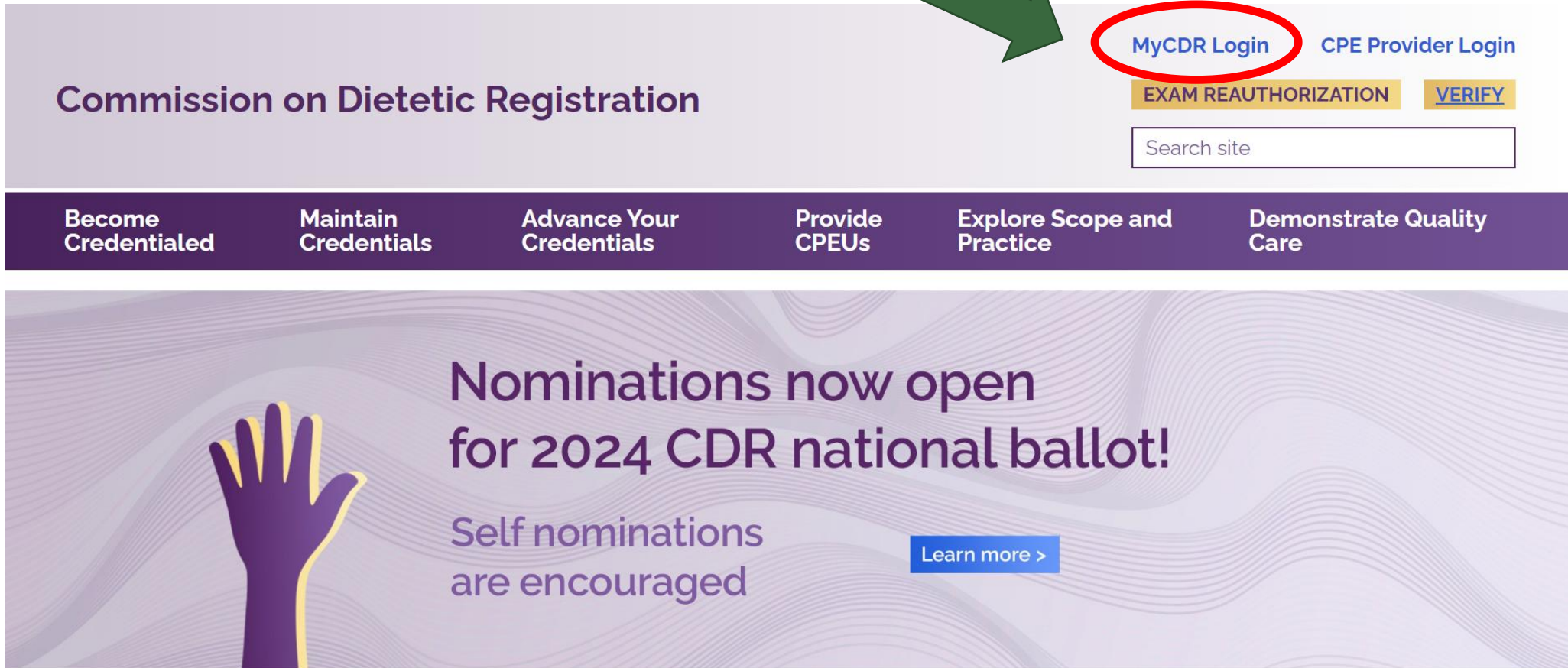
the credentialing agency for the
Academy of Nutrition
and Dietetics



Activity Log Instructions

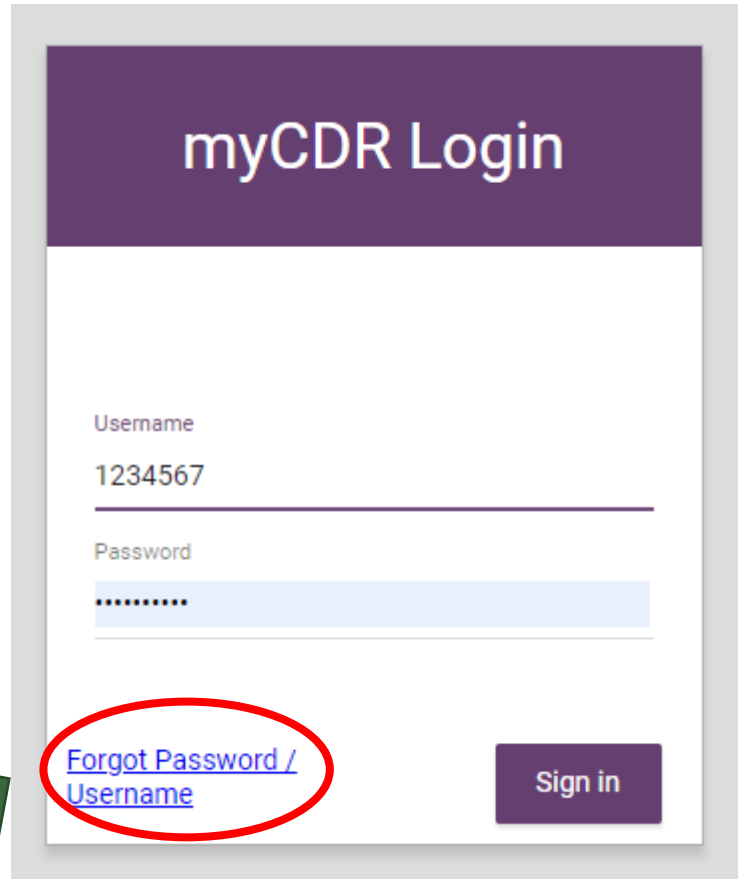


Step 1: Go to www.cdrnet.org and click "**MyCDR Login**."



The screenshot shows the homepage of the Commission on Dietetic Registration. At the top left, the text "Commission on Dietetic Registration" is displayed. On the right side, there are two links: "MyCDR Login" (circled in red) and "CPE Provider Login". Below these links are two buttons: "EXAM REAUTHORIZATION" and "VERIFY". A search bar with the placeholder text "Search site" is located below the buttons. A dark purple navigation bar contains six menu items: "Become Credentialed", "Maintain Credentials", "Advance Your Credentials", "Provide CPEUs", "Explore Scope and Practice", and "Demonstrate Quality Care". Below the navigation bar is a large banner with a purple background and white text that reads "Nominations now open for 2024 CDR national ballot!". To the left of the text is an illustration of a hand with fingers spread. Below the main text, it says "Self nominations are encouraged" and there is a blue button that says "Learn more >".

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



myCDR Login

Username
1234567

Password
.....

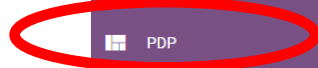
[Forgot Password / Username](#)

Sign in

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.



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](#)

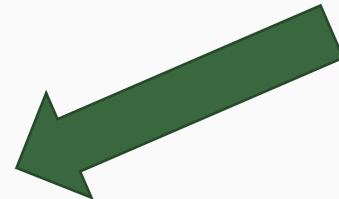
Select Credential
Registered Dietitian Nutritionist or Registered Dietitian SELECT

Professional Development Portfolio Status

Registered Dietitian Nutritionist or Registered Dietitian

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

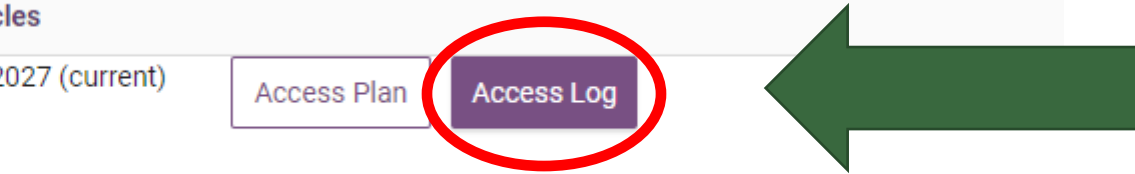
	Status
1 Submit a Learning Plan The first step is to submit a Learning Plan.	✓ Completed
2 Record your Activities Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. Click here for step-by-step instructions on how to document 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.

← Activity Detail **SAVE** CANCEL

Select Activity Type
170 Live Lectures / Seminars

Activity Date (MM/DD/YYYY)
MM/DD/YYYY

Does this activity satisfy your ethics requirement?

Does this activity satisfy your health equity requirement?

Activity Title
How to add activities through auto entry 179093

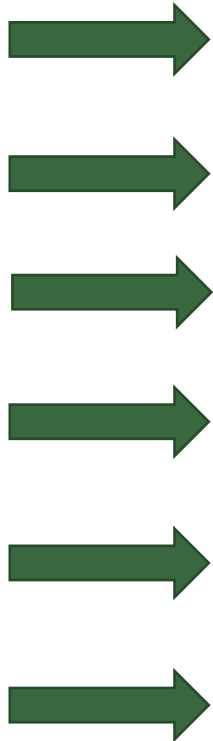
Activity Provider
Commission on Dietetic Registration

CPE Units

← **SAVE** CANCEL

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



← Activity Detail **SAVE** CANCEL

Select Activity Type

Activity Type is required

Activity Date (MM/DD/YYYY)

2/18/2025

Does this activity satisfy your ethics requirement?

Does this activity satisfy your health equity requirement?

Activity Title


Activity Provider

CPE Units

← **SAVE** CANCEL

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.