

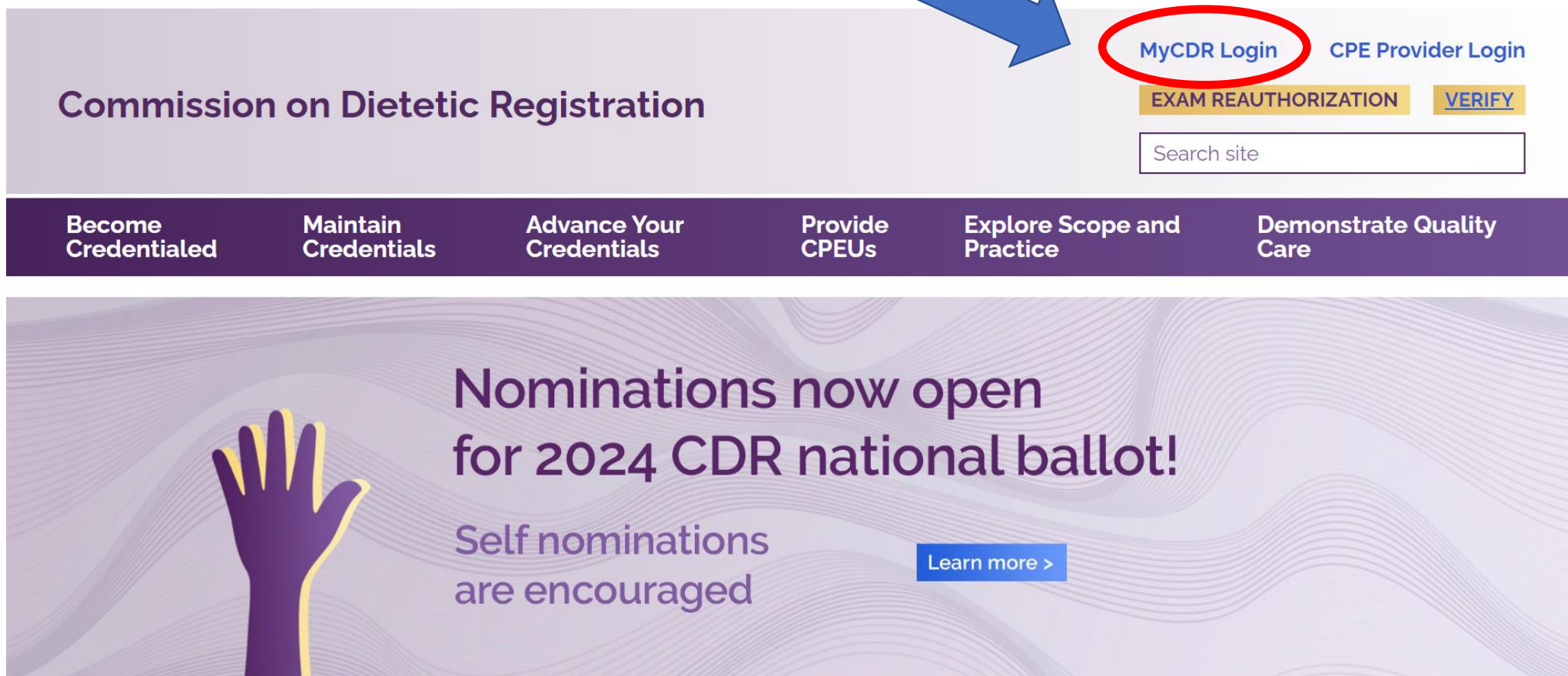
# Activity Log Instructions

## **Commission on Dietetic Registration**

the credentialing agency for the  
**Academy of Nutrition  
and Dietetics**



**Step 1:** Go to [www.cdrnet.org](http://www.cdrnet.org) and Click **“MyCDR Login”**




Commission on Dietetic Registration

[MyCDR Login](#) [CPE Provider Login](#)

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 **Nominations now open for 2024 CDR national ballot!**

Self nominations are encouraged

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## 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 login information is the same as your Academy login.
- 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.



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

myCDR Credential Dashboard

James Kirk, ID 1234

[View PDP guide](#)

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Select Credential  
Registered Dietitian Nutritionist or Registered Dietitian

Professional Development Portfolio Status  
Registered Dietitian Nutritionist or Registered Dietitian

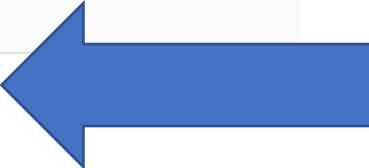
Your five year recertification cycle: 06/01/2022 - 05/31/2027

	Status
<b>1</b> <a href="#">Submit a Learning Plan</a> The first step is to submit a Learning Plan. <a href="#">Competency Plan Builder Instructions</a>	✓ Completed
<b>2</b> <a href="#">Record your Activities</a> Once you've created your Learning Plan, you'll record the continuing education activities you've completed in the Activity Log. <a href="#">Click here for step-by-step instructions on how to document CPEU activities</a>	✓ 106.00 CPEU recorded
<b>3</b> <a href="#">Submit your Activity Log</a> 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)	<a href="#">Access Plan</a>	<a href="#">Access Log</a>	
03/20/2021 - 05/31/2026	<a href="#">Access Plan</a>	<a href="#">Access Log</a>	<a href="#">Log Completion Letter</a>
03/20/2017 - 05/31/2022	<a href="#">Access Plan</a>	<a href="#">Access Log</a>	<a href="#">Log Completion Letter</a>



The image shows a screenshot of a user interface for recertification cycles. The title is "My recertification cycles". There are three rows representing different cycles. The first row is for the current cycle, "06/01/2022 - 05/31/2027 (current)". It has two buttons: "Access Plan" and "Access Log". The "Access Log" button is circled in red. A large blue arrow points from the right towards the "Access Log" button. The second row is for the cycle "03/20/2021 - 05/31/2026" and has three buttons: "Access Plan", "Access Log", and "Log Completion Letter". The third row is for the cycle "03/20/2017 - 05/31/2022" and also has three buttons: "Access Plan", "Access Log", and "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

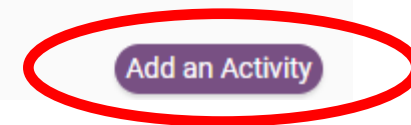
Log Status - Not submitted for approval

**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 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 approved activities the CDR Prior Approval Number can be found in the [CPE Database](#).
- If you do not know the CDR Prior Approval Number or the activity is not Prior Approved by CDR, Click “Skip”

**Step 7:** Auto Entry - Complete the Activity Detail page by entering the date of completion, selecting a Sphere and Competency, entering the CPEU value, and writing an impact statement. Click **“Save”** once all fields are completed.

**Note:** The date of completion can be entered by typing the date or by selecting the date from the calendar feature.

The screenshot shows the 'Activity Detail' form with the following fields and annotations:

- Activity Type:** 170 Live Lectures / Seminars (with a link to 'Activity type FAQ')
- Activity Date (MM/DD/YYYY):** MM/DD/YYYY (with a link to 'Sphere & Competency FAQ') - A blue arrow points to this field.
- Sphere Number:** (with a dropdown arrow) - A blue arrow points to this field.
- Select Competency:** (with a dropdown arrow) - A blue arrow points to this field.
- Activity Log Basics:** A section containing explanatory text about spheres and competencies.
- Ethics Requirement:** 'Does this activity satisfy your ethics requirement?' with an unchecked checkbox.
- Activity Title:** How to add activities through auto entry 179093
- Activity Provider:** Commission on Dietetic Registration
- CPE Units:** (with a dropdown arrow) - A blue arrow points to this field.
- Impact Statement:** 'What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?' - A blue arrow points to the text area below this question.
- Navigation:** 'SAVE' and 'CANCEL' buttons at the top right. The 'SAVE' button is circled in red, and a blue arrow points to it from the 'Activity Date' field.



**Step 8:** If Auto Entry was not used, complete all fields on the Activity Detail page. Click “**Save**” at the bottom or top.

**Note:**

- Learners may choose ANY Sphere or Competency regardless of inclusion on your personalized Learning Plan. Updates to the Learning Plan are unnecessary after selecting Spheres and Competencies in the Activity Log.

← Activity Detail SAVE CANCEL

Select Activity Type  
171 Live Webinars / Teleseminars

Activity Date (MM/DD/YYYY)  
3/15/2021

Sphere Number  
2. Communications

Select Competency  
2.1 Adapts communication methods and skills to meet the needs of audiences.

Does this activity satisfy your ethics requirement?

Activity Title  
How to be a patient communicator

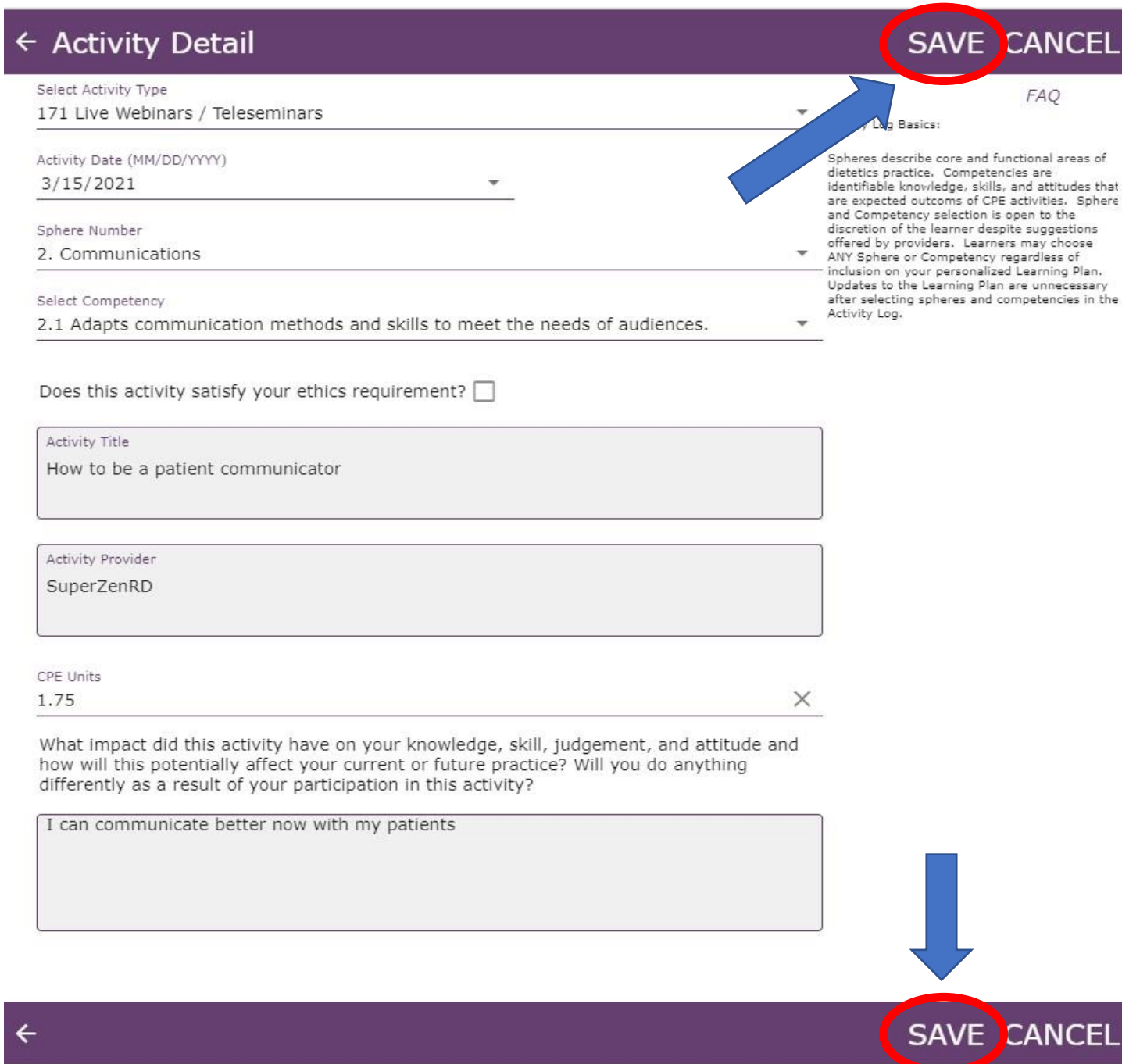
Activity Provider  
SuperZenRD

CPE Units  
1.75

What impact did this activity have on your knowledge, skill, judgement, and attitude and how will this potentially affect your current or future practice? Will you do anything differently as a result of your participation in this activity?

I can communicate better now with my patients

← SAVE CANCEL



**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)
<a href="#">Edit</a>	3/15/2021	171	SuperZenRD	How to be a patient communicator	1.75			<a href="#">↑ UPLOAD</a>

# Questions?

Have additional questions? Please contact CDR at [CDR@eatright.org](mailto:CDR@eatright.org)