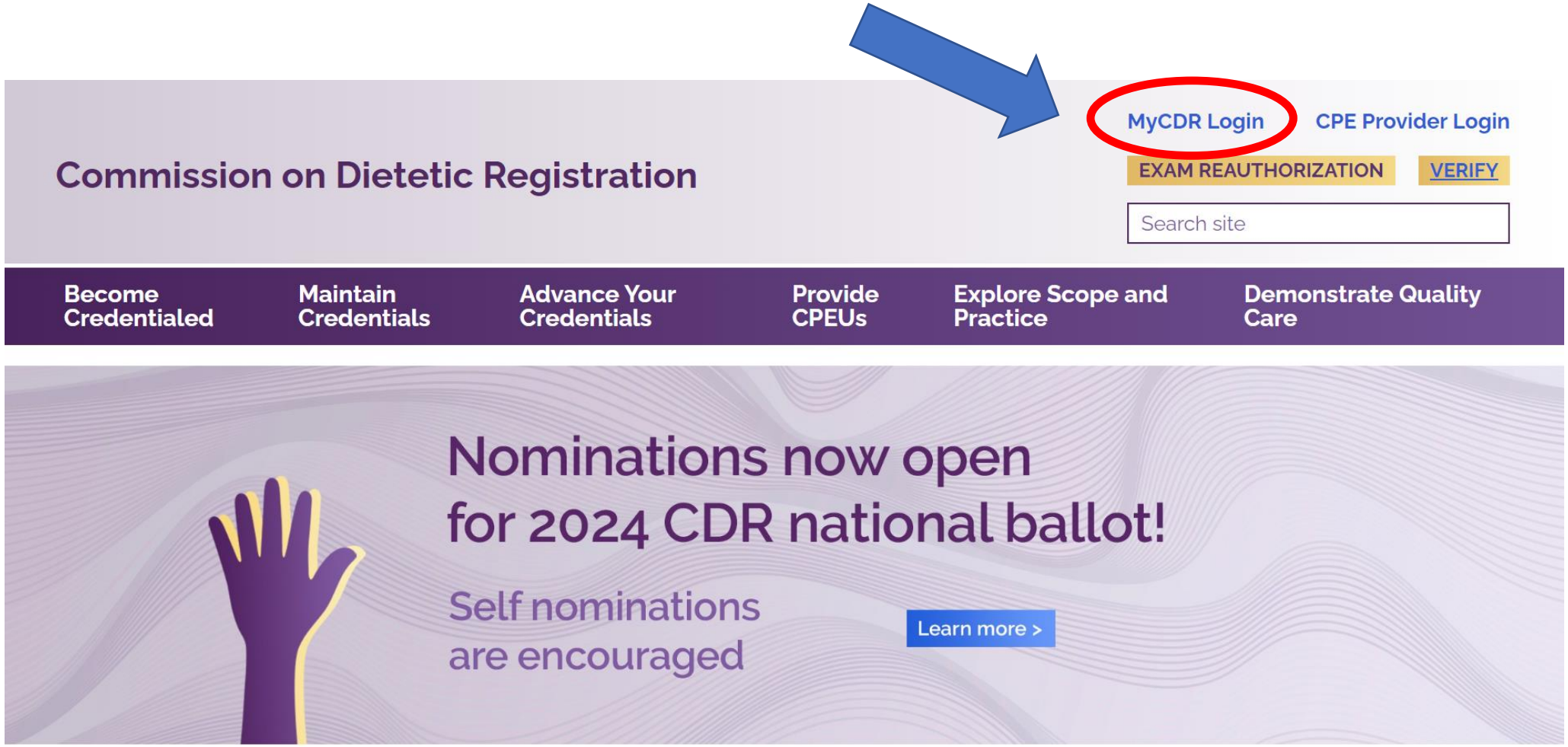
Activity Log Instructions

Commission on Dietetic Registration

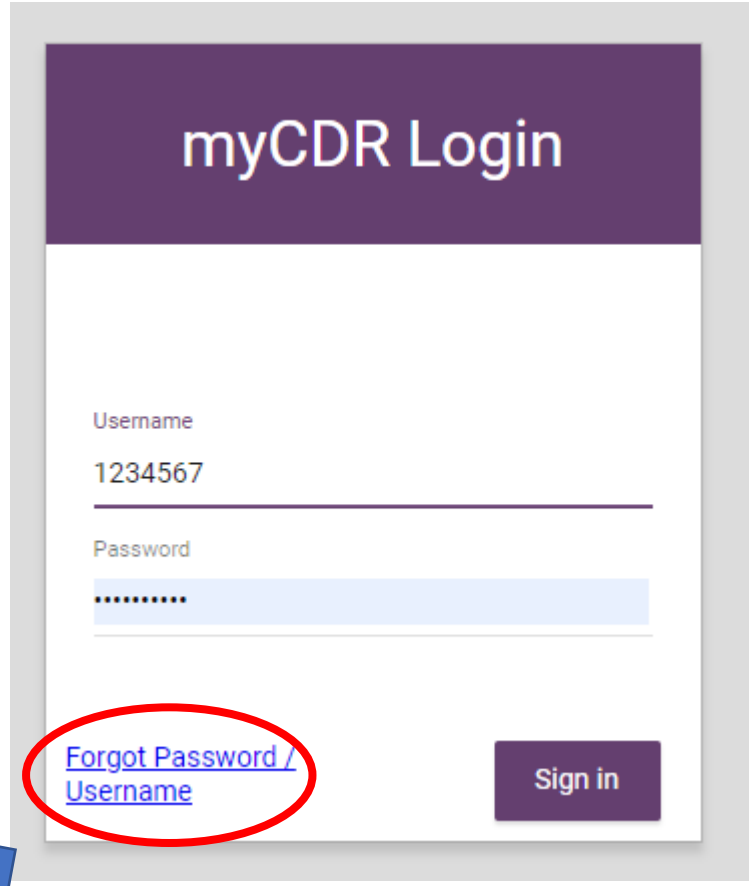
the credentialing agency for the Academy of Nutrition and Dietetics

Updated: September 2023

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



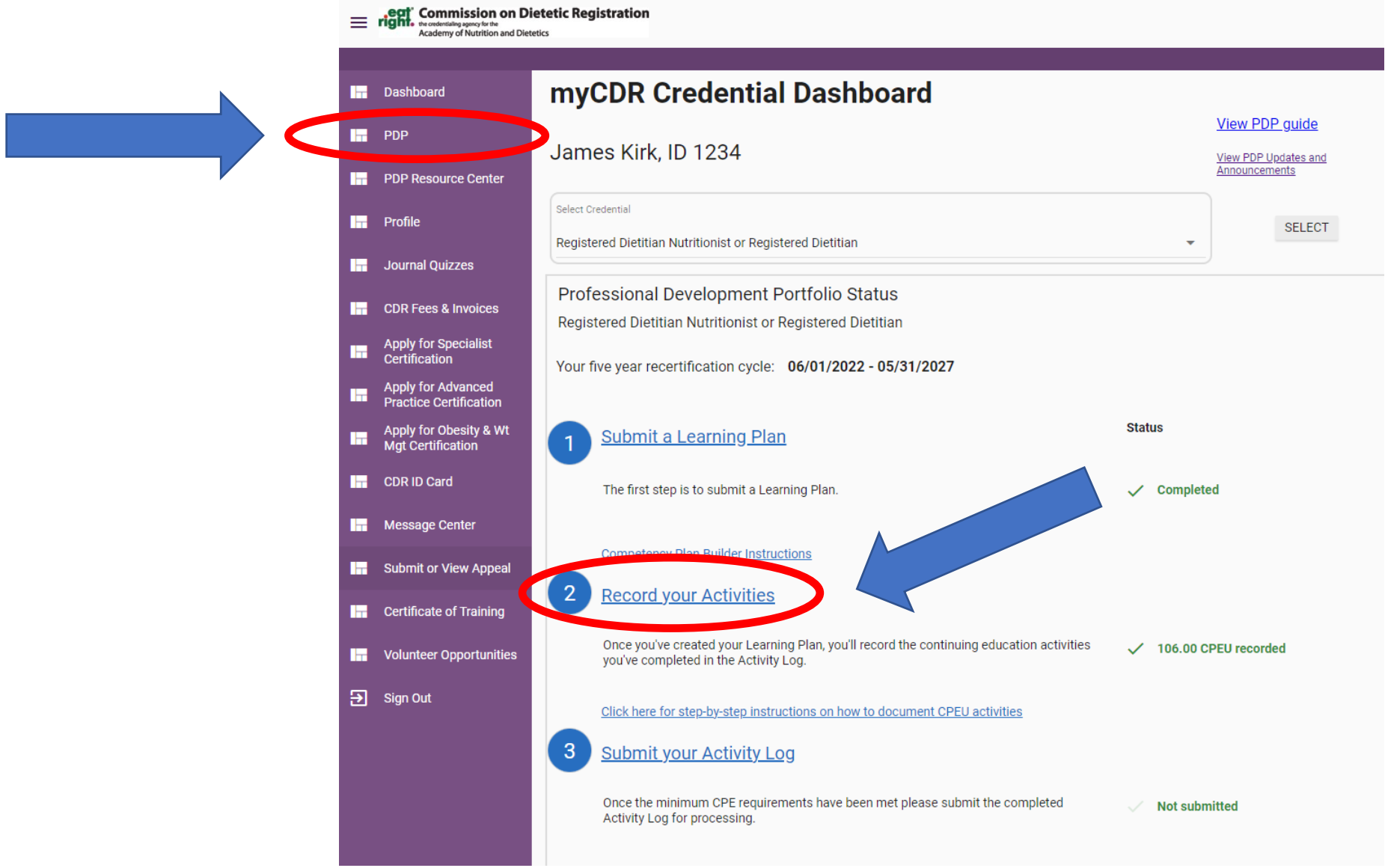
<u>Step 2</u>: Log in to your MyCDR account with your username and password



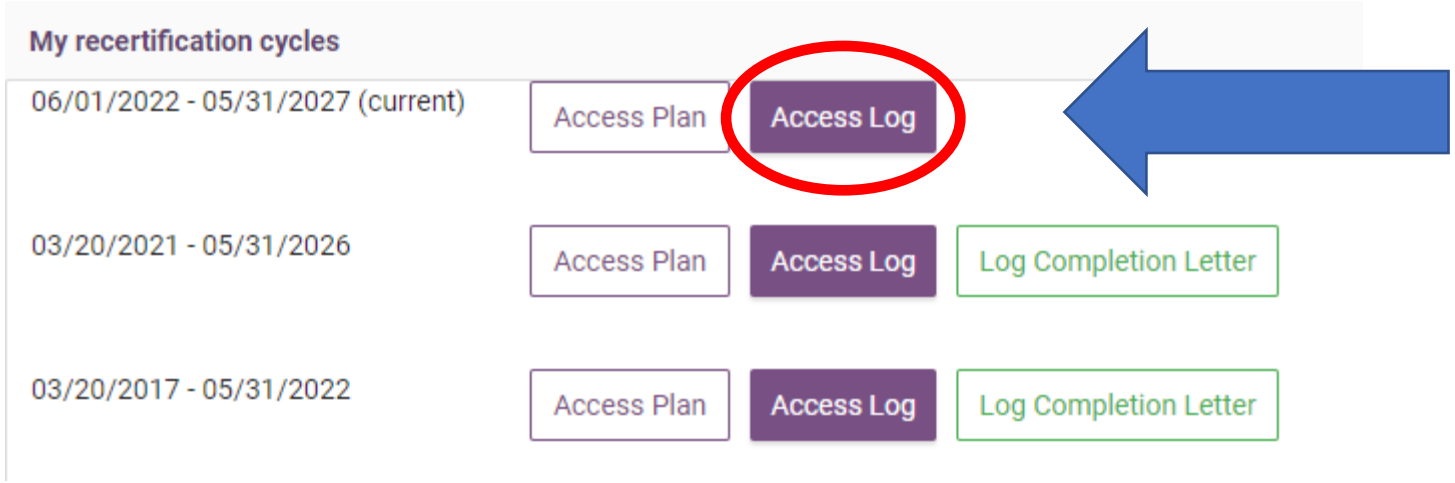
Helpful Tips:

- 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.

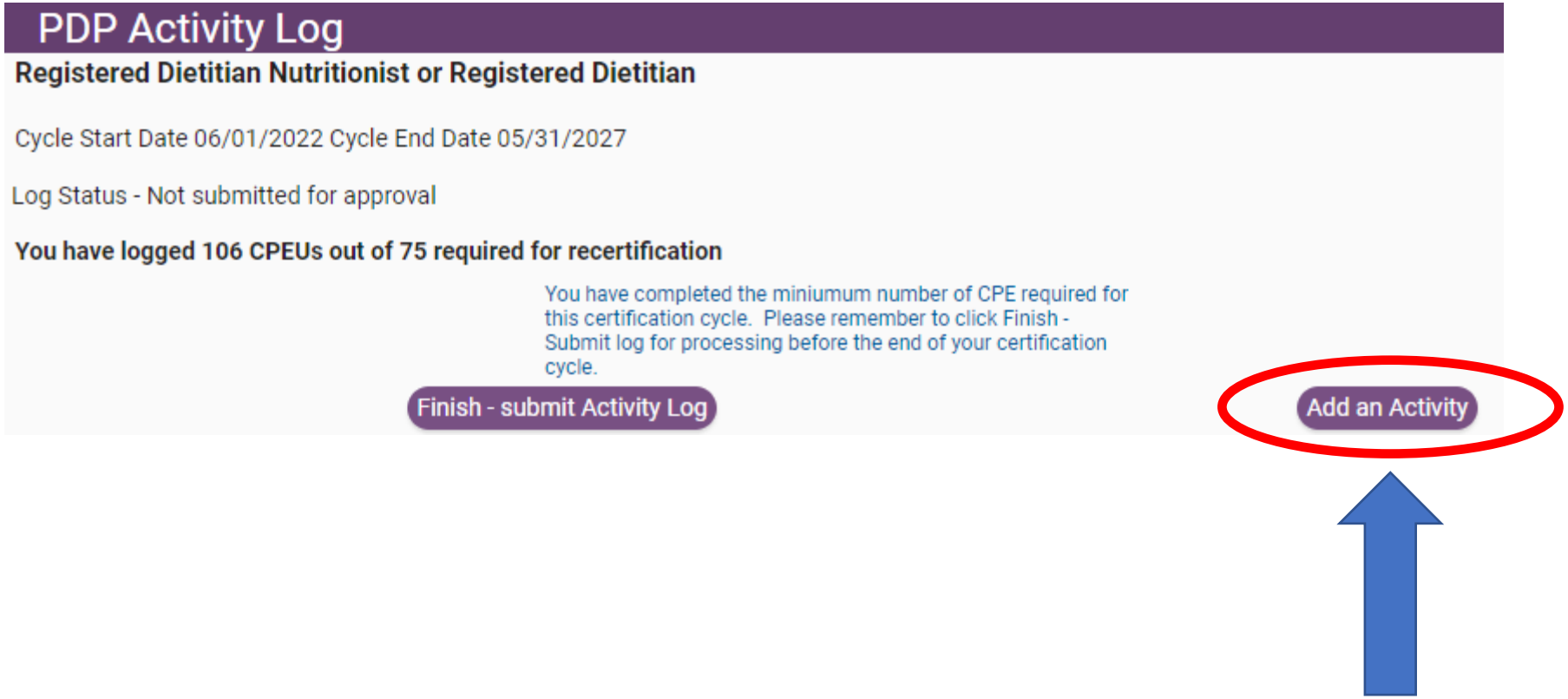
Step 3: Enter the Professional Development Portfolio by Clicking "Record your Activities" from the Dashboard or "PDP" from the left navigation pane.



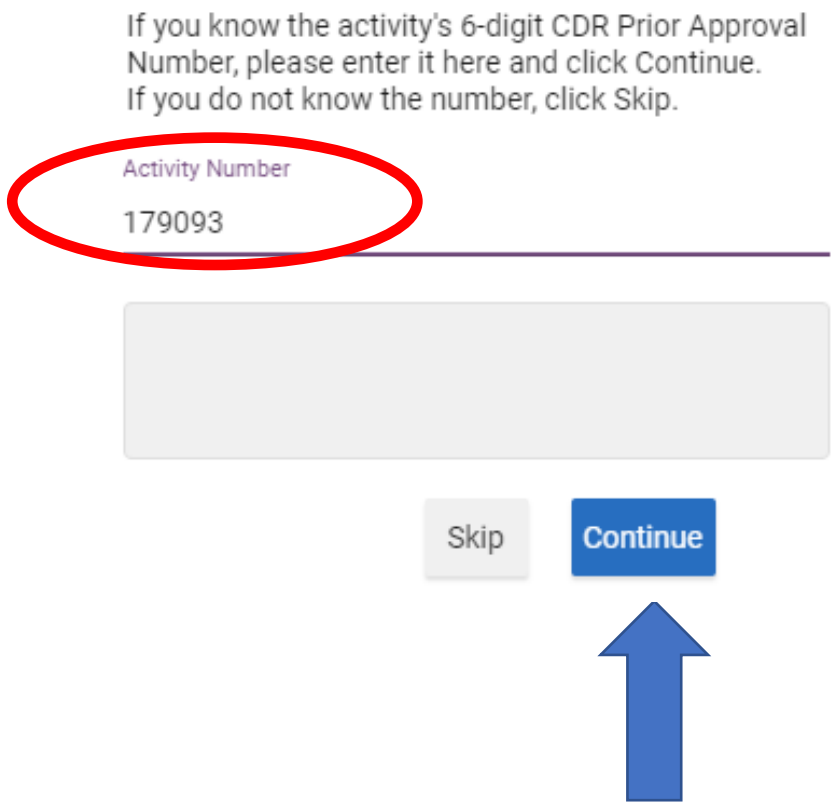
Step 4: Click "Access Log" next to your cycle to begin recording activities.



Step 5: Click "Add an Activity"



Step 6: Auto Entry - For CDR Prior Approved activities enter the 6-digit CDR Prior Approval Number and Click "Continue"

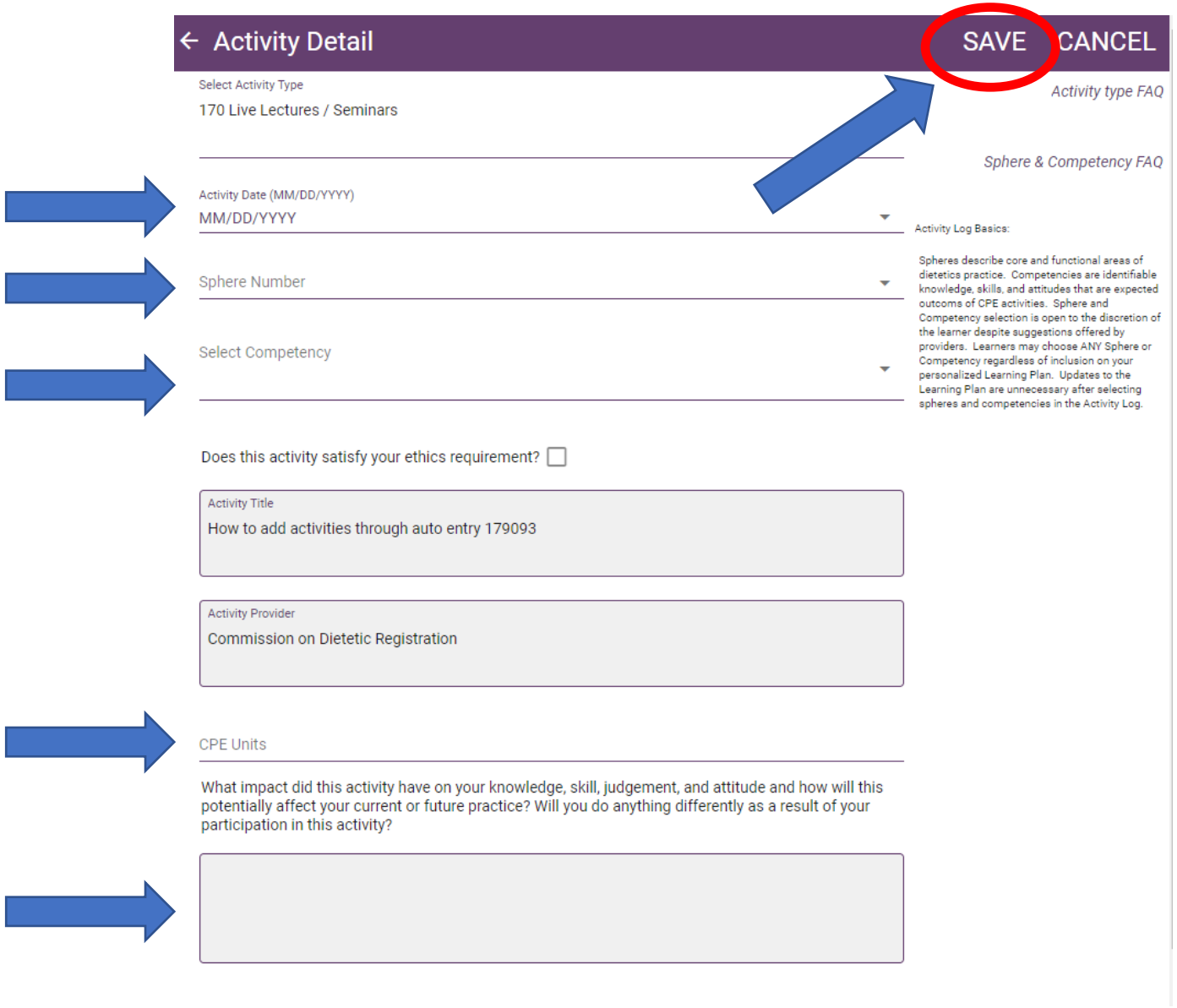


Note:

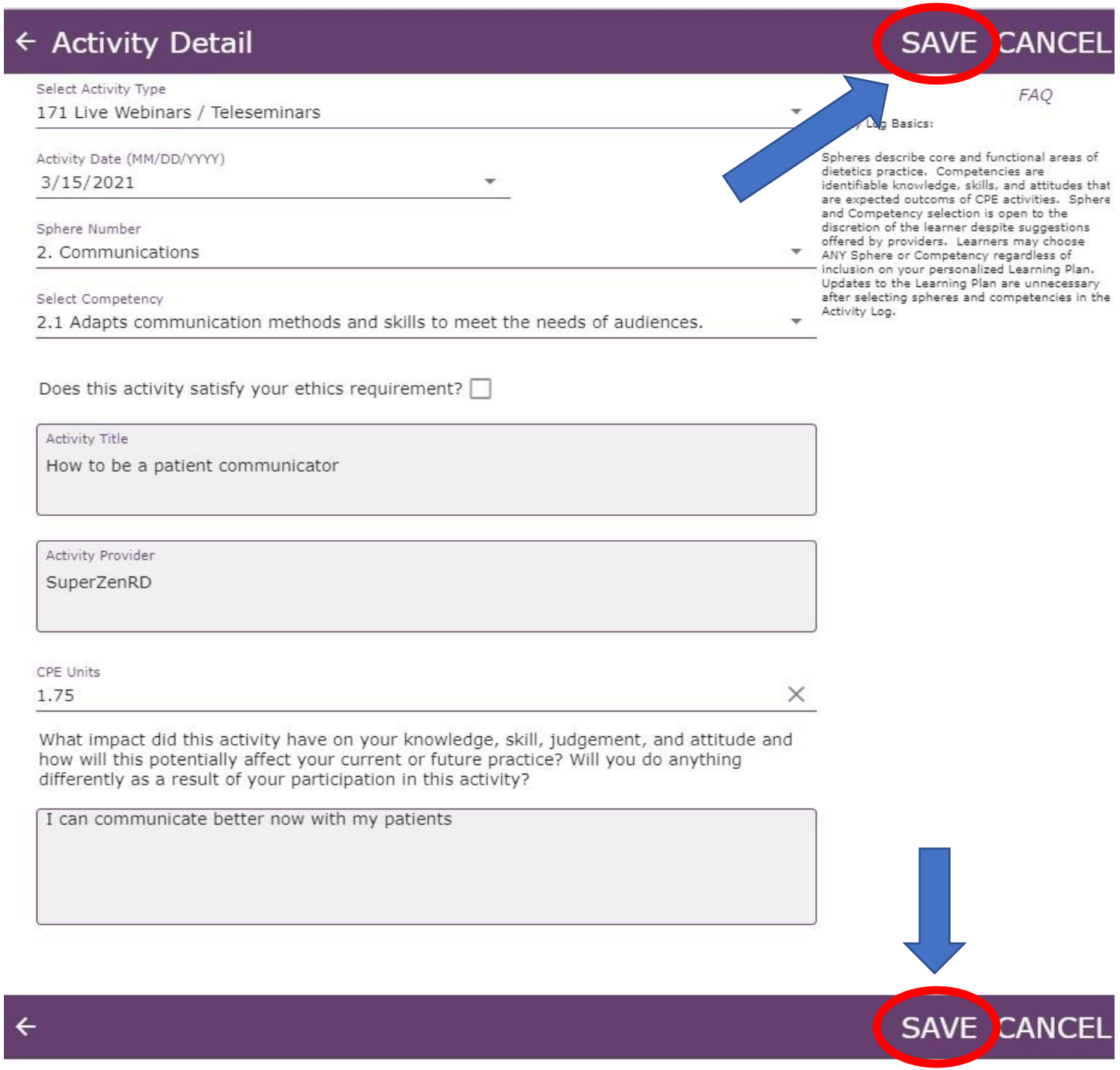
- For CDR approved activities the CDR Prior Approval Number can be found in the CPE Database.
- If you do not know the CDR Prior Approval Number or the activity is not Prior Approved by CDR, Click "**Skip**"

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 down arrow and using the calendar feature.



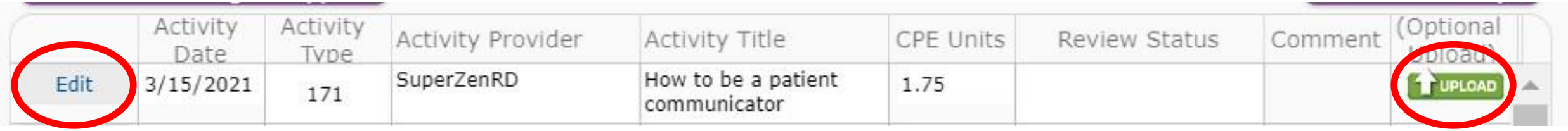
Step 8: If Auto Entry was not used, complete all fields on the Activity Detail page. Click "Save" at the bottom or top.



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.

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 CDR@eatright.org