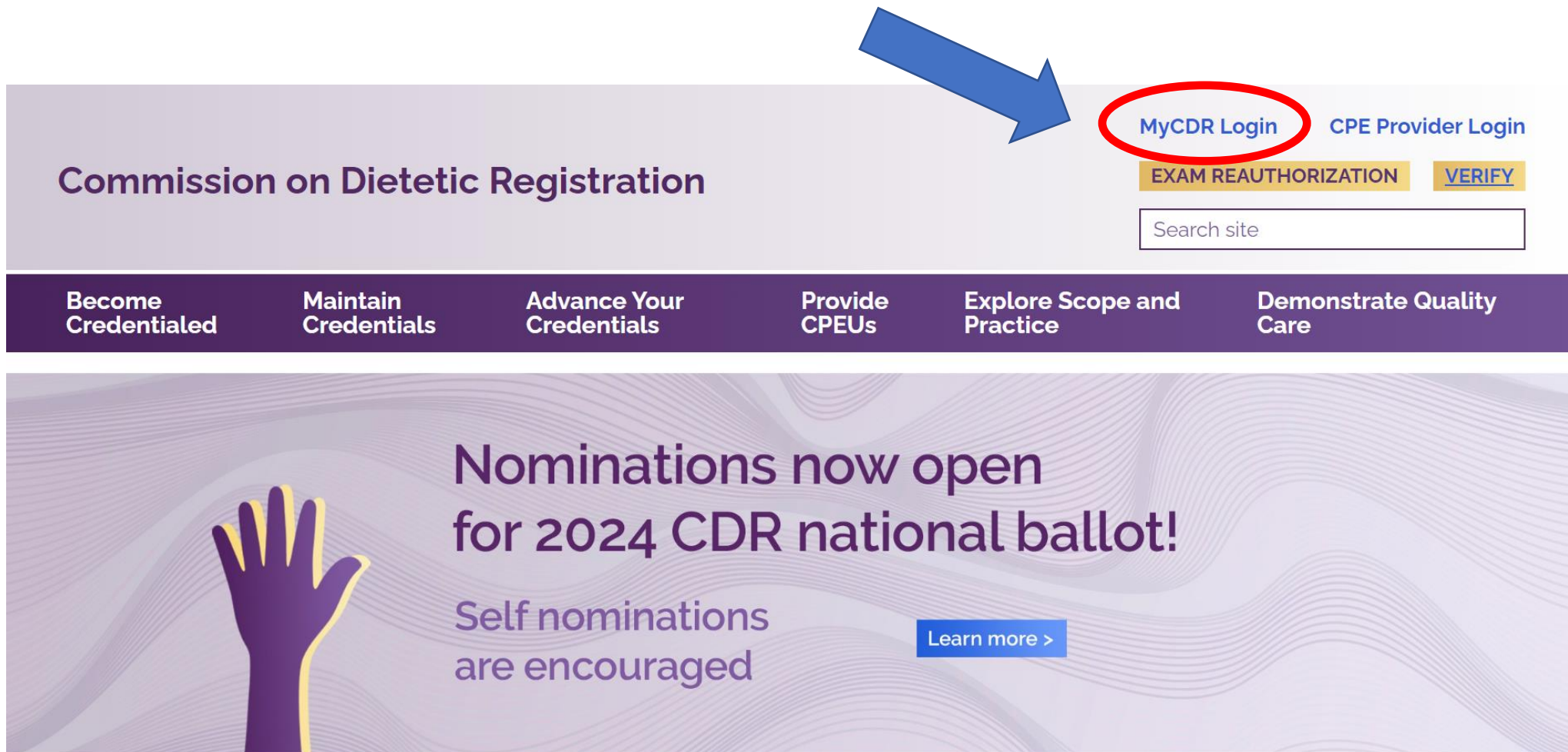


# Activity Log Instructions

## **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**”



The screenshot shows the homepage of the Commission on Dietetic Registration. A large blue arrow points from the top instruction to the "MyCDR Login" link in the top right corner. The link is circled in red. Below it are links for "CPE Provider Login", "EXAM REAUTHORIZATION", and "VERIFY". A search bar is also present. The main navigation bar includes links for "Become Credentialed", "Maintain Credentials", "Advance Your Credentials", "Provide CPEUs", "Explore Scope and Practice", and "Demonstrate Quality Care". The main content area features a banner for the "2024 CDR national ballot" with a graphic of a raised hand and a "Learn more >" button.

Commission on Dietetic Registration

**MyCDR Login** CPE Provider Login

EXAM REAUTHORIZATION [VERIFY](#)

Search site

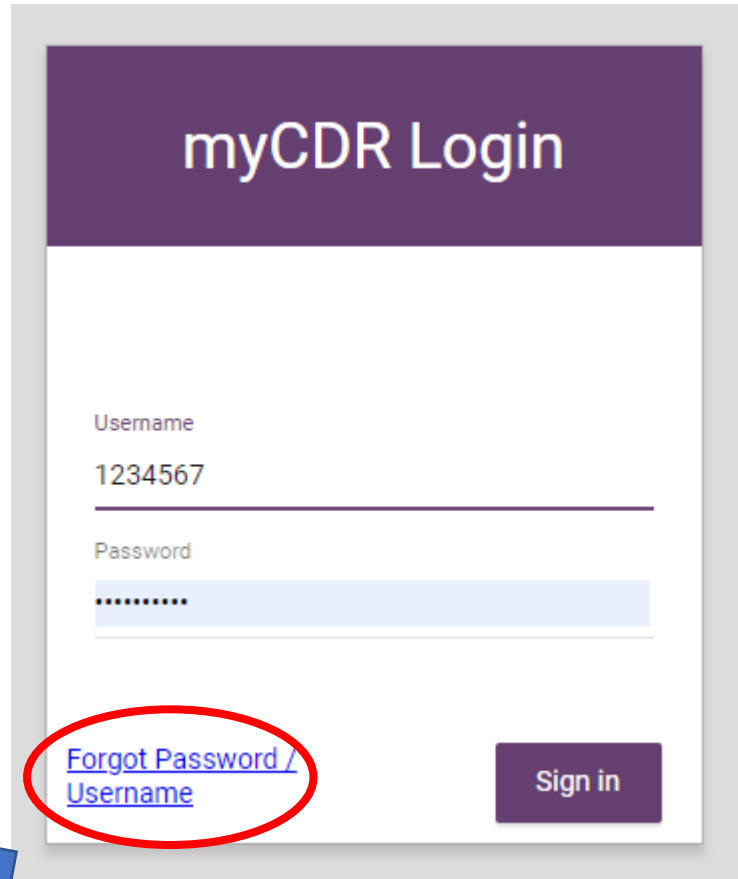
Become Credentialed Maintain Credentials Advance Your Credentials Provide CPEUs Explore Scope and Practice Demonstrate Quality Care

Nominations now open  
for 2024 CDR national ballot!

Self nominations  
are encouraged

[Learn more >](#)

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

A screenshot of the myCDR Login page. The page has a purple header with the text "myCDR Login". Below the header, there are two input fields: "Username" with the value "1234567" and "Password" with masked characters "\*\*\*\*\*". At the bottom left, there is a blue link "Forgot Password / Username" which is circled in red. At the bottom right, there is a purple button labeled "Sign in". A large blue arrow points from the bottom left towards the "Forgot Password / Username" link.

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.

The screenshot displays the 'myCDR Credential Dashboard' for James Kirk, ID 1234. On the left, a purple navigation pane lists various options, with 'PDP' circled in red and a blue arrow pointing to it. The main content area shows the 'Professional Development Portfolio Status' for a Registered Dietitian Nutritionist or Registered Dietitian, with a five-year recertification cycle from 06/01/2022 to 05/31/2027. A list of three steps is shown: 1. Submit a Learning Plan (Completed), 2. Record your Activities (circled in red with a blue arrow pointing to it), and 3. Submit your Activity Log (Not submitted). The status for 'Record your Activities' is '106.00 CPEU recorded'.

**Navigation Pane (Left):**

- 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
- Sign Out

**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

- 1** [Submit a Learning Plan](#)  
The first step is to submit a Learning Plan.  
[Competency Plan Builder Instructions](#)  
Status: **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](#)  
Status: **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.  
Status: **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>

## 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

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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 down arrow and using the calendar feature.

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

- Activity Type:** 170 Live Lectures / Seminars
- Activity Date (MM/DD/YYYY):** MM/DD/YYYY (indicated by a blue arrow)
- Sphere Number:** (indicated by a blue arrow)
- Select Competency:** (indicated by a blue arrow)
- Does this activity satisfy your ethics requirement?** ☐
- Activity Title:** How to add activities through auto entry 179093
- Activity Provider:** Commission on Dietetic Registration
- CPE Units:** (indicated by a blue arrow)
- 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? (indicated by a blue arrow)
- SAVE CANCEL:** The 'SAVE' button is circled in red, and a blue arrow points to it from the 'Activity Date' field.

**Activity type FAQ**

**Sphere & Competency FAQ**

**Activity Log Basics:**

Spheres describe core and functional areas of dietetics practice. Competencies are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities. Sphere and Competency selection is open to the discretion of the learner despite suggestions offered by providers. 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 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

FAQ

Spheres describe core and functional areas of dietetics practice. Competencies are identifiable knowledge, skills, and attitudes that are expected outcomes of CPE activities. Sphere and Competency selection is open to the discretion of the learner despite suggestions offered by providers. 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)
<a href="#">Edit</a>	3/15/2021	171	SuperZenRD	How to be a patient communicator	1.75			 <b>UPLOAD</b>

# Questions?

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