Commission on Dietetic Registration

the credentialing agency for the
Academy of Nutrition and Dietetics

REPS

Registration Eligibility Processing System

Program Director

Quick Start Guide

Quick Start Guide

The following instructions provide the steps you need to use in order to create classes, add candidates and submit classes to CDR for review.

1. Log into REPS at https://reps.cdrnet.org. Your username, password and access code remain the same as those which you were previously assigned in CRMS.

2. On the Program Director's Dashboard, select the option to 'Add New Class.' You will first be prompted to enter your class' completion date. If you are logging in to update a class you have already started working with, choose that class from the list and click 'Select.'

3. On the Class in Process page, you can use the 'Add Quick Candidate' feature to enter basic information about the student(s) and have the system send email(s) to candidate(s) requesting they complete their contact and demographic information. The only information required to add a candidate at this point is their first name, last name, middle name/initial (if applicable) and email address.

4. After adding students to a class, the demographic info status for the student will show 'Not Updated.' Once the student receives their email with a link to complete their contact and demographic information, they can complete their portion of the application. After the required information has been entered into the system, the student demographic info status will change to 'Updated.' You will receive an email notifying you when a student has updated their information.

5. Once the student has completed their portion of the application and the demographic info status is 'Updated,' you may select 'Edit' next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the 'Save & Continue Later' button mentioned in Step 6 instead of the 'Validate & Save' button to add this information.

6. The remaining items you are required to complete at this point are highest degree earned, degree date, verification agency (if foreign equivalency degree selected), DPD program and date (if required by your program type) and uploading of required documents for each student. You can scan and upload a single pdf (containing all the required documentation) or multiple pdfs (each one consisting of one of the necessary pieces of documentation) for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select 'Validate & Save' to have the system review and save the application. If you are missing some of the required information, or if the student

has not yet completed their portion, but you would like to save what you have entered, select the 'Save & Continue Later' button.

7. After you have completed the remaining portion of the Candidate Eligibility Application, the status will change to 'Complete.' Once all students in the class have a status of 'Complete,' you can submit the class to CDR using the 'Submit to CDR' button.

8. When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the Program Directors Dashboard under the header 'Classes Submitted to CDR for Processing.'

Detailed information for each of the steps listed above is provided on the following pages.

To enter a student(s), begin by creating a new class. Click the 'Add New Class' button on the Program Director's Dashboard. You will first be prompted to enter your class completion date. If you already have a class created and need to add or update students in the class, please choose the 'Select' option next to the appropriate class.

On the Class in Process page, you can use the 'Add Quick Candidate' feature to enter basic information about the student(s) and have the system send email(s) to candidate(s) requesting they complete their contact and demographic information. The only information required to add a candidate at this point is their first name, last name, middle name/initial (if applicable) and email address.

Add students by entering their last name, first name, email address. Please verify that the last and first name matches the student's government issued photo ID. Students will not have the option to change their last or first name via the email link. Although the Middle Name/Initial field is optional, it should be completed if your student has a middle name/initial on their ID. This field can be edited by the student.

After adding students to a class, the demographic information status for the student will show 'Not Updated.' Once the student receives their email with a link to complete their contact and demographic information, they can complete their portion of the application. After the required information has been entered into the system, the student demographic info status will change to 'Updated.' You will also receive an email from REPS when the student completes their portion of the application.

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REPS

Feedback / Issue   Logout

Welcome **Programdirector, Test**
Logged in time: **2/12/2016 11:23:22 PM**

| Home | Submission History ▼ | Forms ▼ | | |

Class In Process (Not Submitted to CDR)

PC101 - Test Program 101

Program Code	PC101	Program Director Name	Test Programdirector
Program Name	Test Program 101	Program Type	2 - Dietetic Internship
* Completion Date	12/29/2015	Update	

Add Quick Candidate   Add Candidate

ACAD / CDR ID	Last Name	First Name	Email Address	Demographic Info	Status	Action
	Smith	Student1	student1@univ.edu	Not Updated	Pending	Edit / Delete
	Jones	Student2	student2@univ.edu	Not Updated	Pending	Edit / Delete
	Doe	Student3	student3@univ.edu	Not Updated	Pending	Edit / Delete

Note: All candidates must have updated demographic information and a complete status in order to submit the class to CDR

Submit To CDR   Delete Class   Print All   Return

Once the student has completed their portion of the application and the demographic info status is 'Updated,' you may select 'Edit' next to the student's name to complete the remaining education information portion of the Candidate Eligibility Application. If you choose to put in a student's education information before they have updated their demographics, you will use the 'Save & Continue Later' button mentioned in the next step instead of the 'Validate & Save' button to add this information.

The remaining items you are required to complete at this point are highest degree earned, degree date, verification agency (if foreign equivalency degree selected), DPD program and date (if required by your program type) and uploading of required documents for each student. You can scan and upload a single pdf (containing all the required documentation) or multiple pdfs (each one consisting of one of the necessary pieces of documentation) for each student. You must check the boxes at the bottom of the application to verify that you have included all the required document types for your program. Select 'Validate & Save' to have the system review and save the application. If you are missing some of the required information, but would like to save what you have entered so far, select the 'Save & Continue Later' button.

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R E P S

Feedback / Issue   Logout

Welcome Programdirector, Test
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Home   Submission History ▼   Forms ▼

Edit Candidate

Candidate's name must be entered identically to their government-issued photo identification.

ACAD / CDR ID	ACAD / CDR ID	* Date of Birth 01/15/1988
* Last Name	Jones	* First Name Student2
Middle Name / Initial	Middle Name / Initial	Maiden Name Smith
Prior Name	Prior Name	* Mother's Maiden Name Juarez
* Address Line 1	123 Main St	
Address Line 2	Address Line 2	
Address Line 3	Address Line 3	
* Country	UNITED STATES	* State Illinois
* City	Chicago	* Zip 60606
* Primary Phone Country	UNITED STATES (+1)	* Primary Phone / Type 3125551212 Ext Cell
Alternate Phone Country	UNITED STATES (+1)	Alternate Phone Type Alternate Pho Ext --Sele
* Email Address	student2@univ.edu	* Confirm Email Address student2@univ.edu
* Highest Degree Earned	-- Select Highest Degree Earned -- ⑦	* Verification Agency -- Select Verification Agency --
* Degree Date	MM/DD/YYYY	* DPD Program Code -- Select DPD Program Code --
* DPD Completion Date	MM/DD/YYYY	

Upload Required Documents

Upload File   Choose File   No file chosen   Upload ⑦

Note: Please click the checkboxes to acknowledge that you have uploaded all of the required documents.

Document Type
☐ DPD Verification Statement
☐ DI Verification Statement
☐ RDNE and RDE Misuse Form
☐ Transcript or Foreign Degree Equivalency Statement

Validate & Save   Save & Continue Later   Resend Email   Return

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After you have completed the remaining portion of the Candidate Eligibility Application, the status will change to 'Complete.' Once all students in the class have a status of 'Complete,' you can submit the class to CDR using the 'Submit to CDR' button.

When submitting a class to CDR, you will be required to enter your name as a digital signature. After a class has been submitted, you can view the class on the Program Directors Dashboard under the header 'Classes Submitted to CDR for Processing.'