Step 1: Go to www.cdrnet.org and select “myCDR login”
**Step 2:** Login to myCDR account using your username & 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 password? Select the forgot password link. Follow the appropriate prompt to either reset password or have the system email your login information

Forgot your password? Click here.
**Step 3:** Enter the Professional Development Portfolio by selecting either “Record your Activities” from the Dashboard or “PDP” from the left navigation pane.
Step 4: Select your cycle to begin logging activities.
**Step 5**: Click “Add an Activity”
**Step 6**: Add information on the “Activity Details” screen. Click “save” at the bottom or top.

**Notes:**
- 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 7**: You will be automatically returned to “Display Activities” screen where you can view and edit previously entered activities or upload optional documentation for storing up to two documents such as certificates of completion or other documentation. Please note that optional upload is required if you are selected for PDP Audit.
Questions?

Have additional questions? Please contact cdr at CDR@eatright.org