

Activity Log Instructions

Commission on Dietetic Registration

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



Step 1: Go to www.cdrnet.org and select “myCDR login”



About CDR

MyCDR

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**Not all nutrition
Certification Programs are created equal.**

Commission on Dietetic Registration, credentialing agency for the Academy of Nutrition and Dietetics, administers eight entry specialist and advanced nutrition certification programs.

Learn More



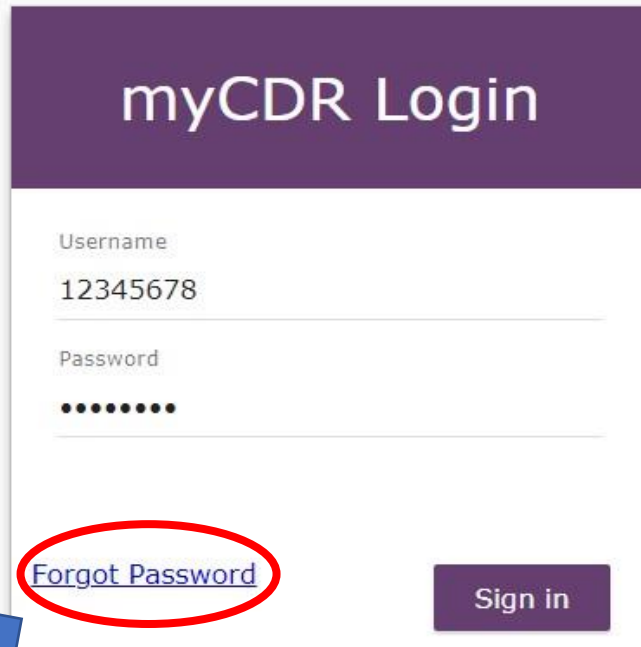
HOW CDR CAN HELP YOU



ONLINE CREDENTIAL VERIFICATION SEARCH

Select to **Login**
to myCDR
account

Step 2: Login to myCDR account using your username & password



The image shows a login form titled "myCDR Login". It has a purple header with the text "myCDR Login" in white. Below the header, there are two input fields: "Username" with the value "12345678" and "Password" with a masked password represented by seven dots. At the bottom left of the form, there is a blue link labeled "Forgot Password" which is circled in red. At the bottom right, there is a purple button labeled "Sign in". A blue arrow points from a text box at the bottom left towards the "Forgot Password" link.

Forgot your password? Click here.

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

Step 3: Enter the Professional Development Portfolio by selecting either “*Record your Activities*” from the Dashboard or “*PDP*” from the left navigation pane.



- Dashboard
- PDP**
- 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
- CDR Credential Graphics
- Sign Out

myCDR Credential Dashboard

James Richardson, ID 484729

[View FDP guide](#)

Select credential

Registered Dietitian Nutritionist or Registered Dietitian

SELECT CREDENTIAL

Professional Development Portfolio Status

Registered Dietitian Nutritionist or Registered Dietitian (RDN or RD)

Your five year recertification cycle: 4/15/20 - 5/31/2025

1 Submit a Learning Plan

The first step is to submit a Learning Plan. To better direct your activities, you must submit a plan within 120 days of completing your first activity. This is why you should create a plan as soon as you are due with a plan with our [Competency Plan Builder](#).

Status

Not submitted for approval

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](#).

0 CPEU recorded

3 Submit your Activity Log

Don't forget to submit your Activity Log when you've completed the minimum CPE requirements. You'll submit the log to CDR for approval.

Not submitted for approval

Customer Service Feedback

Share with CDR your experience and service feedback to help us improve our features and service options. [Click Here](#)

Site Map

The credentialing agency for the Academy of Nutrition and Dietetics

Contact

Address: 120 South Riverside Plaza, Suite 2190
Chicago, IL 60606

Phone: 800 877-1600, ext. 5500

Email: cdr@eatright.org

Step 4: Select your cycle to begin logging activities.

PDP Plans and Activity Logs

RDN or RD

Registered Dietitian Nutritionist or Registered Dietitian

My recertification cycles

06/02/2016 - 05/31/2022 (current)

Access Plan

Access Log

06/01/2013 - 05/31/2018

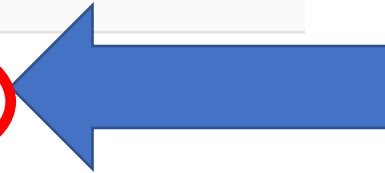
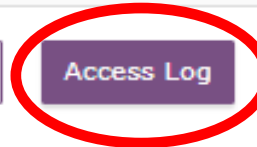
Access Plan

Access Log

07/29/2011 - 05/31/2017

Access Plan

Access Log



Step 5: Click “Add an Activity”

PDP Activity Log

ID 1234 James B Testing

Log Status - Not submitted for approval

85 CPE Recorded 0 CPE denied 85 Total CPE

Registered Dietitian Nutritionist or Registered Dietitian

Cycle Start Date 06/02/2016 Cycle End Date 05/31/2022

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 Log for Appro...

Print Log

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.

← 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

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 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.

	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