

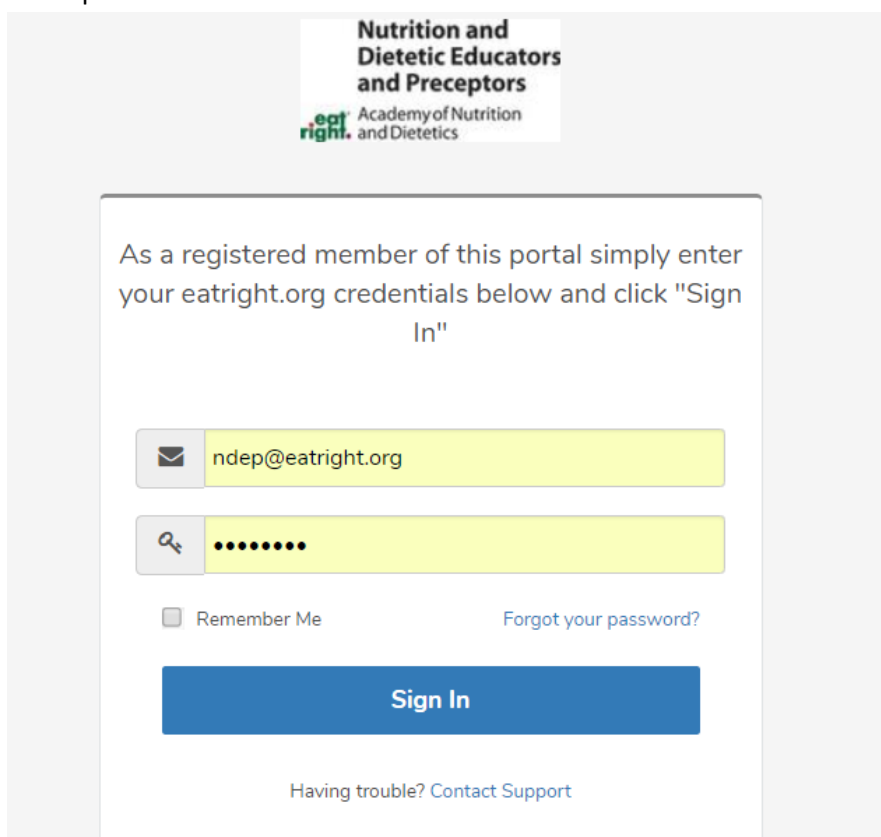
Nutrition and Dietetic Educators and Preceptors Portal Instructions

This online portal is a communication and networking tool for the members of the Nutrition and Dietetic Educators and Preceptors (NDEP) Group. The portal includes a message board, an electronic mailing list (EML), a resource library and calendars for all NDEP events. This document will help you familiarize yourself with the NDEP portal in a simple step-by-step format. Once becoming a member of the NDEP group, you are automatically a member of the portal. There is no need to sign up.

Getting Started:

To get to the portal, go to: <http://ndep.webauthor.com>

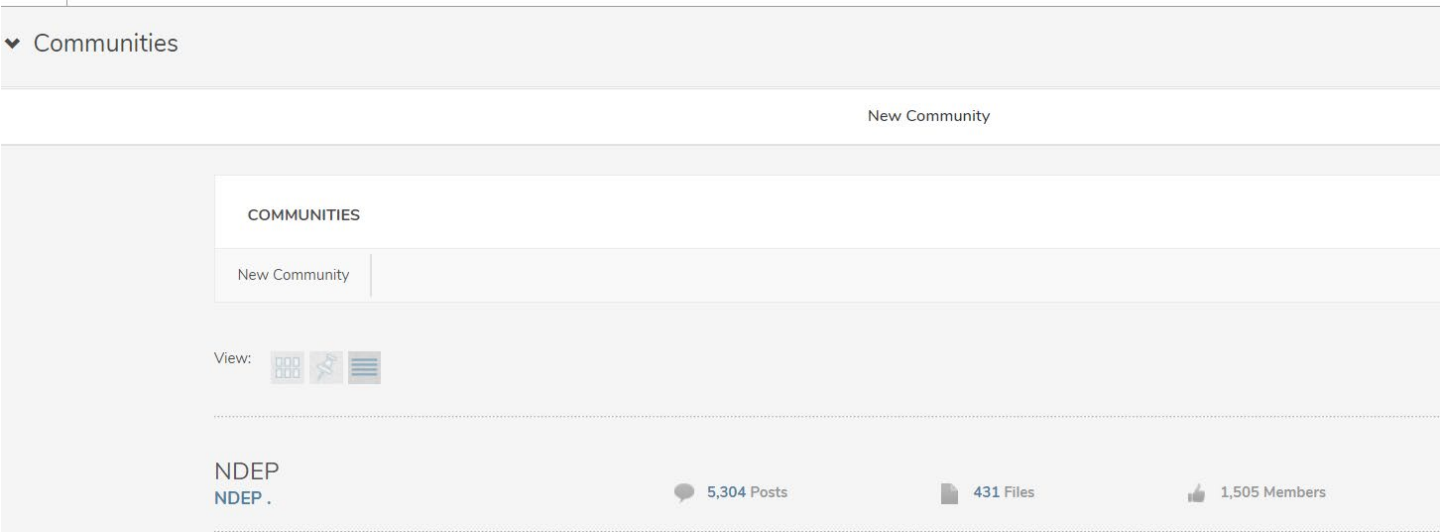
This is the log-in page for the portal.



- Your user name and password for the NDEP Portal is the same as your Academy member ID and password. The NDEP log in information is the same information as how you log into the Academy's Eatright.org website. If you do not know your username for the Academy's website please contact Member Services at Phone: 800-877-1600, Option 1 **and reference you need your ACADEMY member log in information!**
- Click the Sign-In button.
- If you are experiencing other programs logging into the site, click the link under **"Having Trouble"** and explain the issue.
- If you forgot your password, click on the link to have a temporary password emailed to you.

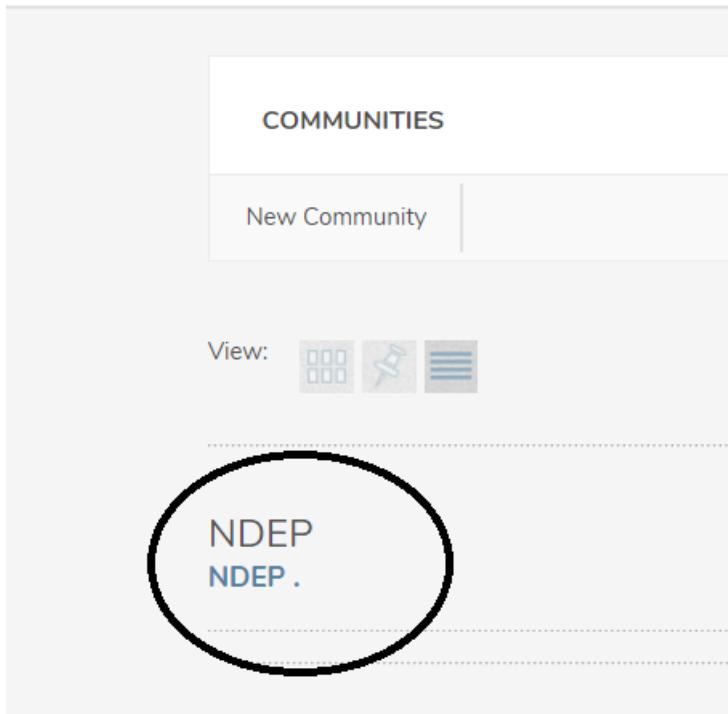
Note: Passwords are case sensitive.

Here is a screen shot of the main page once you log in.



Entering a Community:

When you log into the portal, you will have to click on the community you would like to enter. You do this by clicking the name of the community – shown below:



This is the NDEP Community Home Page which is also the NDEP EML service.

Toolbar

Library/Resources

Listserv

Calendar

Members

Welcome to the Nutrition and Dietetic Educators and Preceptors (NDEP) Portal.

NDEP Website: <http://ndepnet.org/>

DISCLAIMER: By submitting materials, I certify that the submission is my original work, except where sources are acknowledged. I understand that the Academy of Nutrition and Dietetics and the Nutrition and Dietetic Educators and Preceptors group may post this work on this portal. I grant permission to use my original work in such a capacity

New Topic

You can also send an email to ndep@ndep.webauthor.com to start a discussion or reply to a message posted.

Discussion Topics - 250 Items

Topic	Started By	Last Post By	Last Update	Msgs	Views
Virtual Open House Information for Rutgers ...	Pinkin Panchal	Pinkin Panchal	02/21/19 11:31 ...	1	2

RECENT DISCUSSIONS

Most recent discussions in the EML

02/21/19 12:58 PM
RE: NDEP - - Quality of Students or Trend?
 You are right, Ashlee. What was I ev...
 the profession is both a program goa...
 It's worked so far. We will just f...
 more resources...

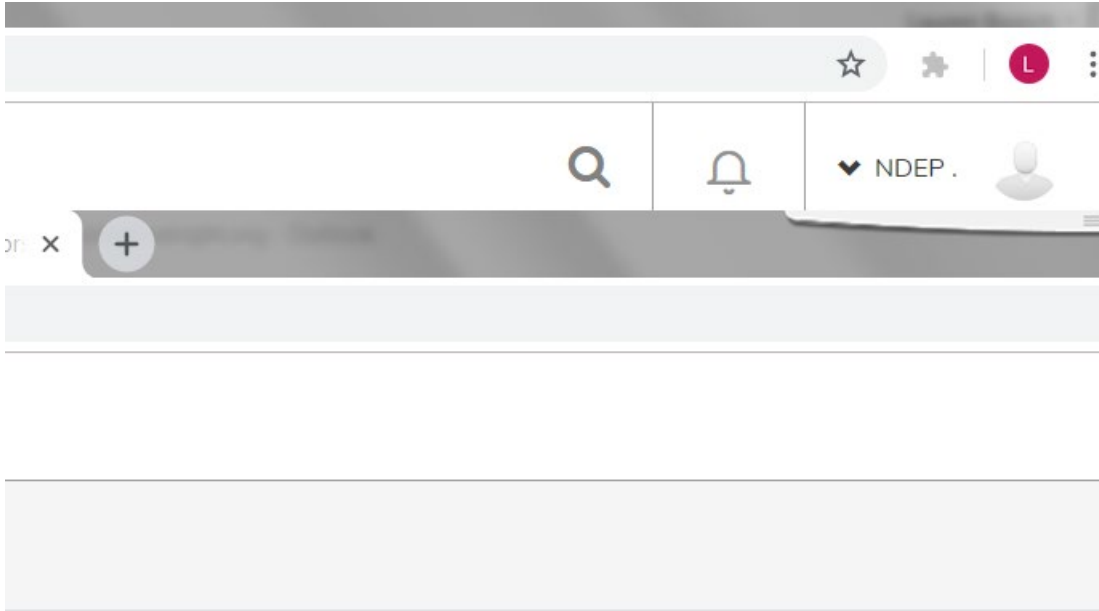
02/21/19 12:49 PM
RE: Re: NDEP - Quality of Students Trend? - Quality of Students or RD
 Thank you for sharing these valuable

Toolbar Descriptions:

- Home: EML Service
- Library: Resources for all members
- Discussions: EML service (same as the home screen)
- Calendar: Calendar management tool to view upcoming meetings/webinars/conferences and details
- Members: List of members in the NDEP portal

My Profile:

In the upper right hand corner of the portal, you will see your user name with a drop down menu. In the drop down menu, you will find **Update My Profile**. Your personal contact information is maintained in these fields.



- Here you can include in any additional profile information, bio and picture.
 1. Update the time zone information so that the calendar feature will work properly and be accurate time for you.
 2. Under preferences, you will update whether you would like to receive the EML messages real time, daily digest, or no messages at all. Real Time means that as soon as someone posts or replies to a discussion topic or question you will receive an email notification. Daily Digest means you will receive one email at the end of the day with all the discussion topics for that day. You can also turn this feature off entirely, by choosing None. This feature will work directly with the new EML service, which you will learn about later.
 3. Make sure you have clicked “opt-in” if you want to receive email blast messages from NDEP.

Preferences

Opt-In (E-mail) ☒ Yes **#3** ☐ No

Email Delivery Preferences ⓘ Real Time **#2**

Time Zone * USA (Central Time) **#1**

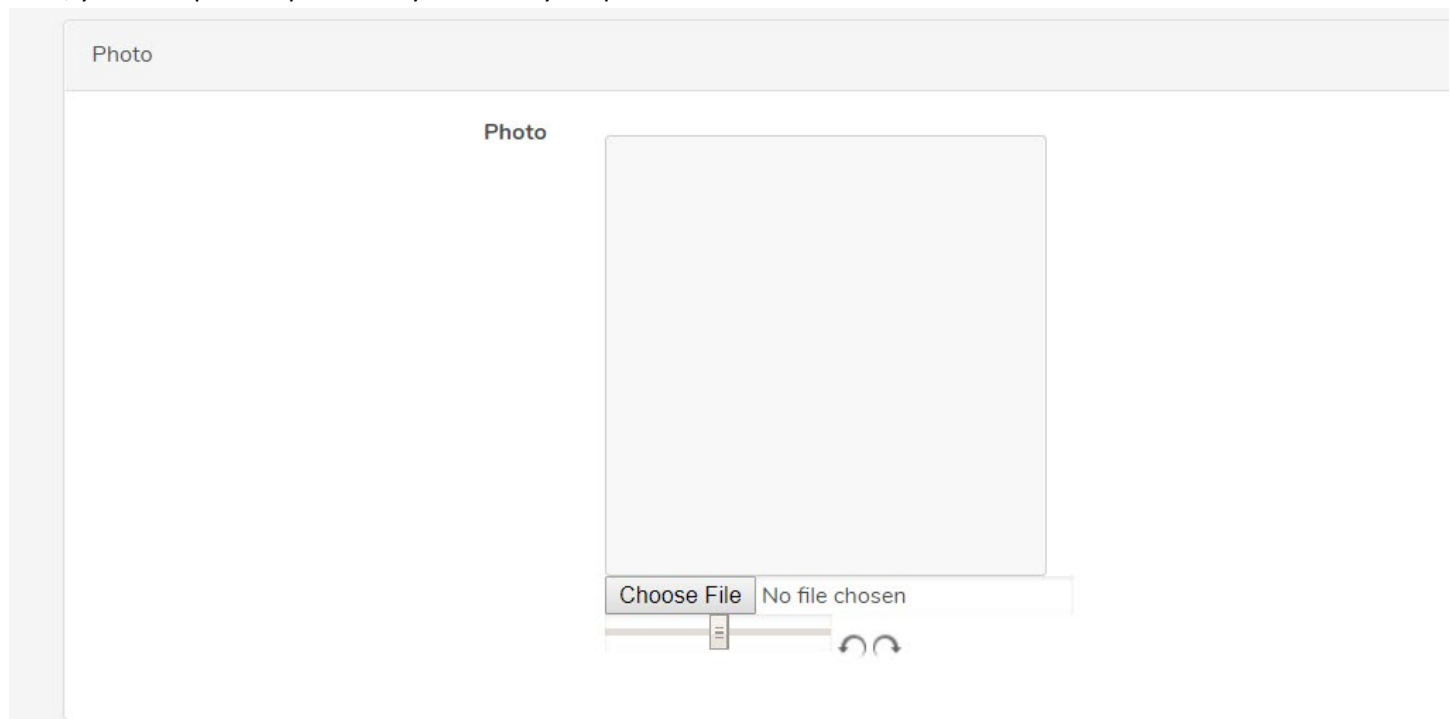
DST ☒ Automatically adjust for daylight savings

Date Format Month/Day/Year

Time Format 12 hour-AM/PM

Language English

Next, you can upload a picture of yourself in your profile.

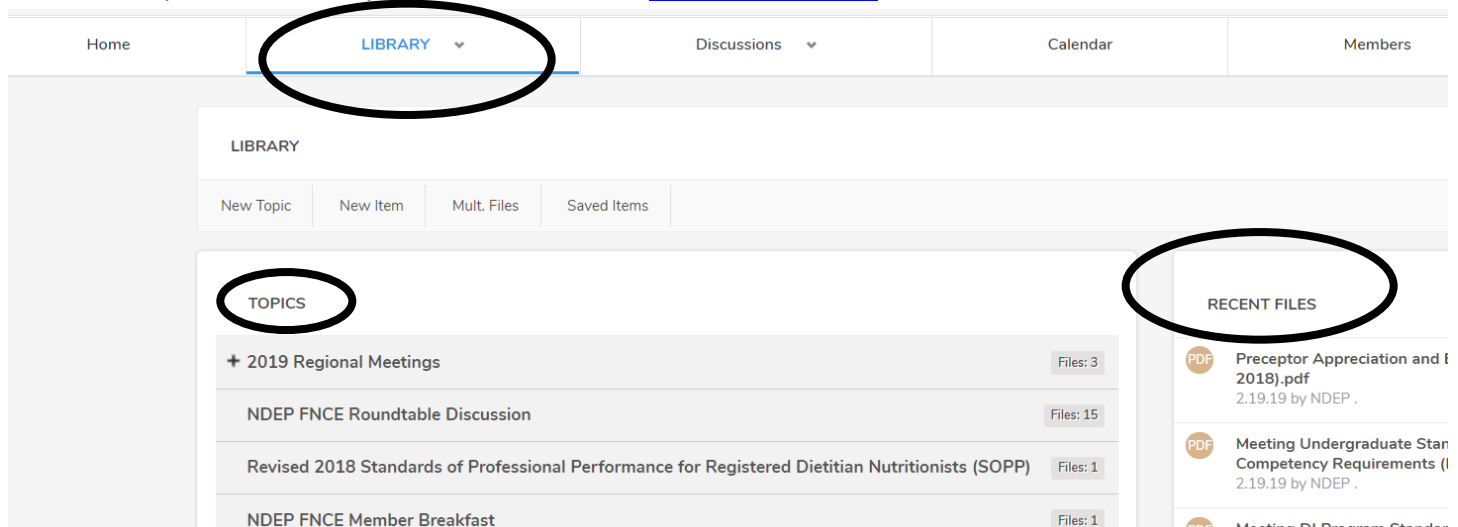


The screenshot shows a profile editing section with a header labeled "Photo". Below the header is a large, empty rectangular box for the photo. To the right of the box, the word "Photo" is written. Below the box is a file upload control with a "Choose File" button, the text "No file chosen", and a circular arrow icon for refreshing the selection.

Library:

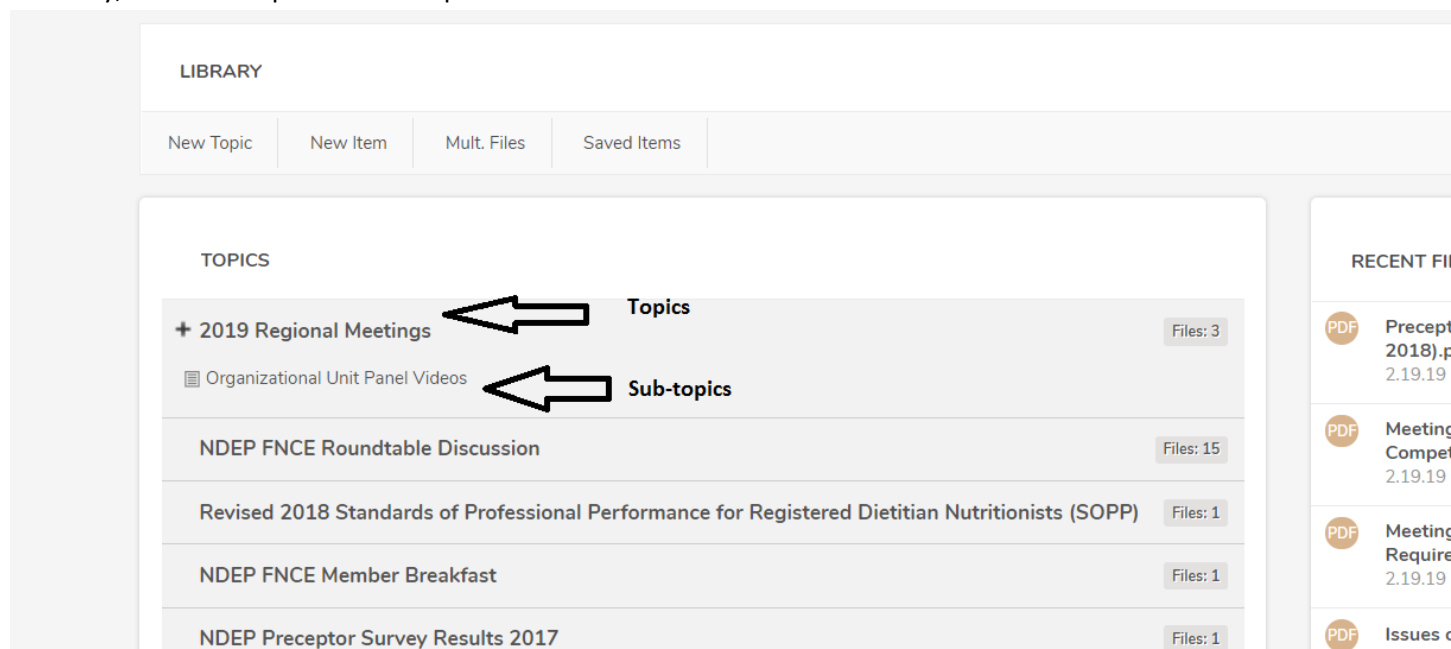
Educational resources and other documents related to the NDEP Group are uploaded by the portal leaders. Currently, the educational resources are uploaded based on the program type. The most recent uploaded documents are listed on the right hand side of the screen.

NOTE: At this time, only community leaders and admins are able to post to the library. When you have educational resources to post to the library, please email them to ndep@eatright.org.

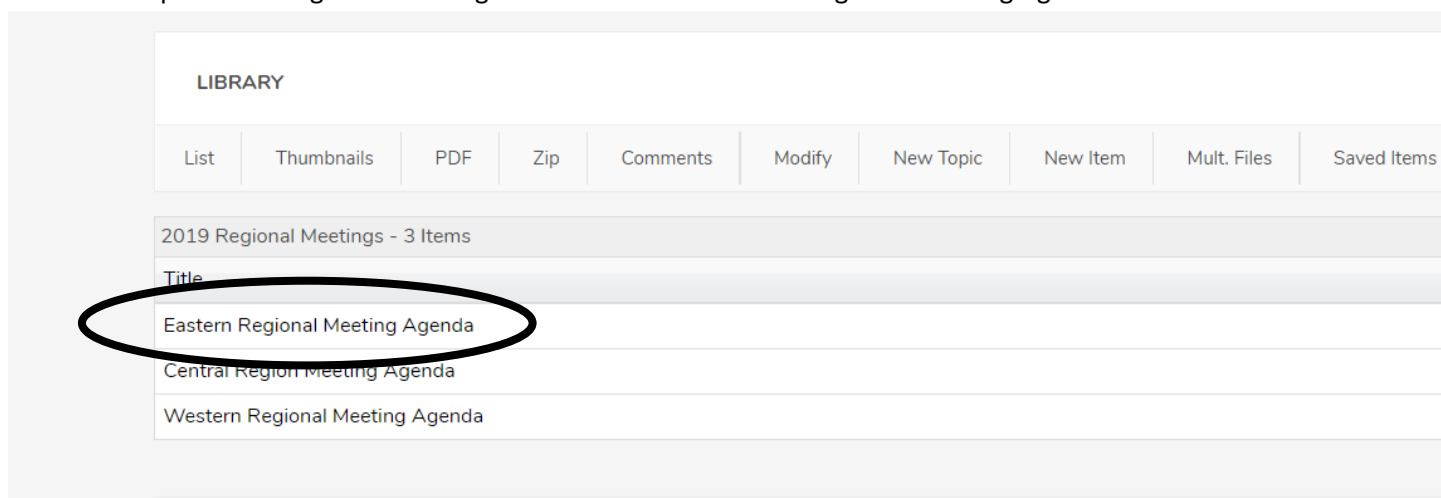


The screenshot shows the NDEP Library page. At the top is a navigation bar with links: Home, LIBRARY (circled in black), Discussions, Calendar, and Members. Below the navigation bar is the LIBRARY section. It has a sub-header "LIBRARY" and a row of buttons: New Topic, New Item, Mult. Files, and Saved Items. The main content area is divided into two columns. The left column is titled "TOPICS" (circled in black) and lists four items: "+ 2019 Regional Meetings" (Files: 3), "NDEP FNCE Roundtable Discussion" (Files: 15), "Revised 2018 Standards of Professional Performance for Registered Dietitian Nutritionists (SOPP)" (Files: 1), and "NDEP FNCE Member Breakfast" (Files: 1). The right column is titled "RECENT FILES" (circled in black) and lists two PDF files: "Preceptor Appreciation and I 2018).pdf" (2.19.19 by NDEP) and "Meeting Undergraduate Stan Competency Requirements (I 2.19.19 by NDEP".

- In the library, there are topics and subtopics listed.



- If you would like to view one of the documents in the 2019 Regional Meetings folder, for example, click on the title of the topic “2019 Regional Meetings.” Then click on “Eastern Regional Meeting Agenda”



- Once you click on the document title, you may view the item in this screen or download/print right from this screen.

EASTERN REGIONAL MEETING AGENDA

[Modify Item](#)
[Download/Print](#)

NDEP .	57 KB	● 4	● 0
Posted By	Size	Viewed	Comments

Webauthor.com

NDEP Eastern Region Spring Meeting
 DATE: April 4th & 5th 2019
 LOCATION: Westin Annapolis; Annapolis, Maryland
 MEETING WEBSITE: Review videos at NDEP website

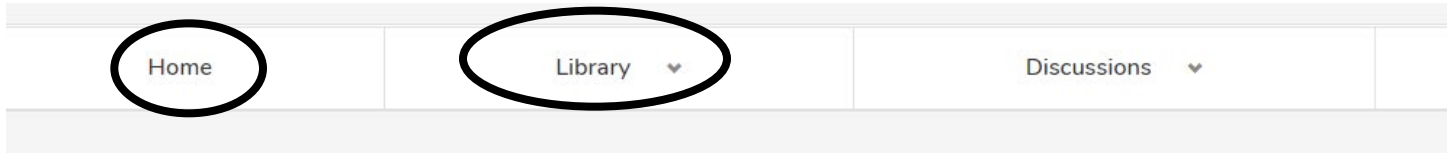
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Di
an



Discussions/EML:

You can access the Electronic Mailing List by clicking on the **Home** tab or by clicking on the **Discussions** tab. Make sure you have made the necessary updates under **My Profile** as to how you would like to receive messages from the EML. In the discussions or home tab, you can view recent EML messages, post an EML message or respond to a posted item. To get to the EML, click on the gray tab labeled **Home** or **Discussions**.

NOTE: If you choose the Daily Digest method, you will not receive attachments to any messages when you receive your daily email of messages.



- Once you have clicked on the **Home** or **Discussions** tab, you can see all the latest messages on the EML. The most recent message will be posted at the top.

A screenshot of the NDEP Portal home page. The 'HOME' tab is selected in the top navigation bar. The main content area displays a welcome message, a disclaimer, and a list of discussion topics. The 'Library' and 'Discussions' tabs are also visible in the navigation bar. The 'Discussions' tab is highlighted with a blue underline.

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NDEP - Quality of Students or RD Exam Dif...	Patti Landers	Susan Sherman	02/21/19 11:49 ...	4	20
NDEP - - Quality of Students or RD Exam Di...	Ashlee Linares-G...	Susan Sherman	02/21/19 11:58 ...	2	21
Regional Meeting Panel Questions	NDEP .	NDEP .	02/20/19 01:15 ...	1	6
Quality of Students or RD Exam Difficulty Tr...	Susan Sherman	Victoria Fischer	02/21/19 09:43 ...	3	36

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02/21/19 12:58 PM
RE: NDEP - - Quality of Students Trend?
You are right, Ashlee. What was I ... the profession is both a program g ... worked so far. We will just more resources...

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RE: Re: NDEP - Quality of Student Trend? - Quality of Students or R...
Thank you for sharing these valuat ... What first jumped off the page (2C RATE Jan-Jun.pdf) was the effectiv program.While this is only for a shi

- To view a message click on the topic name you would like to read.

A screenshot of the NDEP Portal home page, similar to the previous one. The 'HOME' tab is selected. The 'NDEP - Quality of Students or RD Exam Difficulty' topic in the list is circled in black. The 'Library' and 'Discussions' tabs are also visible in the navigation bar. The 'Discussions' tab is highlighted with a blue underline.

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- For Example, once you click on the message “NDEP- Quality of Students on RD Exam...” you can see the string of messages. The latest message will always appear on top.

DISCUSSIONS

New Message

Threaded View

Chronological View

Download

Modify Topic

#4 - 02/21/2019 11:49AM

Susan Sherman

RE: Re: NDEP - Quality of Students or RD Exam Difficulty Trend? - Quality of Students or RD Exam Difficulty Trend?

Thank you for sharing these valuable references, Phyllis. What first jumped off the page (2018-RD EXAM PASS RATE Jan-Jun.pdf) was the effectiveness of t

While this is only for a short timeframe (n=small), here's what was noticed:

First time **fail** rates:

Dietetic Internship: 25.1%

Coordinated program: 31 %

Perhaps this held true for past years; I will have to go to the website.

The RD Exam a valid indicator of preparedness and performance.

The majority of Coordinated Programs offer an MS (instead of BS)? (I might be wrong on this quick assumption made from their notices of availability on this

- To reply to a message related to this topic or subject, you can click on the **blue Reply button** on the actual message you would like to respond to.

2nd Attempt 62.2%
3rd Attempt 61.3%
4 or more attempts 76.1%

With this information, our program will be sure to continue our practice and instill in graduates that they need to pass the first time, and not be relaxed about it or use the first attempt as practice.

[Modify Message](#) [Delete Message](#)

Reply
Button

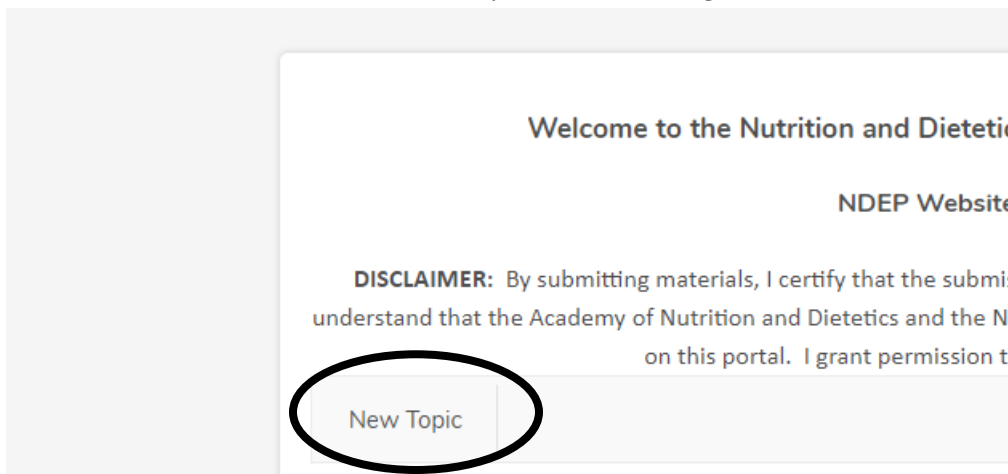
Reply

- If you click the **black Reply button**- you will see this screen.

The screenshot shows the 'Post New Message' interface. At the top, there's a 'Post New Message' header. Below it, the 'Email Members' section has a checked checkbox for 'Send an email to members notifying them of this post'. A callout box points to this checkbox, stating: 'This is automatically checked. Please leave it checked so everyone can receive your message'. The 'In Response To' section shows a previous message snippet: 'Thank you for sharing these valuable references, Phyllis. What first jumped off the page (2018-RD EXAM PASS F effectiveness of a DI program. While this is only for a short timeframe (n=small), here's what was noticed: First time fail rates: Dietetic Internship: 25.1% Coordinated program: 31 %'. A callout box points to this text, stating: 'This is the previous message you are replying to'. Below this, the user's message body is visible, starting with 'Perhaps this held true for past years; I will have to go to the website. The RD Exam a valid indicator of preparedness and performance.' A callout box points to the subject line, stating: 'The subject of the email should stay the same in order to keep the message under the same thread.' The subject line is 'RE: Re: NDEP - Quality of Students or RD Exam Difficulty Trend? - Quality of Students or RD Exam Difficulty Trend?'. Below the subject line is a 'Message' section with a rich text editor toolbar. A callout box points to the text area, stating: 'Write your message here'. At the bottom, there's a 'Notify' section with a checkbox for 'Yes - I would like to be notified when users respond to this message?'. A callout box points to this checkbox, stating: 'By clicking this, you will receive a separate email message when someone responds to your message directly'. At the very bottom are 'Save & Send Message' and 'Cancel' buttons. A callout box points to the 'Save & Send Message' button, stating: 'Click to save message and send'.

NOTE: If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to ndep@ndep.webauthor.com which you will learn about in the next section. All messages and attachments will be saved to the portal.**

- In order to start a new discussion or post a new message to the EML, click the **New Topic** button.



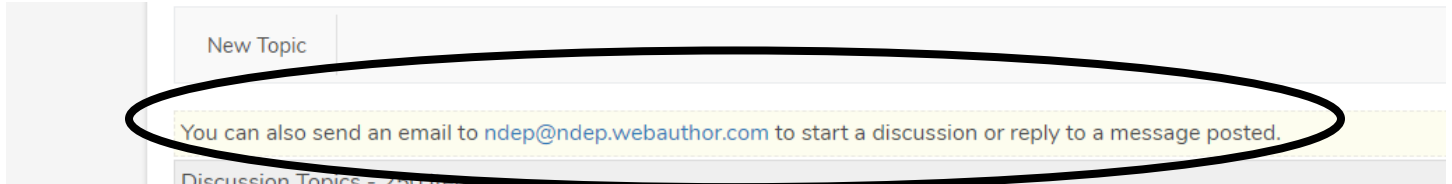
- This will create a new message box to start a new EML topic or message thread.
- Below is the new message box. By doing this, you are starting a new EML message. Follow the instructions below to start a new message and send your message.

A screenshot of the 'Post New Message' form. The form has several sections: 'Email Members' with a checked box 'Send an email to members notifying them of this post'; 'Subject' with an empty text box; 'Message' with a rich text editor toolbar and a large text area; 'Notify' with an unchecked box 'Yes - I would like to be notified when users respond to this message?'; and 'Attach Files' with an 'Attach File 1' button. Annotations with arrows point to specific parts: 'Make sure to include a subject name for your message' points to the Subject box; 'Write your message here' points to the Message text area; 'By clicking this, you will receive a separate email message when someone responds to your message directly' points to the Notify checkbox; 'Add attachments to your message, if applicable' points to the Attach File 1 button; and 'Click to save message and send' points to the 'Save & Send Message' button.

NOTE: If you are posting a message within the portal and adding attachments, the attachments will **NOT** be sent within the body of the email message to all members of the EML. **Attachments are only sent within the body of a message when sent through a personal email to ndep@ndep.webauthor.com which you will learn about in the next section.** All messages and attachments will be saved to the portal.

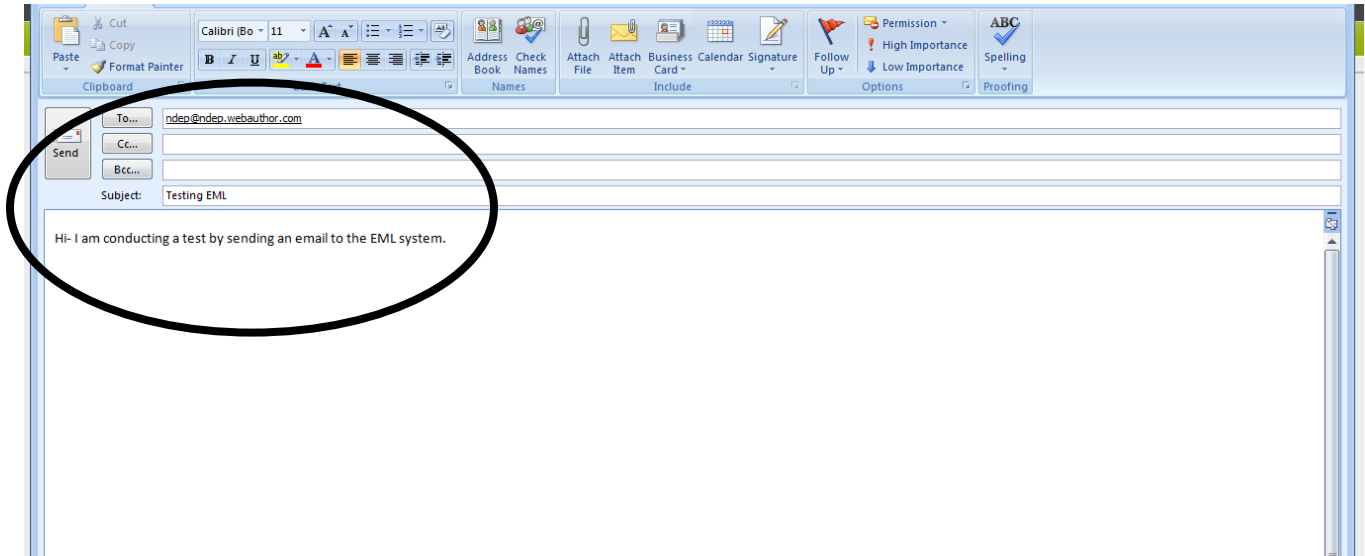
Sending EML messages through Email only:

You can also send an EML message directly through your email without having to log into the portal system. You can do this by sending an email message to - ndep@ndep.webauthor.com. This will send the message directly to all members and also place the message on the portal under the **Discussions** tab. The email address is posted on the portal- see image below. This way to use the EML is similar to the old EML system.

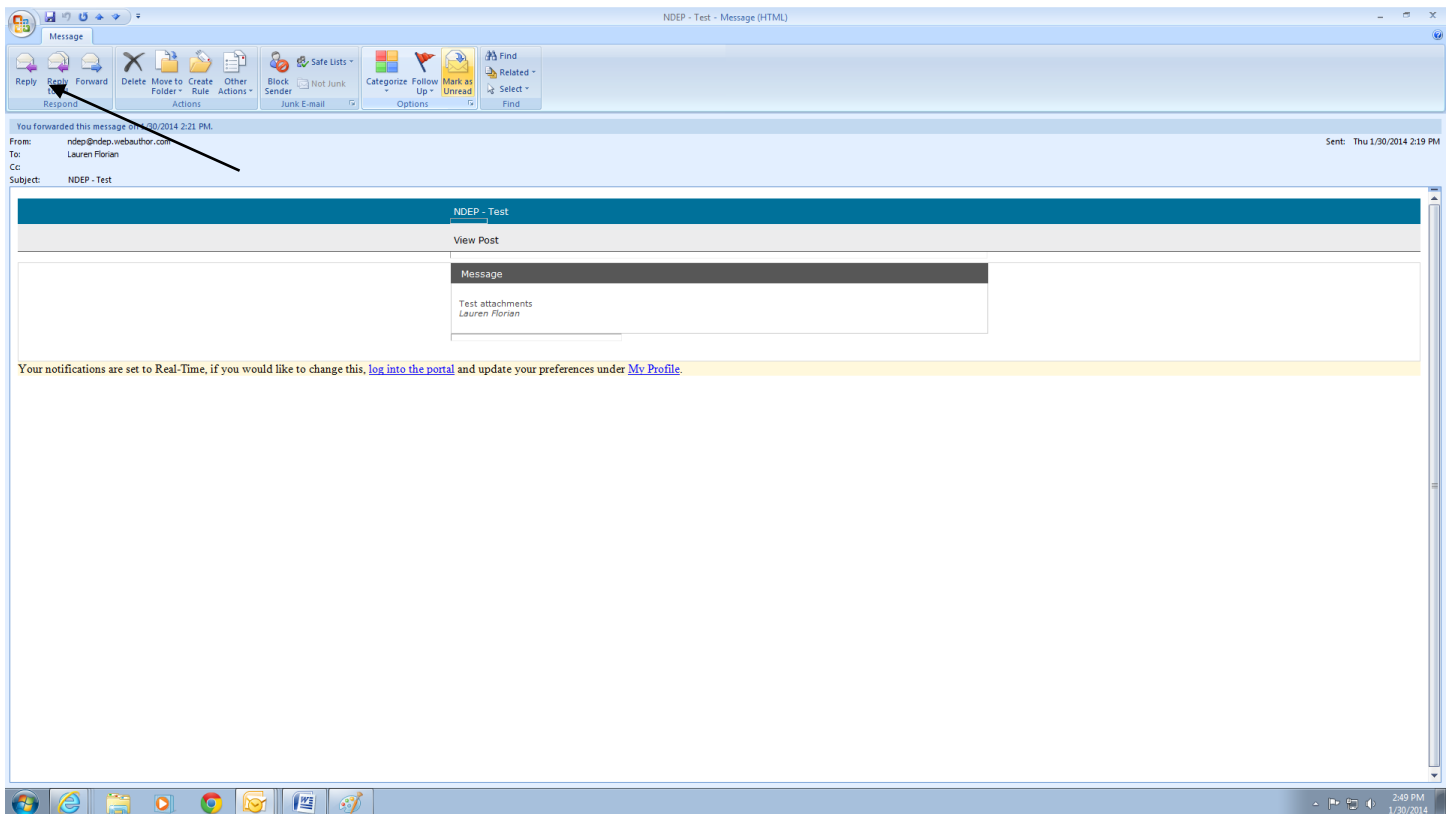


Directions on how to send an EML message using your email only:

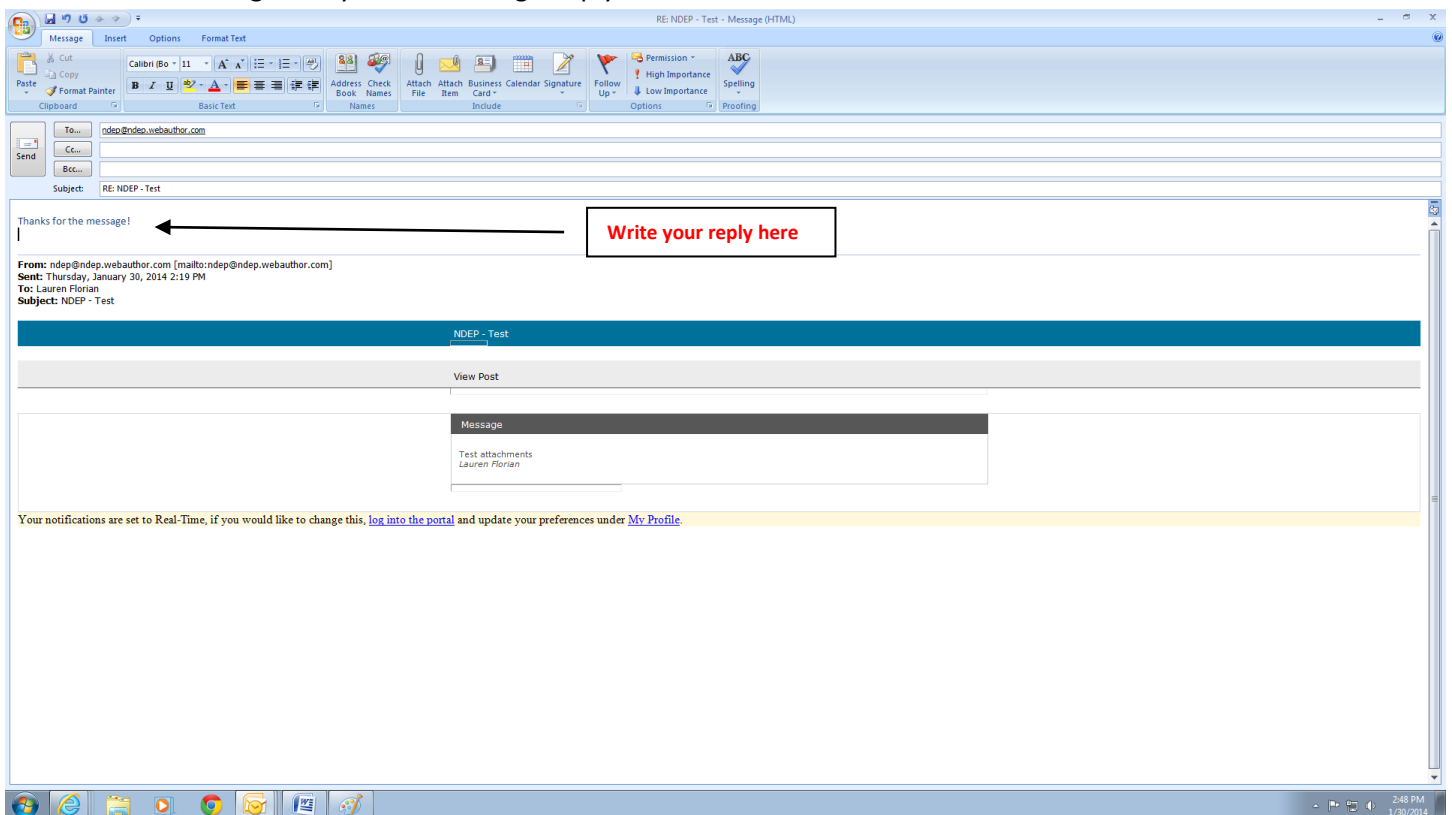
In order to send a message using your email and not going through the portal to post, you must open a new message in your email, enter the following email address- ndep@ndep.webauthor.com and include a subject and the body of the email. Then, send the message. If you are including attachments to your email- they WILL BE sent to all members within the body of the email message.



- This message will get sent to the portal and be posted there as a new message and also be sent to all members as a new message. You can check the portal to see if your message is posted after sending the email. As with any EML system, this may take a moment to post.
- You can also reply to a message directly from your email. Below is the email message of a recent post to the EML. Simply click reply in your email message to post a response.



- Write the message as if you are sending a reply to an email and click send.



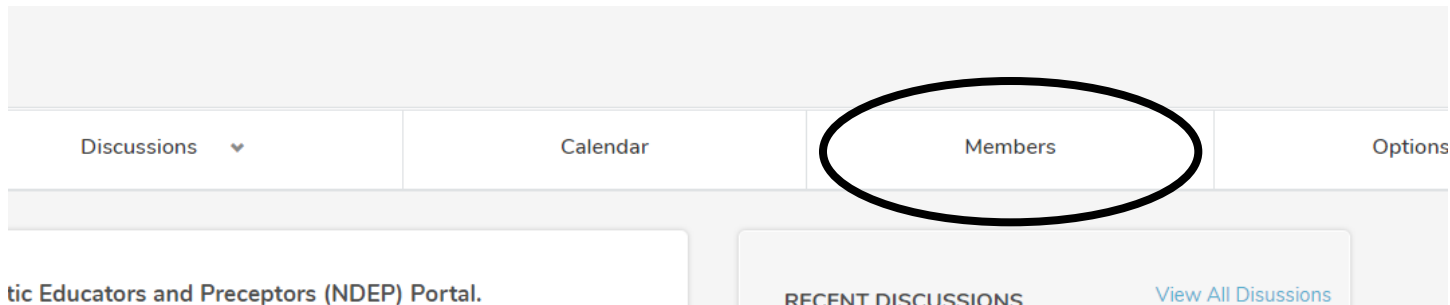
Your message will appear on the portal and also be sent to all EML members to read!

REMINDER: If you are looking to send attachments, send the EML message from your own email system and send to ndep@ndep.webauthor.com as they will be attached to the message sent to all members. **A message sent via the**

portal, will not include attachments when sending the message to all members. The attachments will still be present to view on the portal. All messages and attachments will be saved to the portal.

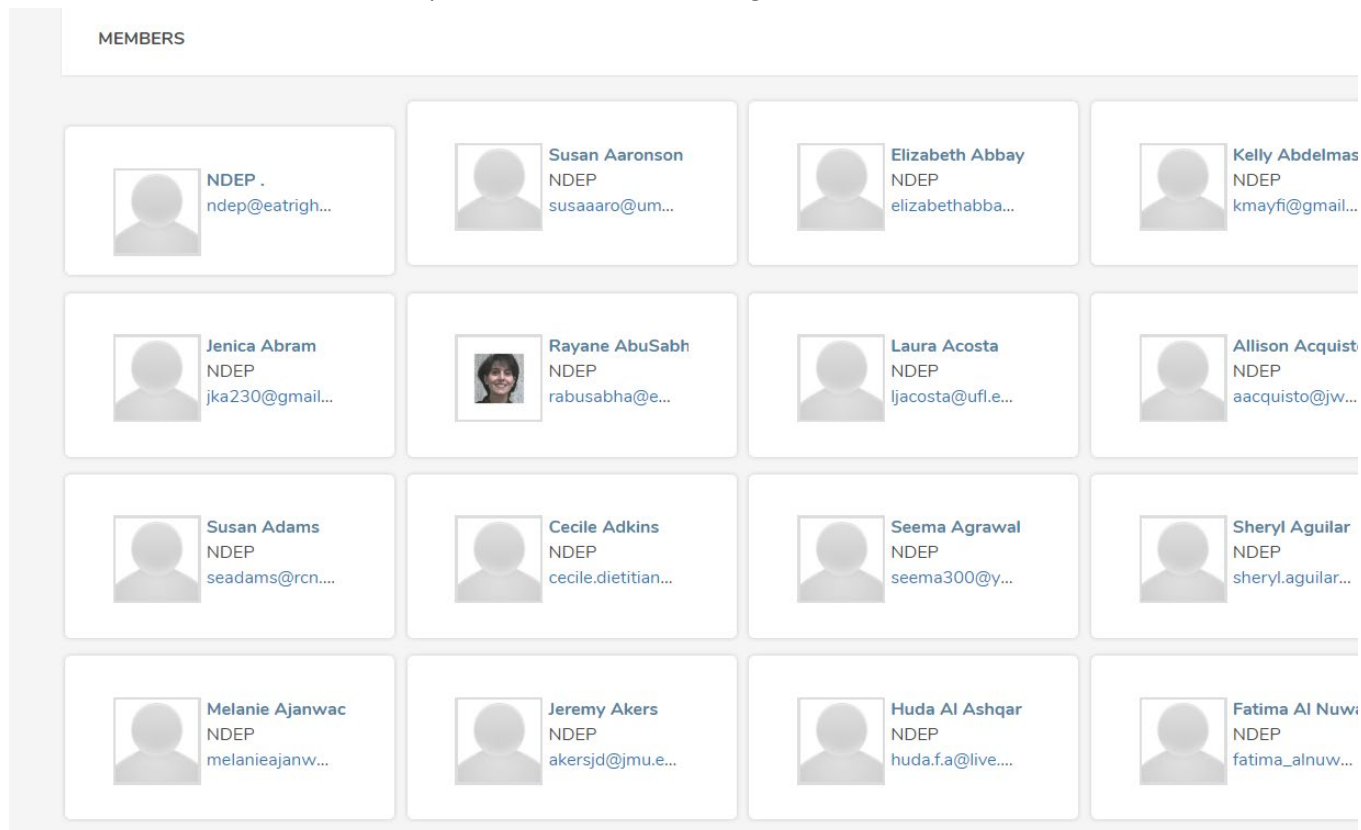
Members:

Click on the members tab to view a listing of all members of the community.



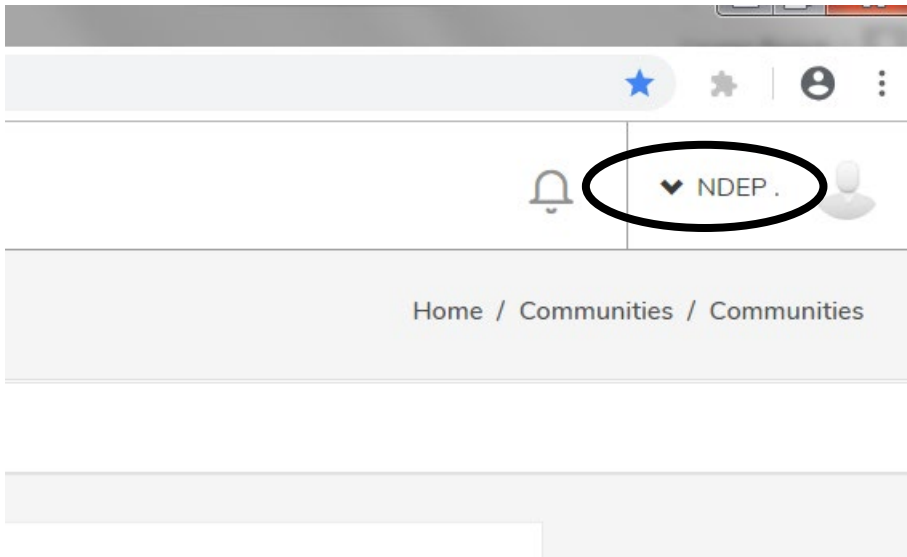
tic Educators and Preceptors (NDEP) Portal.

- Click on the name of a member to view their contact information. The only thing that is visible for others to see is your name and email address. If you include additional information such as a bio or picture, those will also be visible to all members then. Personal phone numbers and mailing addresses are not visible on the members tab.

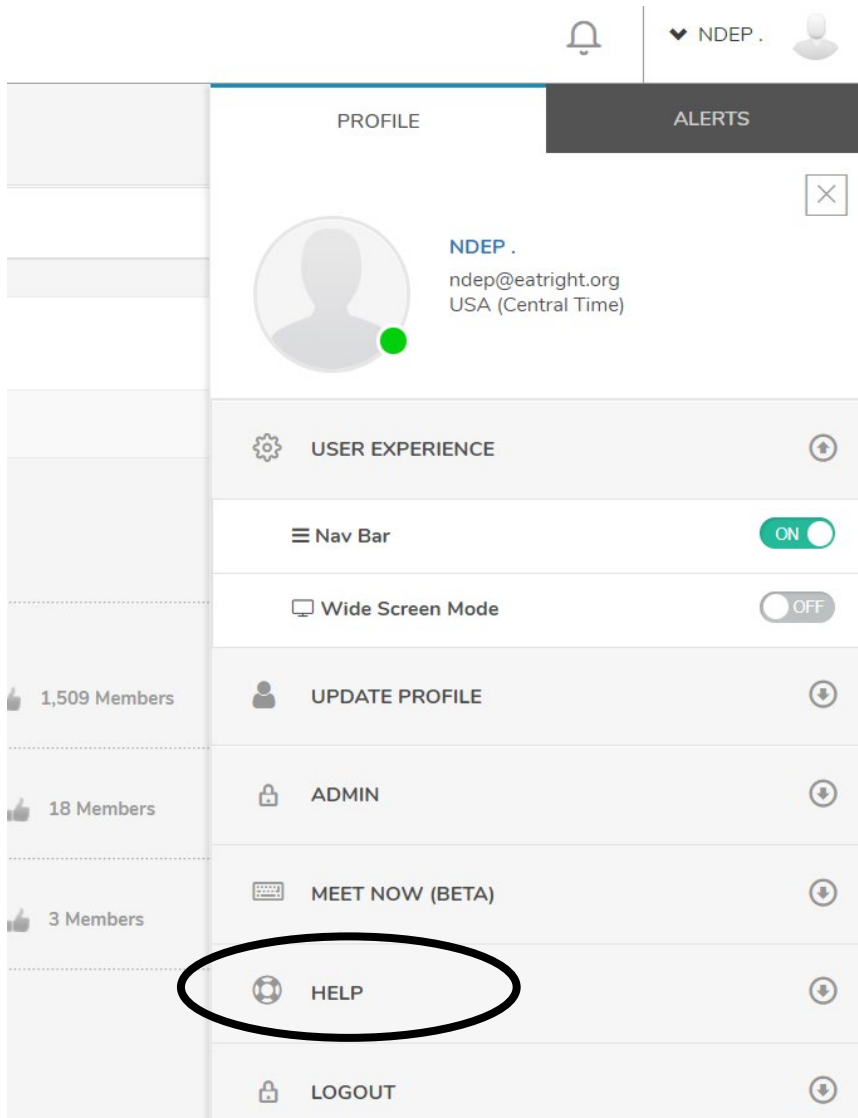


Help:

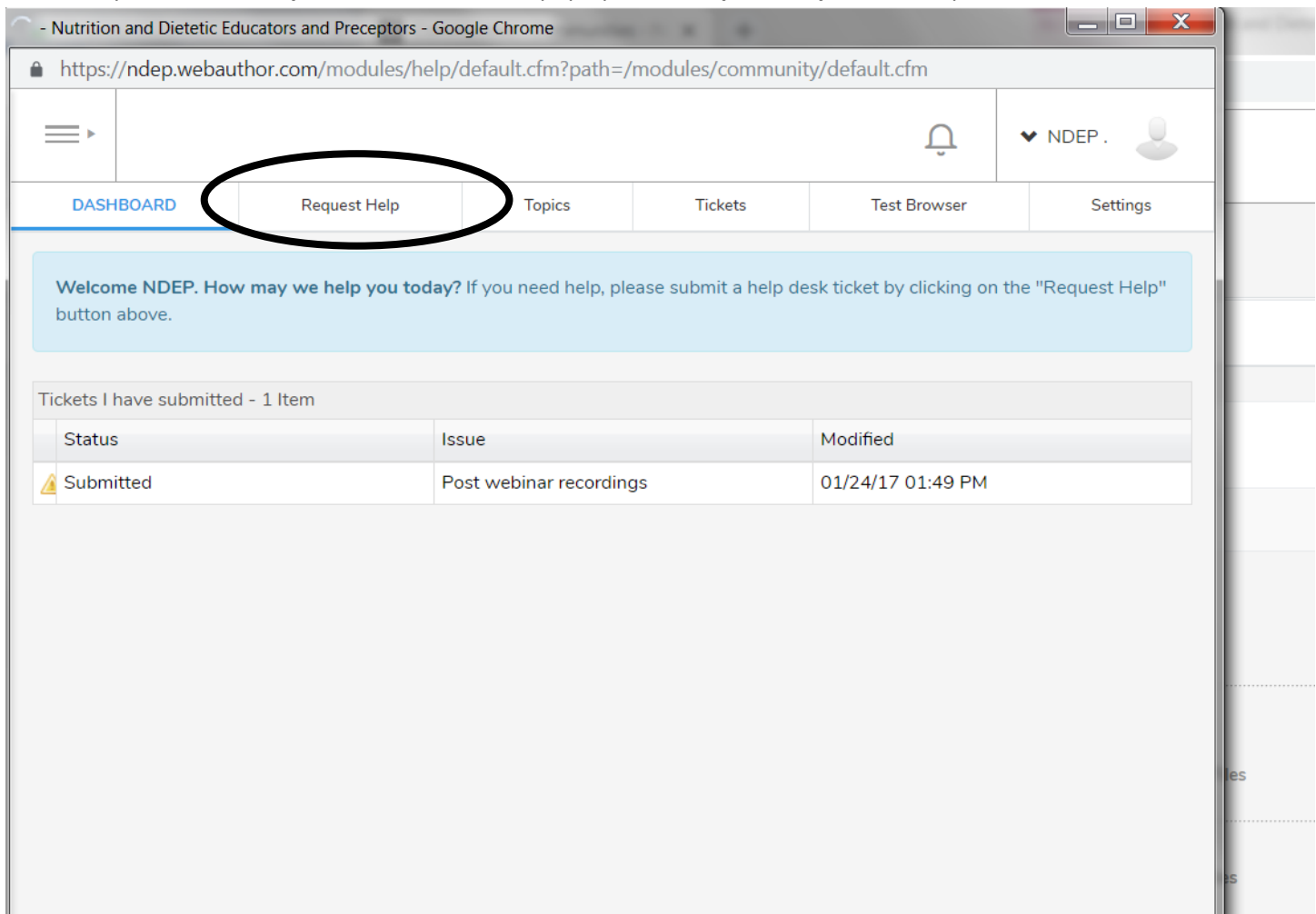
Within the portal, there is a help button located on the top right hand side of your screen in your profile.



- In the drop down menu, click on the word Help.



- Once you click the **Help Button**, a screen will pop up. Click **Request Help** to send a question.



- Once you click request help, you can enter your request which will go to the ndep@eatright.org email box to be answered. Make sure to click submit request when you are done.

Tips about the Portal/EML:

- If you are experiencing difficulty in posting a message to the EML (some people have firewalls and do not get the reply from the EML), send the message to ndep@eatright.org
- Be sure to include your name, personal email address, affiliation and/or phone number to allow someone to look for you in the members section and make a private or confidential email to you.
- Remember that not all EML members have large mailboxes. Any type of graphic files (including PowerPoint presentations) may overwhelm availability. Do not attach graphics or PowerPoint files to go to all members of the EML. These types of files can be sent to ndep@eatright.org to be placed in the library.
- Note that if you activate your “Out of Office Assistant” your EML messages may bounce back to the list and your subscription may be suspended and your profile will be marked as “opt-out” of future emails. You must log into your profile and opt back into the emails.
- If you do not want to receive messages for a specific period of time (like the summer term), go to your profile and update your email preferences to “None” or email ndep@eatright.org
- Refer to the Portal “Net-etiquette” in the library for etiquette when using the portal and EML.
- For other questions, email ndep@eatright.org.
- ***Note: Technology can be frustrating at times and often has glitches, please be patient and use the portal often to feel more comfortable and at ease while using all the features.***