

PD Specialists:

Accessing your account in the new system, *YourCouncil*:

The instructions below apply only to **PD Specialists that were active in the PDS Portal** (old system) **and have submitted the required** documents – W-9 and Agreement via an emailed link:

- To access your account:
  - Go to: [www.cdacouncil.org/yourcda](http://www.cdacouncil.org/yourcda)
  - Under the section entitled “ PD Specialists”, click on *YourCouncil* highlighted in red
  - This will take you to *YourCouncil*.
  - Click on “Forgot Your Password” which is the last option on the page.
  - Enter either your email address or customer id or username and follow the prompts to create a new password.

You will receive an email with your username and temporary password. For security purposes, we strongly suggest that you change your password immediately.

Once you access your account, you will have immediate access to your Dashboard. Click the RESET PASSWORD tab from the menu bar on the left to change your password.

Review the tabs on the Menu bar on the left-hand-side. Your options should include:

1. PDS Maintain Schedule
2. PDS Visit Request

If you do not see these tabs, this indicates that your account has not been activated. Please resubmit your [W-9](#) and [Agreement](#).

Sincerely,

Council for Professional Recognition