

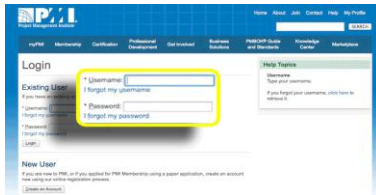
# How to Register Your PDUs with PMI

This guide will help you with the registration process so you can quickly and easily get credit for your PDUs. The web site for registering your PDUs with PMI is [ccrs.pmi.org](https://ccrs.pmi.org).

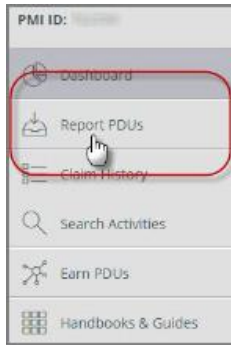
Step 1. Click the “Login/Register” button in the upper right hand corner.



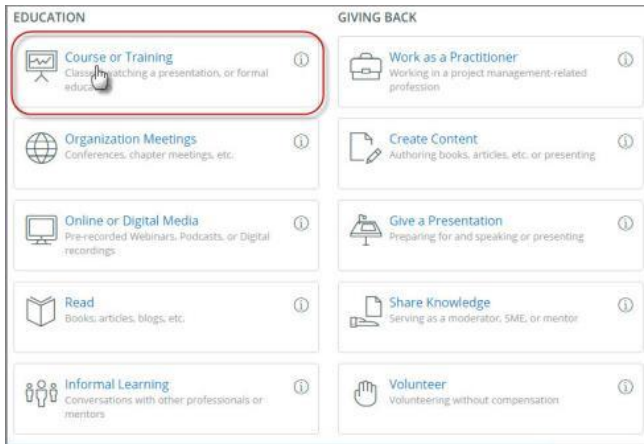
Step 2. Enter your PMI Username and Password and click the “Login” button.



Step 3. Click **Report PDUs** on the left navigation.



Step 4. Click **Courses or Training**.



Step 5. Enter **SQE** as the Provider and **SQE Training** will populate.



Step 6. Complete the remaining fields on this form.

Select the dates of the activity; other activity details will be pre-populated into the claim form as long as you selected the provider and activity from the list. *The Activity name is going to be the title of the session you attended. Titles can be located in the program guide you received at the beginning of the conference or on either website under the Program tab.*

Step 7. Enter or modify the PDU values that align with the talent Triangle. *The value of approved PDUs for each course can be located in the program guide you received at the beginning of the conference or on either website under the Program tab.*

The screenshot shows a form titled "Course or Training" with the following fields and values:

- Provider: Good Provider
- Activity: Good Project Mgmt
- Description: (optional)
- Date Started: 2/27/2024
- Date Completed: 2/27/2024
- URL: (optional)
- Contact Person: Joe Trainer
- Contact Phone: 1.555.555.5555
- Contact Email: joe@trainer.com

Below the form is a table for "PDUs Claimed":

	Technical	Leadership	Strategic	Total
PMP®/PgMP®	5.75	1.25	1.50	8.50
PPMP®	0.00	1.25	1.50	2.75
PMI-ACP®	0.00	1.25	1.50	2.75
PMI-RMP®	1.50	1.25	1.50	4.25
PMI-SP®	1.75	1.25	1.50	4.50

Annotations include red circles around the date fields and a callout box stating: "When you select the provider and activity from the drop-down menu, the rest of the activity details automatically populate into the form. Select the dates in which you participated in the activity."

Step 8. **Confirmation and Submission:** Check the box next to "I agree this claim is accurate." Then click the "Submit" button.

The screenshot shows the confirmation and submission section of the form. It contains the following text:

By submitting this claim, I attest that the information I have provided is correct. I understand that any misrepresentation or incorrect information provided may result in disciplinary action, including suspension or revocation of my PMI certification and/or credential.

I agree this claim is accurate.

Submit

Questions? Need a little help?  
Call our Client Support Group at 904.278.0524 or 888.268.8770, or  
email us at [clientsupport@techwell.com](mailto:clientsupport@techwell.com). We will be happy to help.