Reporting PDUs for 1-2 PDU meeting events

Document Purpose

This document will assist you in reporting your PDUs for PMI Dallas Chapter Events.

If you have any questions, please contact the VP of Operations at ops@pmidallas.org.

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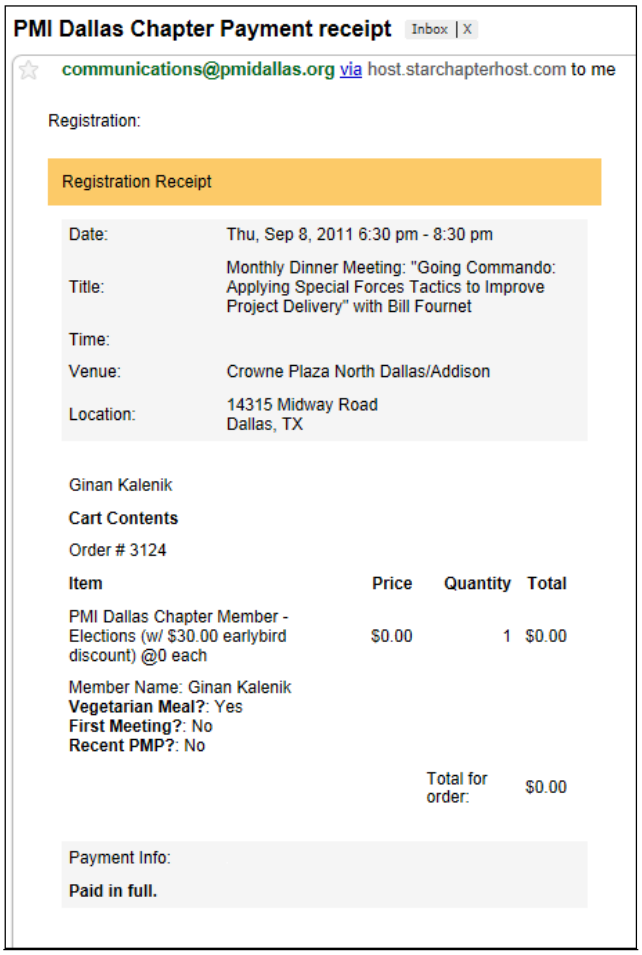
Reporting a 1 - 2 PDU Event 5

1. Log in to the PMI.org web site. 5
2. If you have successfully logged in, you will see your name. 5
3. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs" 6
4. Click on "Report PDUs" 6
5. Click on "Report PDU" 7
6. Complete "PDU category" and "Activity type" and click "NEXT" 7
7. Type in "Component ID" and click on "SEARCH" 8
8. Enter the date of the activity and the "Activity title". Then click on "NEXT". 9
9. Enter "PDUs claimed:" Click "NEXT" 10
10. Check the box "I agree this claim is accurate". Click "SUBMIT" 11
11. You will receive confirmation of your submission. You can either report another claim or return to PDU Activity. 12

Your Receipt for Attending a PMI Dallas Chapter Event:

The PMI Dallas Chapter has changed the way you receive documentation for attending a chapter event.

When you register for a PMI Dallas Chapter event from the chapter web site (pmidallas.org), you receive an email confirming your registration (see below). For chapter members, this will be sent to the email address that you have on your profile at PMI.org. Please log in there to make any email address updates. For non-chapter members, the email will be sent to the email address you input with your order.



PMI Dallas Chapter Payment receipt Inbox | x

communications@pmidallas.org via host.starchapterhost.com to me

Registration:

Registration Receipt

Date:	Thu, Sep 8, 2011 6:30 pm - 8:30 pm
Title:	Monthly Dinner Meeting: "Going Commando: Applying Special Forces Tactics to Improve Project Delivery" with Bill Fournet
Time:	
Venue:	Crowne Plaza North Dallas/Addison
Location:	14315 Midway Road Dallas, TX

Ginan Kalenik

Cart Contents

Order # 3124

Item	Price	Quantity	Total
PMI Dallas Chapter Member - Elections (w/ $30.00 earlybird discount) @0 each	$0.00	1	$0.00
Member Name: Ginan Kalenik **Vegetarian Meal?**: Yes **First Meeting?**: No **Recent PMP?**: No			
		Total for order:	$0.00

Payment Info:

Paid in full.

You will also receive a separate email for your payment information.

Where to Find This Information on the PMI Dallas Chapter web site.

We have added a "Quick Links" entry on pmidallas.org to step you through how to claim PDUs.



Preparation for Registering Your PDUs:

This information applies to PDUs earned from participating in PMI Dallas Chapter events. For events from other organizations, please contact that organization to determine information which applies.

When you are ready to register your PDUs with PMI.org, please have the following information ready:

1. PDU category: Cat A
2. Activity type: Report a Component 1-2 PDU Event (for Breakfast, Dinner and Toastmasters Meetings. Classes will have an Activity Code)
3. Component ID: C004 (C-zero-zero-four)
4. Component name: PMI Dallas Chapter
5. Activity date completed: date of meeting or class
6. Activity Title: Title of meeting or class (Monthly Dinner Meeting, etc.)
7. PDUs Claimed: see below

Number of PDUs:

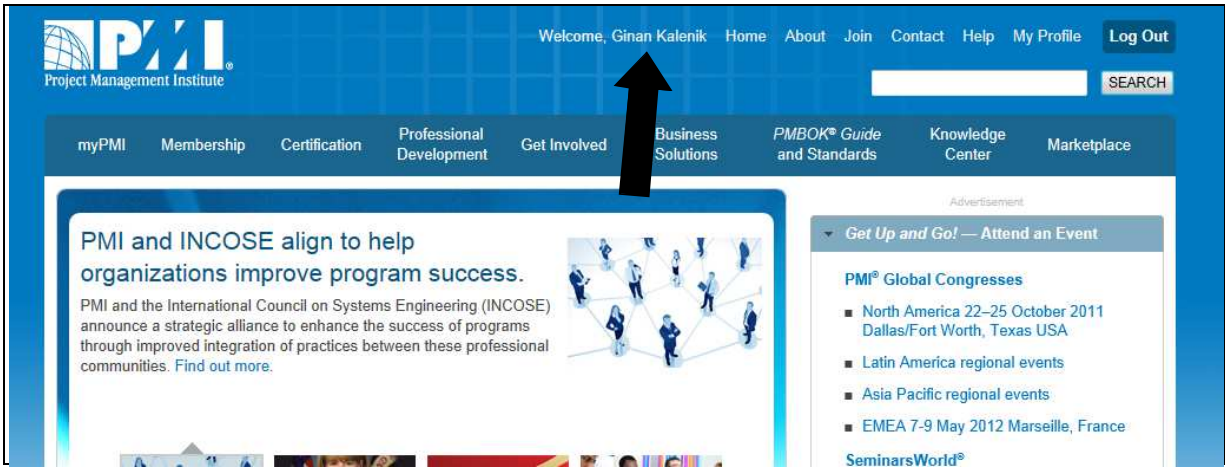
- 1 for dinner and breakfast meetings
- 2 for Toastmasters meetings
- 2 for Vendor Showcase.
- PDUs for classes or seminars are printed on the certificate you receive at completion. They will also likely have an Activity Code.

Reporting a 1 - 2 PDU Event

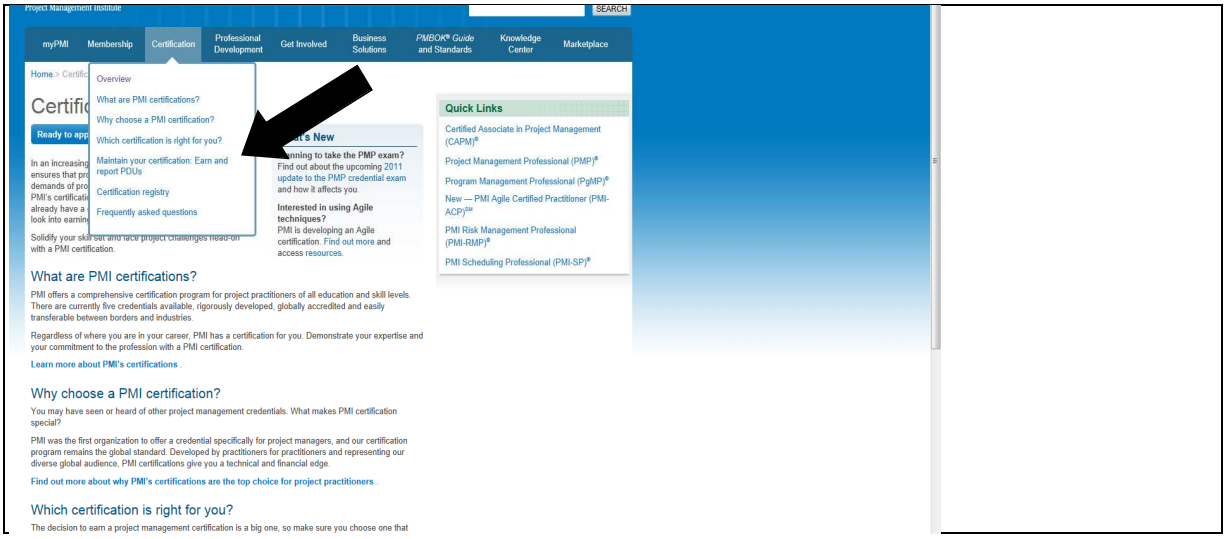
1. Log in to the PMI.org web site.



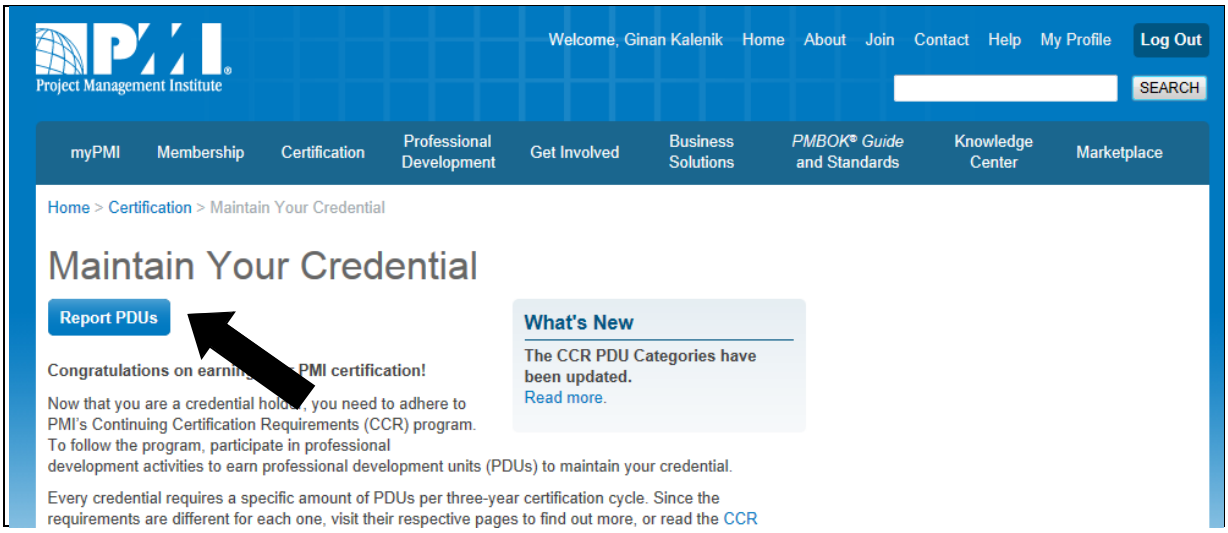
2. If you have successfully logged in, you will see your name.



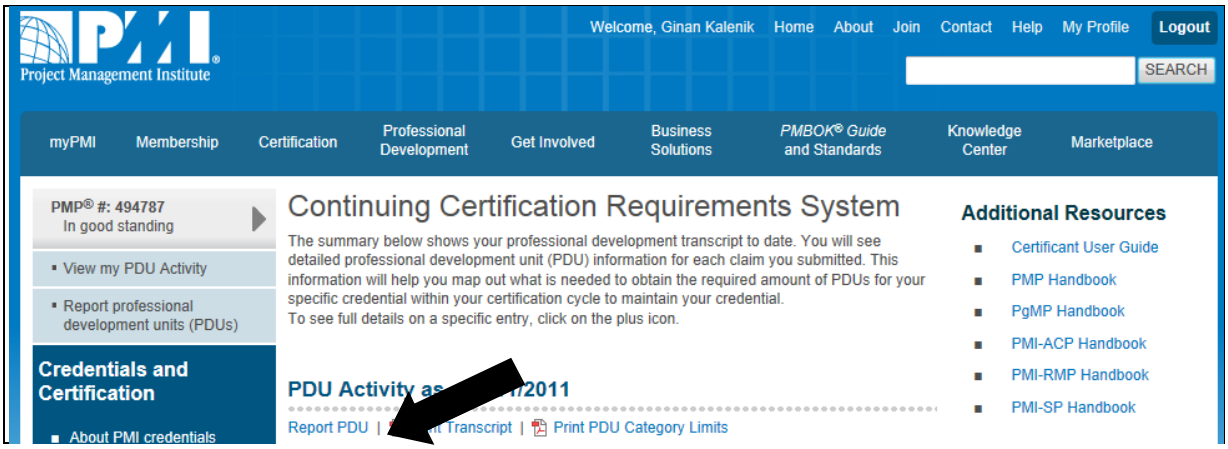
3. Hover over "Certification" and select "Maintain your certification: Earn and report PDUs".



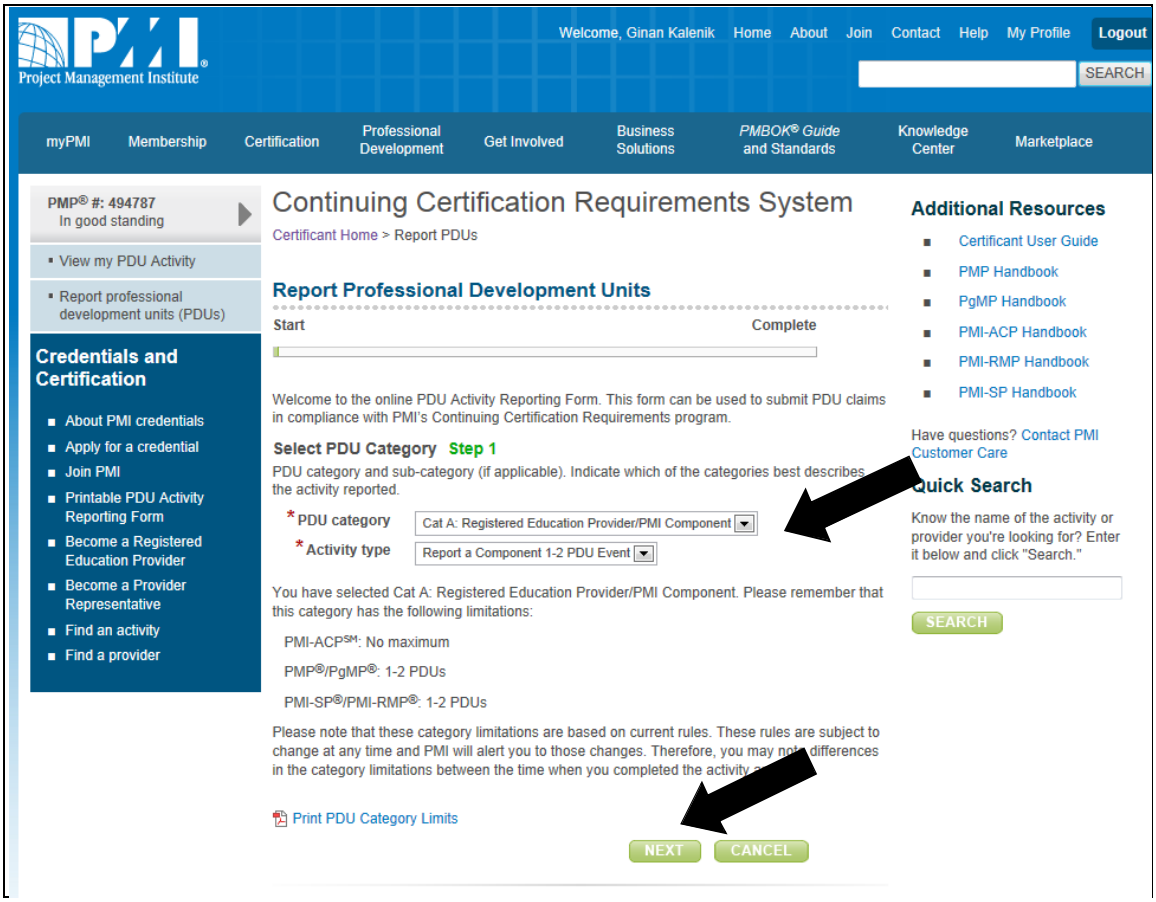
4. Click on "Report PDUs"



5. Click on "Report PDU"

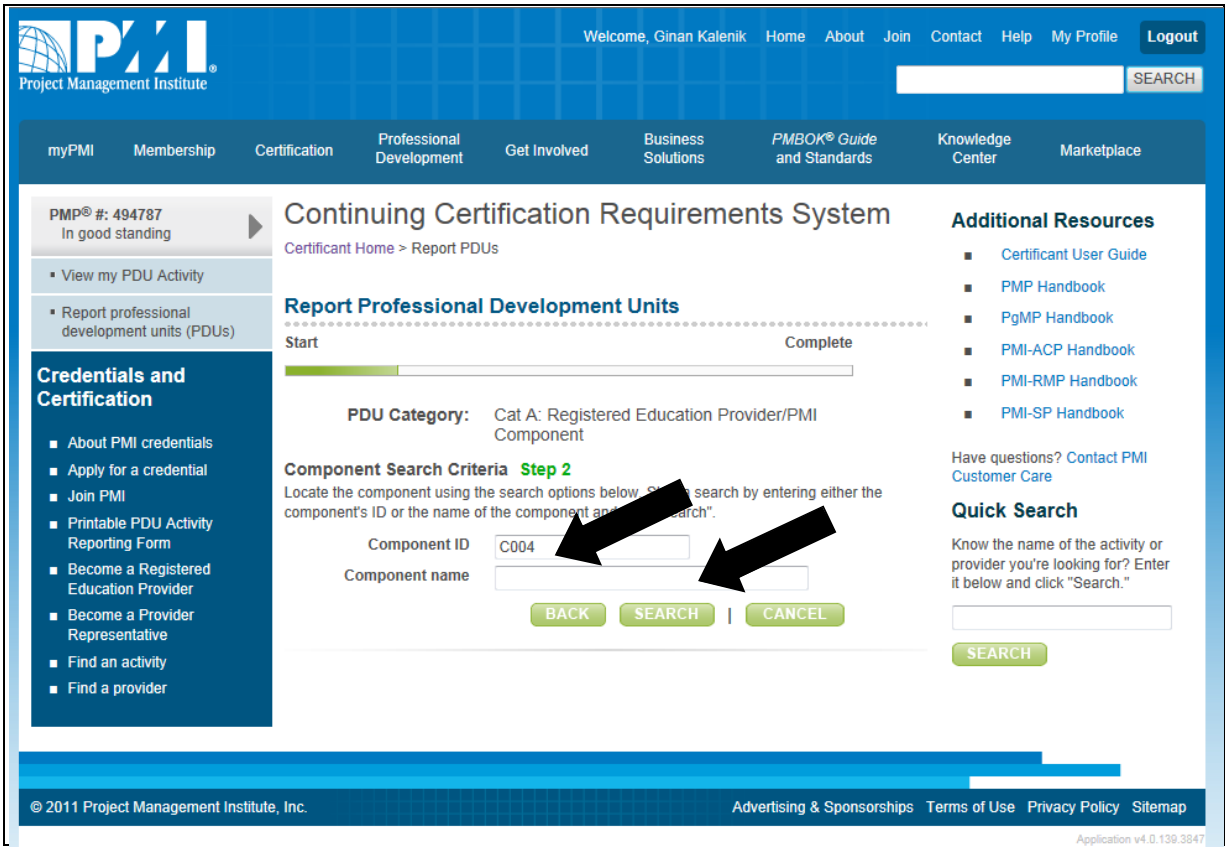


6. Complete "PDU category" and "Activity type" and click "NEXT"



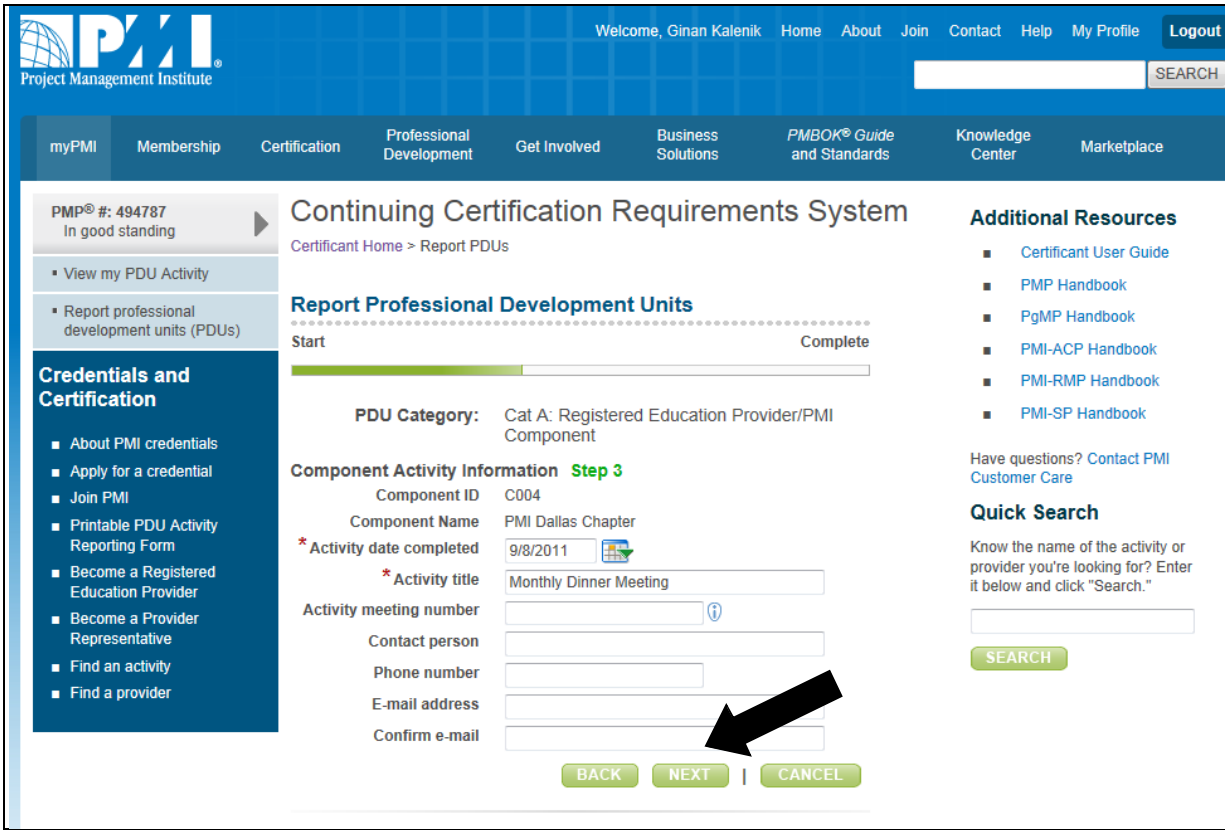
7. Type in "Component ID" and click on "SEARCH"

For the PMI Dallas Chapter, the Component ID is C004 (C-zero-zero-four).



8. Enter the date of the activity and the "Activity title". Then click on "NEXT".

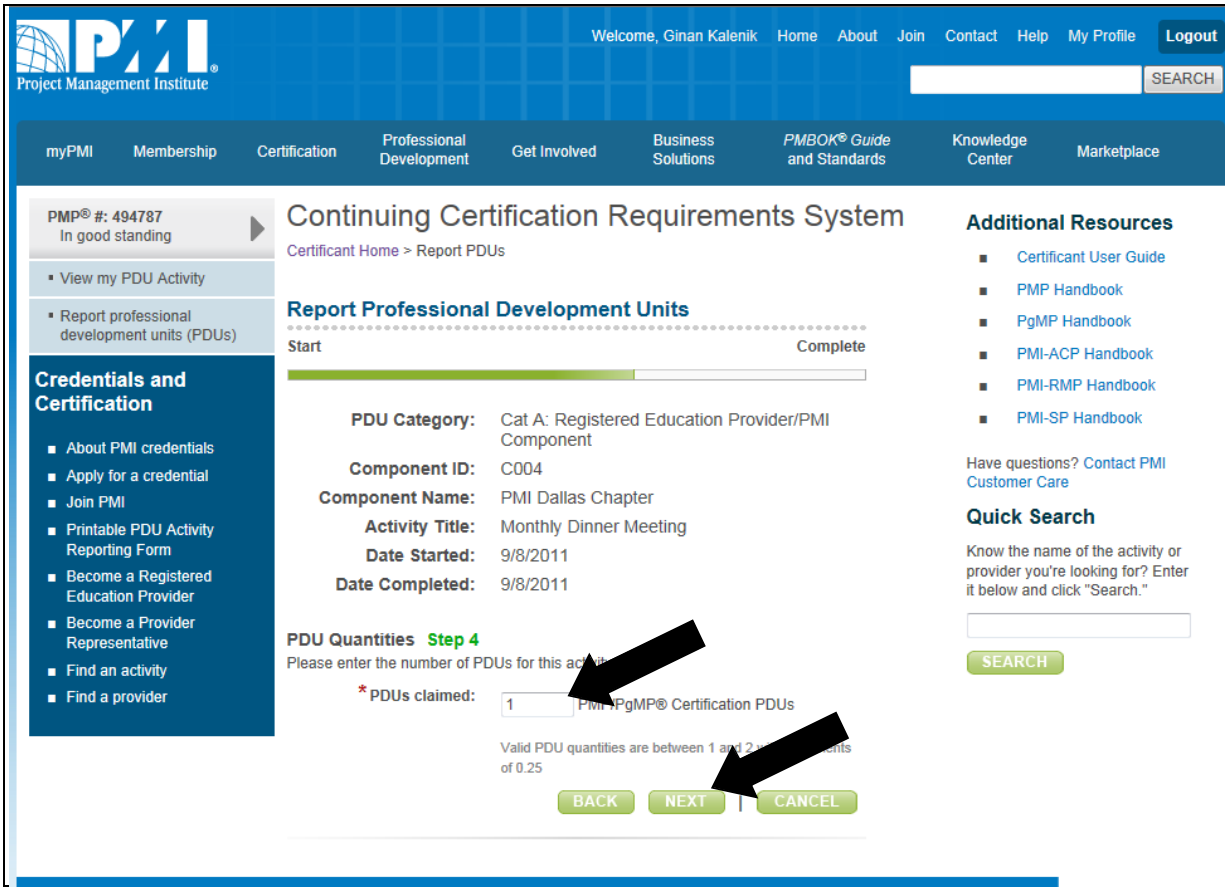
For events such as the monthly dinner meetings, breakfast meetings, or Toastmaster meeting, you can enter a simple description. No "Activity meeting number" is required for these types of events.



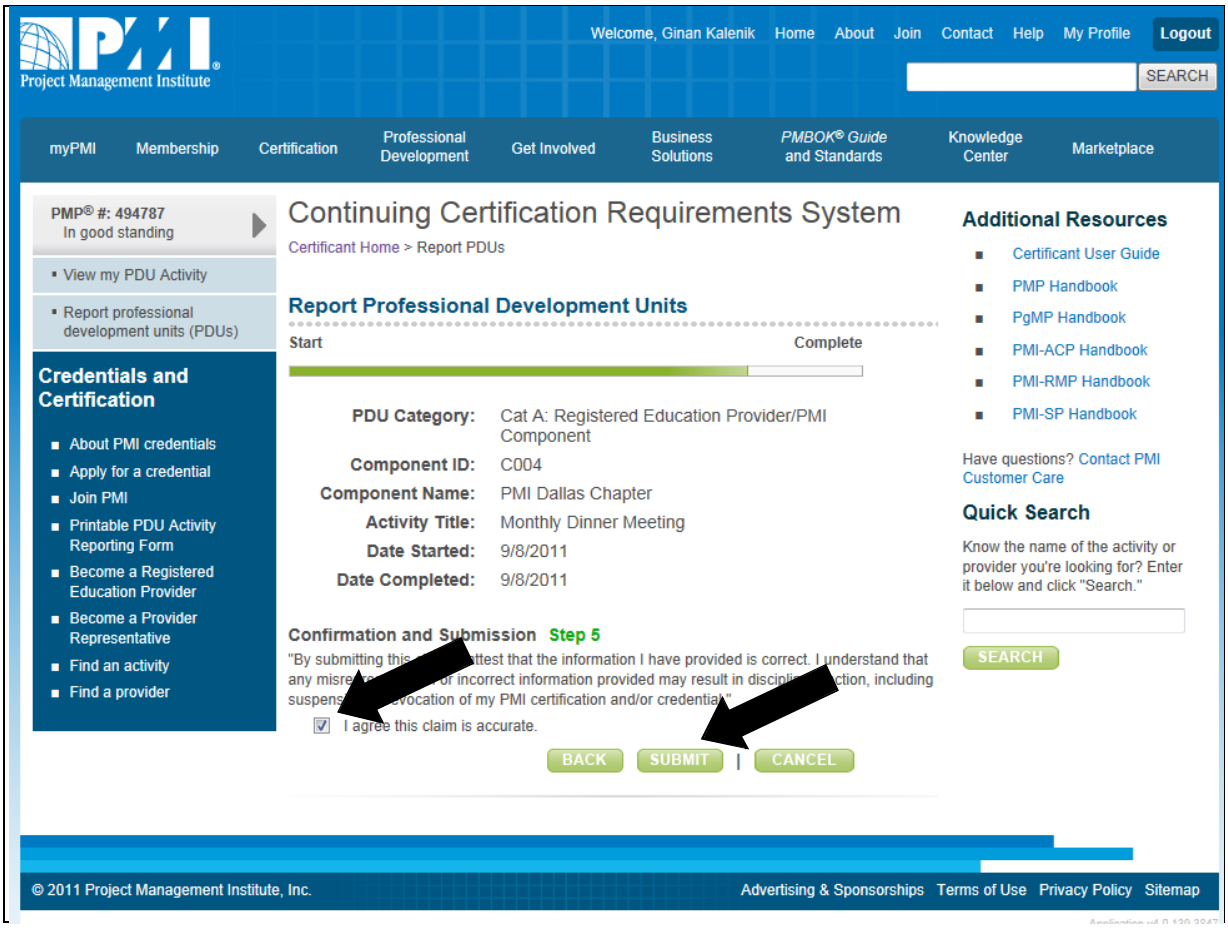
9. Enter "PDUs claimed:" Click "NEXT"

Number of PDUs:

- 1 for dinner and breakfast meetings
- 2 for Toastmasters meetings
- 2 for Vendor Showcase.
- PDUs for classes or seminars are printed on the certificate you receive at completion. These will most likely also have specific activity codes. *If the class has an Activity Code, then you will need to follow the process laid out in another section. Please refer to the Table of Contents on Page 2 for the correct section.*



10. Check the box "I agree this claim is accurate". Click "SUBMIT".



11. You will receive confirmation of your submission. You can either report another claim or return to PDU Activity.

