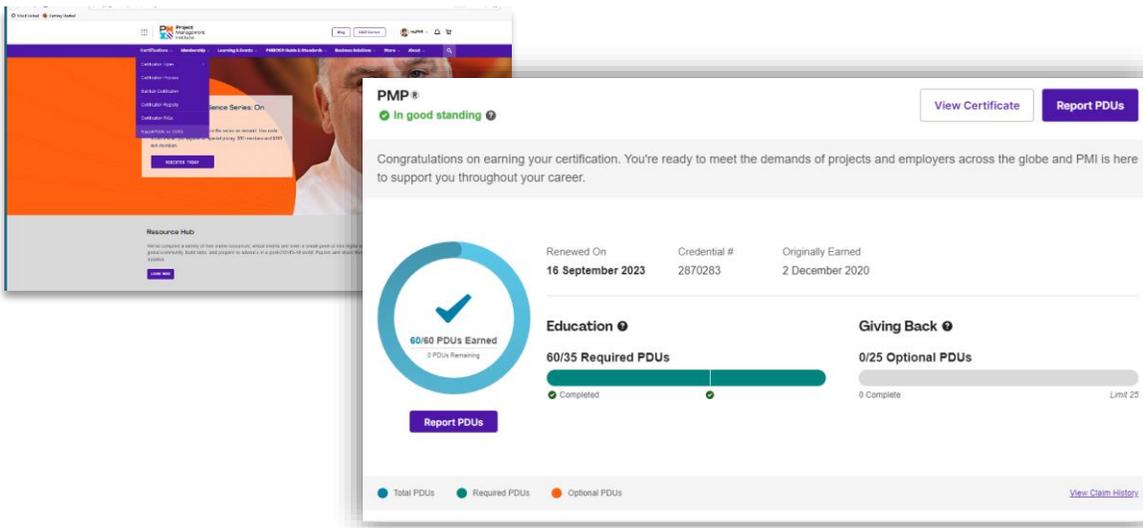


# How to Self Claim PDU

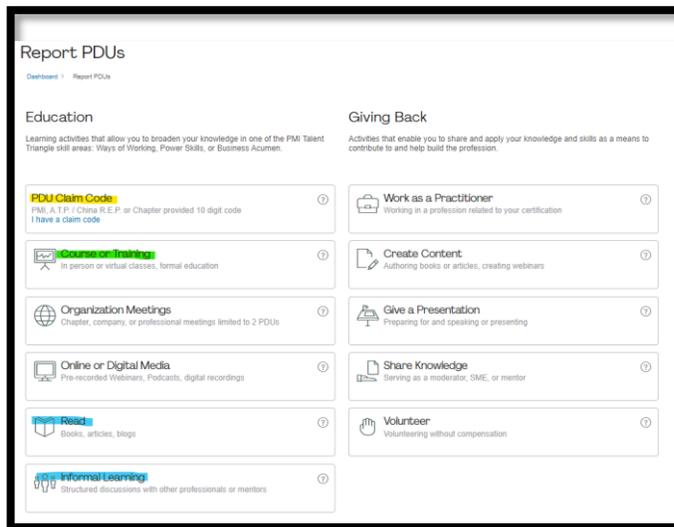
- A. Use PDU Code Provided to you by conference/instructor...
- B. Self Report the learning activity

## Step 1: Log into PMI.org

- Go to your Dashboard
- Scroll to the PMP PDU section
- Click on the Report PDUs Button



## Step 2: Select Reporting Category

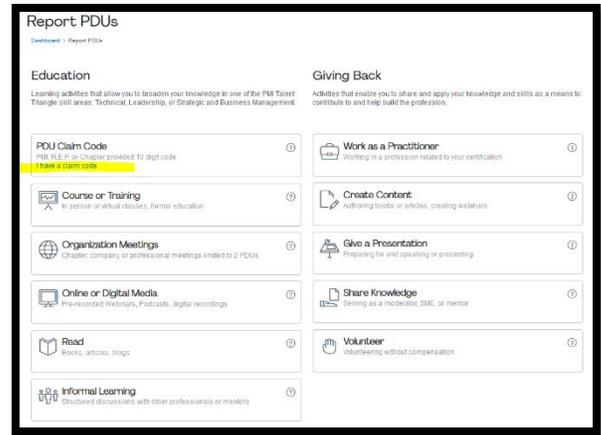


### Select which type of activity you want to report:

- PDU Claim Code if you have the code
- Course or Training if you did not get a code
- Reading
- Informal Learning
- Etc...

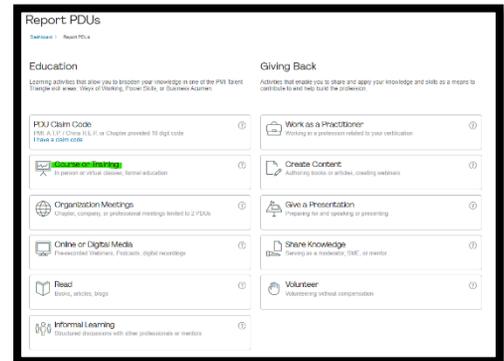
## Option A: Reporting when you have a PDU code

1. Click I have a claim code
2. Enter the code
3. Verify the time
4. Click submit



## Option B: Report a Course or Training

1. Click Course or Training link to open the reporting form
  2. Complete the form.
- TIP: Print your Conf. Program or registration for Titles, Instructor Names, Descriptions, etc*



The 'Course or Training' form includes the following fields:

- Provider Name or ID
- Course Name or ID
- Description (optional) - Rich text editor with 5000 character limit
- Start Date - MM/DD/YYYY
- End Date - MM/DD/YYYY
- URL (optional)
- Contact Person (optional)
- Contact Phone (optional)
- Contact Email (optional)
- PDU's Claimed - A summary bar at the bottom showing:
  - Ways of Working: 0.00
  - Power Skills: 0.00
  - Business Acumen: 0.00
  - Total PDUs: 0.00

Preapproved courses might be in the dropdowns. You may also simply need to enter the info

Value is hour-for-hour.  
 EX: A 30 minute lecture is worth .5.  
 EX: A 3 credit college course might be worth 60 hours.  
 A single course can be applicable to all 3 triangles, like: .5 | .5 | 1

- Upon clicking submit, a rating window opens, complete this form

**NOTE: IF SUBMITTING A UNIVERSITY COURSE.** Check your dashboard / email daily for follow-up from PMI. They may request, additional documentation, such as proof of registration, proof of grade, etc...

## Option C: Other Types of Informal Learning

(i.e. PMIRGC Books & Beyond Meetings. Report BOTH Reading time & the Informal Learning time when you attend the discussions)

- Same steps as Option B. Select the category and complete the form

*TIP: Save a summary of the book/article/podcast... Titles, Instructor Names, Descriptions, etc*