

## **PDU Claim instructions for PMISCC – AMCHAM BREAKFAST SEMINAR**

### **“Project Governance: Getting it Right= Success”**

Dear Attendee

Thank you for attending the PMI SCC – AMCHAM Breakfast Seminar held on November 29<sup>th</sup> 2011.

Below are the **Instructions** on claiming PDUs for attending the Seminar.

PDU Credit: 2.0 PDUs

**Step 1:** Log on to: <http://www.pmi.org/>

The PMI Home Page will appear

**Step 2:** Click on “**Log In**” at top right hand corner of the

**Step 3:** Enter your: “**Username**” and “**password**”, once this is completed Click on “**Log in**”.  
Your Profile will appear.

**NOTE: If you did not Register before as a User you will have to follow the steps to register by clicking on “Register now”. This is recommended as it is a faster way to register your PDUs.**

**Step 4:** Click on “**View PDUs.**”

**Step 5:** Click on “Report PDU”, located just below PDU Activity as at ..... (The Date you accessed the site).

This will take you to Step 1 of the Reporting Process.

**Step 6:** Under Step 1 in the PDU category box, click on the drop down arrow and select “**Category A: Registered Education Provider / PMI Component**”

Another Drop Down Box will appear “**Activity type**”

**Step 7:** In the Activity Box select “**Report a Component 1-2 PDU Event**”

After this click on “**Next**” at the bottom of the page.

This will take you to Step 2 of the process.

**Step 8:** In the Component ID Box enter “**C203**”

This represents the PMI Southern Caribbean Chapter.

**Step 9:** Click on **Search** [*screen will return with additional data*] and show the Component Name as PMI Southern Caribbean Chapter. You will be required to answer some questions related to the Seminar. This is shown below.

**Step 10:** In “Activity date completed” enter “**29 November 2011**”

In “Activity Title” enter “**Project Governance: Getting it Right=Success**”.

In "Activity meeting number" enter "**1**".  
*This means that it was the first meeting you had for that day for which you are claiming PDUs. To differentiate from any other meeting / seminar or technical session you may have attended later in the day.*

In "Contact person" enter "**Jemma Ramjattan**"

In "Phone number" enter "**8686584200 Ext. 2179**"

In "E-mail address" enter "**jemma.ramjattan@petrotrin.com**"

In "Confirm In e-mail address" enter "**jemma.ramjattan@petrotrin.com**"

Once this is completed click on "**Next**" at the bottom of the page.  
The Screen will refresh and take you to **Step 4**.

**Step 11:** In the "PDUs claimed" box enter "**2**"  
Once this is completed click on "**Next**" at the bottom of the page.  
The Screen will refresh and take you to **Step 5**.

**Step 12:** Click on the box to confirm "I agree this claim is accurate"  
Once this is completed click on "**Submit**" at the bottom of the page.

The Screen will refresh and you will see "Report on Professional Development Units" with all the details of your PDU Claim. It is recommended that you Print and Save this page for your records in the event of any Audit or need to clarify any entry issues with PMI.

You can go to "view my PDUs" to confirm that the Claim was entered, also you will get an e-mail from PMI soon after confirming that your Claim was registered.

Yours faithfully,

**PROJECT MANAGEMENT INSTITUTE  
SOUTHERN CARIBBEAN CHAPTER**



**H. Harnarine Maharaj  
Vice President  
Technical Sessions**