

Steps for Reporting PDUs

1. Log in to PMI's Continuing Certification Requirements System Web site: <https://ccrs.pmi.org/>.
2. Click "Report PDUs" link, which can be found on the left-hand side of the screen. This will take you to the Report PDUs screen.
3. On the Report PDUs screen, in the Education column, select either "Course or Training" (if you attended the live webinar) or "Online or Digital Media" (if you watched a recorded webinar).
4. On the subsequent screen, type in the following:
 - a. Provider: 2733
 - b. Activity: (your course activity's number)
 - c. Enter your course's start date in the "Date Started" field.
 - d. Enter your course's end date in the "Date Completed" field.
5. Under PDUs claimed, be sure to enter 1.00 in the Technical, Leadership, or Strategic category (depending on the Webinar you attended).
6. Check the box labeled "I agree this claim is accurate."
7. Click "Submit."