

How to Claim one PDU for our Monthly Chapter Presentations

1. Log on to PMI site and find the "Claim PDU's" link at www.pmi.org. Or use the link below (You need your **Member ID** and **PMP Number**. Default password is usually the first FOUR of your last name.)
 - a. http://tel.occe.ou.edu/pmi/PMI_Member/PDUlogin.php3
 - b. Click the "**PMI PDU Self Report FORM**" radio button before you click "**LOGIN**"
2. Drop down menu select: Category 3 Registered Education Provider Program / PMI Component Event
3. Click "**Continue**" Button.
4. Scroll to select OPTION 3. Under 4 Digit Provider ID key in: **C305 (This is our chapter number)**
5. Click "**Get Programs for this Provider**"
6. Near the top see the "**1 to 2 PDU Event**" at the first section.
7. Click "**1 to 2 PDU Event**" button.
8. Key in email and phone if you choose (it's optional)
9. **Important:** Type in Event Title (What was the meeting about – WHO did it)

(Example: **Leadership from the Inside Out – Dan Tuten**) – March 2007
10. Key in the Date (**dd/mm/yyyy**) or use the calendar for the Chapter meeting date.
11. Selection **1.00** PDUs Earned for Chapter Meetings.
12. Select a value for did the "This course met all of its stated objectives:"
13. Click the "**I Agree**" check box.
14. Click "**Preview**" button.
15. Print page for your records.
16. Click "**Finalize Submission**" to submit.