

SHRM Manual Activity Entry

Occasionally, programs you claim for PDC's will need to be manually entered into your account. Most often this occurs when entering a recorded program, such as a webcast, or when entering a program presented by an organization not yet a SHRM Recertification Provider. The following steps will guide you through this self-reporting function.

1. Follow the normal step to log into your personal, certification account.
2. Enter all information, normally auto-populated, into the spaces provided on the screen.

Search

ACTIVITY NAME
SHMR Provider Example Program 2015

PROVIDER
Society for Human Resource Management (SHRM)

PROGRAM START DATE
11/16/2015

PROGRAM COMPLETION DATE
11/16/2015

IF OTHER OR NOT LISTED, ENTER PROVIDER [OPTIONAL]

SPEAKER/PRESENTER [OPTIONAL]
Joe Shrm

PROGRAM TYPE [OPTIONAL]
Videoconferences, webcasts, audiocasts, podcasts, eBooks, self-

PDCS
1

Cancel Submit

3. If the provider of the program is not listed in the drop-down menu, simply select "Other" from the top of the list, and enter the provider name in the space provided.

ACTIVITY NAME
SHMR Provider Example Program 2015

PROVIDER
Other

PROGRAM START DATE
11/16/2015

PROGRAM COMPLETION DATE
11/16/2015

IF OTHER OR NOT LISTED, ENTER PROVIDER [OPTIONAL]
SHRM of Greater Tatoonie

SPEAKER/PRESENTER [OPTIONAL]
Joe Shrm

PROGRAM TYPE [OPTIONAL]
Videoconferences, webcasts, audiocasts, podcasts, eBooks, self-

PDCS
1

- Once you have completed entering all the program information in the spaces provided, click "Submit". If successful, the program information will appear near the top of the screen.

Current Cycle Begin Date: 8/1/2014

Current Cycle End Date: 6/29/2018

EDUCATIONAL PDC ACTIVITIES



Activity ID	Activity Start Date	Activity Name	Provider	Educational PDCs Earned	
50994MCRSXN	11/16/2015	SHMR Provider Example Program 2015		1	Delete