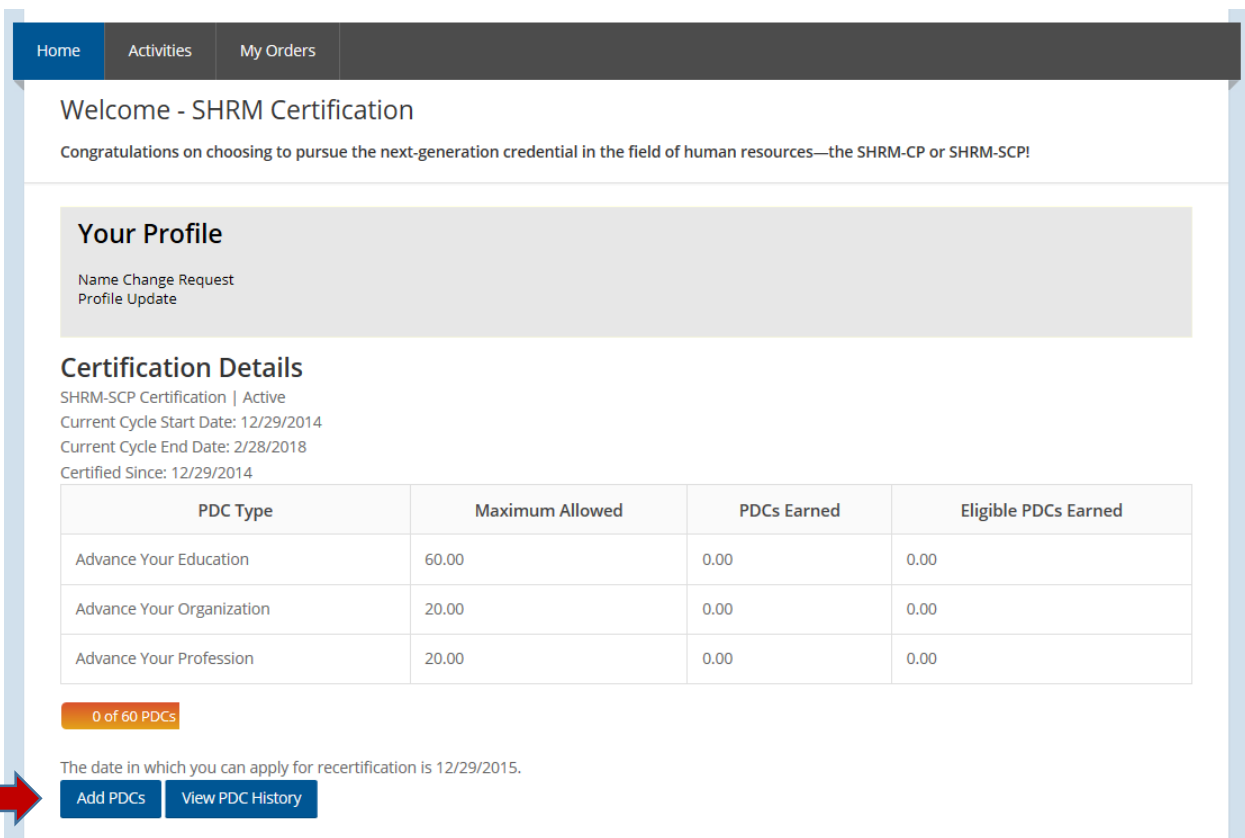


## Entering Activities into Your Online Profile

**Step 1: Log in to your online account at:**

<https://portal.shrmcertification.org/Login.aspx?ReturnUrl=%2fProfile%2fDefault.aspx>

**Step 2: From your account homepage, select “Add PDCs” as illustrated below.**



Home Activities My Orders

Welcome - SHRM Certification

Congratulations on choosing to pursue the next-generation credential in the field of human resources—the SHRM-CP or SHRM-SCP!

**Your Profile**

Name Change Request  
Profile Update

**Certification Details**

SHRM-SCP Certification | Active  
Current Cycle Start Date: 12/29/2014  
Current Cycle End Date: 2/28/2018  
Certified Since: 12/29/2014

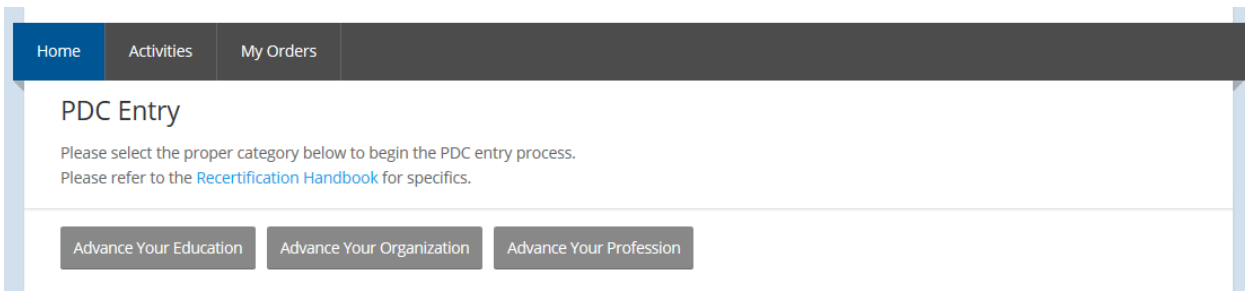
PDC Type	Maximum Allowed	PDCs Earned	Eligible PDCs Earned
Advance Your Education	60.00	0.00	0.00
Advance Your Organization	20.00	0.00	0.00
Advance Your Profession	20.00	0.00	0.00

0 of 60 PDCs

The date in which you can apply for recertification is 12/29/2015.

**Add PDCs** View PDC History

**Step 3: Select the recertification category that you would like to enter in activity for.**



Home Activities My Orders

**PDC Entry**

Please select the proper category below to begin the PDC entry process.  
Please refer to the [Recertification Handbook](#) for specifics.

Advance Your Education Advance Your Organization Advance Your Profession

**Step 4: In this example, Advance Your Education is selected – here you can either:**

1. Enter in an Activity ID in the field named “Activity ID Number” and select “Search”
2. OR add an activity without an Activity ID by providing the details listed below and clicking “Submit”

### Advance Your Education

SHRM recognizes the value of professional development through lifelong learning, as well as the need for different learning formats suited to individual professionals. Both instructor-led and self-paced continuing education activities qualify for recertification credit. All required 60 Professional Development Credits (PDCs) during the 3-year recertification cycle can be obtained through continuing education activities.

Current Cycle Begin Date: 12/29/2014      Current Cycle End Date: 2/28/2018

#### Educational PDC Activities

No Activities for this Cycle.

#### Educational PDC Program Details

Activity ID Number

Program Start Date <input type="text"/>	Speaker/Presenter [optional] <input type="text"/>
Activity Name <input type="text"/>	Program Duration (Educational Portion in Hours) <input type="text"/>
Provider <input type="text"/>	Program Type [optional] <input type="text"/>
Program Completion Date <input type="text"/>	PDCs <input type="text"/>
If Other or Not Listed, Enter Provider [optional] <input type="text"/>	