1. Create a Preferred Provider Account: [http://forms.shrm.org/forms/shrm-preferred-provider-registration-chapters](http://msg.shrm.org/site/R?i=dn-pFUP26OmOfxWedYXFAg)
2. Once account is created (it is connected to the person who creates it personal account), log-in at: <https://portal.shrmcertification.org/Profile/Default.aspx>
3. You should have a “Preferred Provider” box on your home screen. Click “Course List” in this box.



1. To Add Classes/Courses: Click “Add a Class”



For this you will need to decide if it is a class or a course and enter:

1. Course or Class Name
2. Intended Audience
3. PDC Credits (number)
4. Description/ Class Description/Summary
5. Begin Date and End Date
6. Delivery Method
7. Registration URL
8. Which competencies will be acquired (primary and secondary)
9. Class Location

Hit “Save”. You’re done!