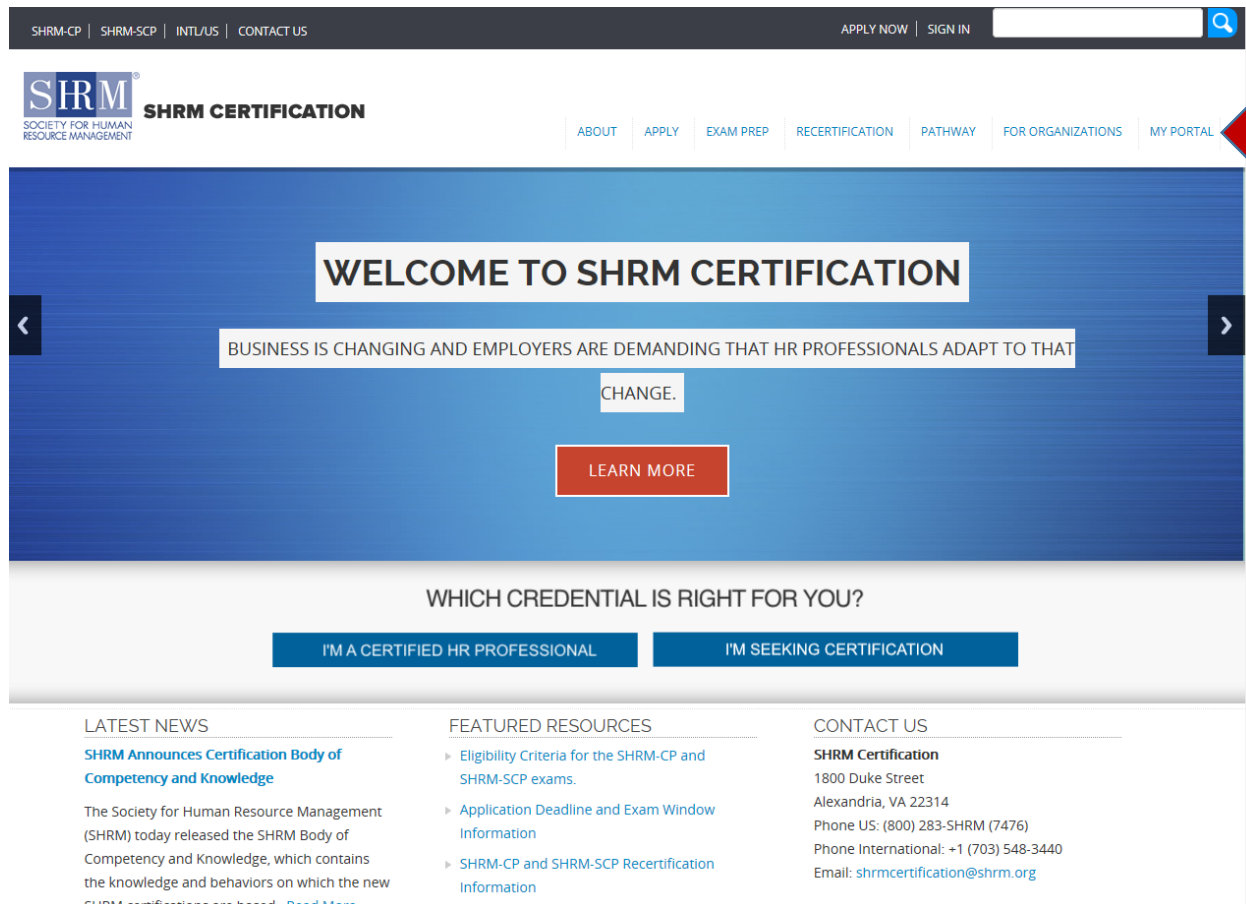


Welcome to the SHRM Preferred Provider program! The following document provides step-by-step instructions on how to access your online Preferred Provider account, as well as how to input your programs within your account.

If you should have any questions while you are accessing your account, please email us directly at PreferredProvider@shrm.org – a representative from the SHRM Preferred Provider team will be happy to assist.

Step 1: Access the SHRM Certification online portal:

- I. Visit www.shrmcertification.org
- II. Select “My Portal” from the homepage in the upper right-hand corner



The screenshot shows the SHRM Certification website homepage. At the top, there is a navigation bar with links for SHRM-CP, SHRM-SCP, INTL/US, CONTACT US, APPLY NOW, and SIGN IN. Below this is the SHRM logo and the text 'SHRM CERTIFICATION'. A horizontal navigation menu contains links for ABOUT, APPLY, EXAM PREP, RECERTIFICATION, PATHWAY, FOR ORGANIZATIONS, and MY PORTAL. A red arrow points to the 'MY PORTAL' link. The main content area features a large blue banner with the text 'WELCOME TO SHRM CERTIFICATION' and 'BUSINESS IS CHANGING AND EMPLOYERS ARE DEMANDING THAT HR PROFESSIONALS ADAPT TO THAT CHANGE.' Below the banner is a 'LEARN MORE' button. Further down, there is a section titled 'WHICH CREDENTIAL IS RIGHT FOR YOU?' with two buttons: 'I'M A CERTIFIED HR PROFESSIONAL' and 'I'M SEEKING CERTIFICATION'. The footer contains three columns: 'LATEST NEWS' with a link to 'SHRM Announces Certification Body of Competency and Knowledge', 'FEATURED RESOURCES' with links to 'Eligibility Criteria for the SHRM-CP and SHRM-SCP exams', 'Application Deadline and Exam Window Information', and 'SHRM-CP and SHRM-SCP Recertification Information', and 'CONTACT US' with the address '1800 Duke Street, Alexandria, VA 22314', phone numbers '(800) 283-SHRM (7476)' and '+1 (703) 548-3440', and email 'shrmcertification@shrm.org'.

Step 2: Reset Your Password

- I. You online account has already been created with a temporary password. Please click on the “Reset” button under the “Forgot Your Password” option to receive an email with a link to create a new password.

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SOCIETY FOR HUMAN RESOURCE MANAGEMENT

Home Activities My Orders

Welcome to the SHRM Certification Portal
Please create a profile or login to proceed.
Please note this is a new account setup and your username is not your SHRM Member #.

Login

Username

Password

Remember Me

Login

Don't have an account yet?

Create Account

Forgot your password?

Reset

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- II. Enter in the email that you used when you registered/applied to become a Preferred Provider, then Select Continue.

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Home Activities My Orders

Password Reset
Please enter your email address and a single use password reset email will be sent to you.

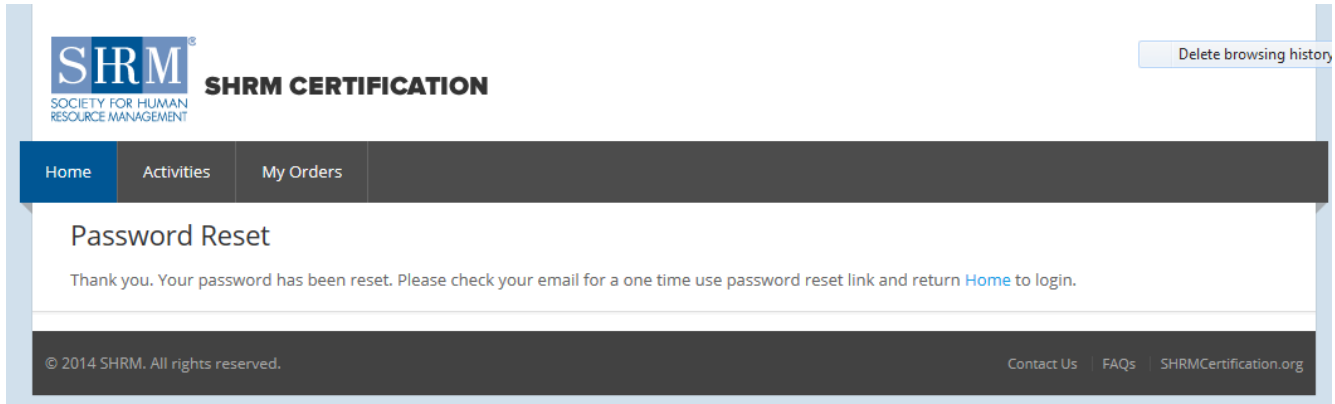
Email Address

ExampleCourseCreation@gmail.com

Back Continue

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- III. You will receive a confirmation that your password reset request has been completed – please check your email for this one-time use link to reset the password for your account.



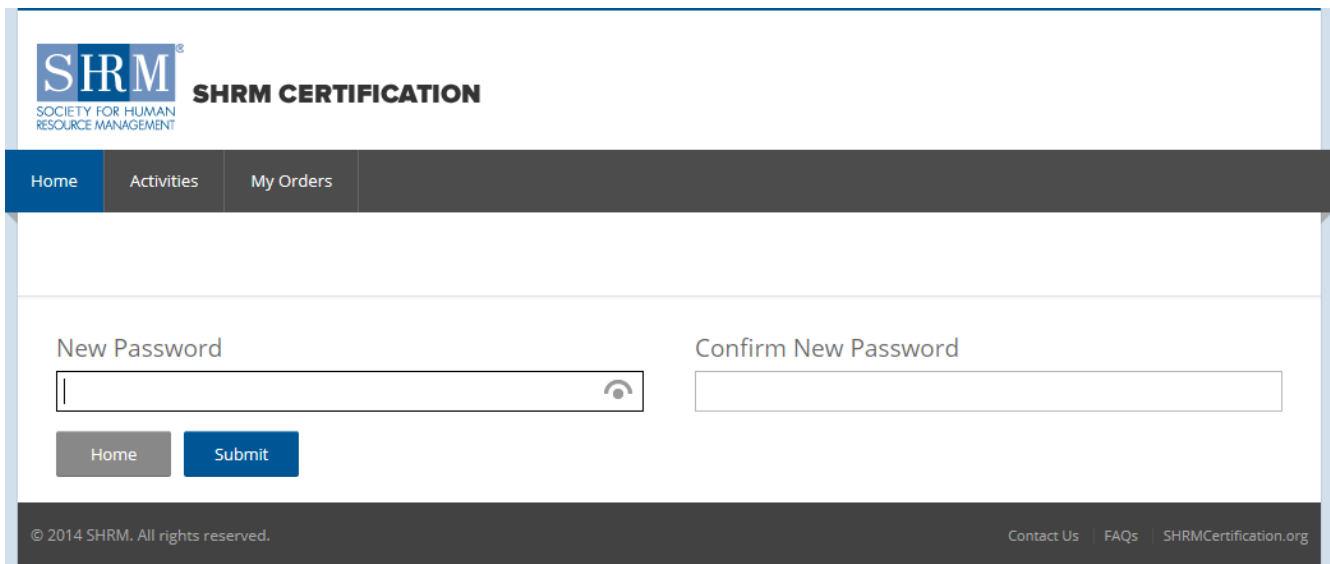
The screenshot shows the SHRM Certification website interface. At the top left is the SHRM logo and 'SHRM CERTIFICATION' text. A navigation bar contains 'Home', 'Activities', and 'My Orders'. The main content area displays 'Password Reset' with a message: 'Thank you. Your password has been reset. Please check your email for a one time use password reset link and return Home to login.' A footer contains copyright information and links for 'Contact Us', 'FAQs', and 'SHRMCertification.org'.

- IV. The email will come with the following information:

- a. From: Certification, SHRM with the email of noreply@shrm.org.
- b. **Password Reset Link:** This will be a long URL that will end with two equal signs, ==. Some users have experienced that the URL has not included the == completely in the hyperlink, so **please copy the complete URL and paste it into a browser.**

- V. After going to the reset URL, you will then choose a new password – please ensure the password is:

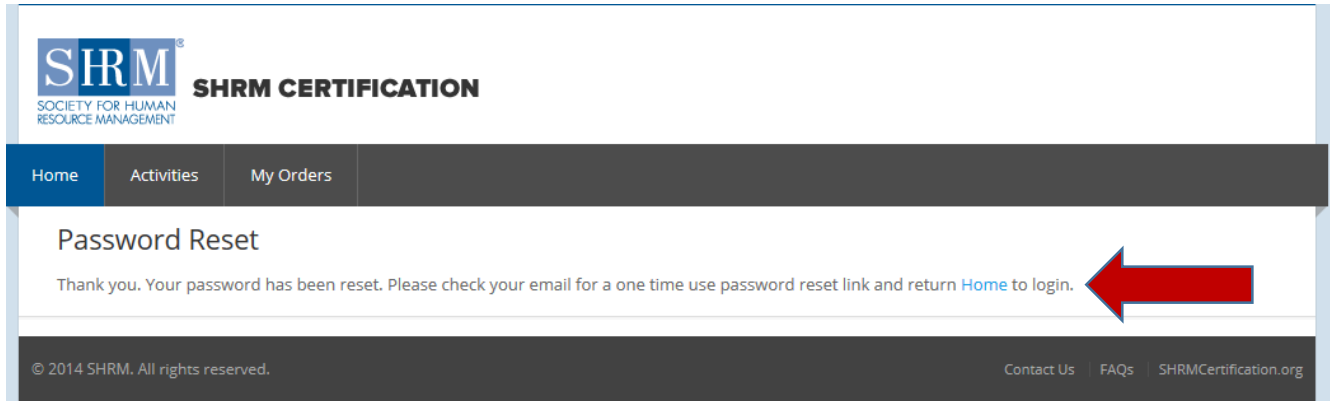
- a. At least 8 digits long
- b. Contains one uppercase letter
- c. Contains one lowercase letter
- d. Contains one number



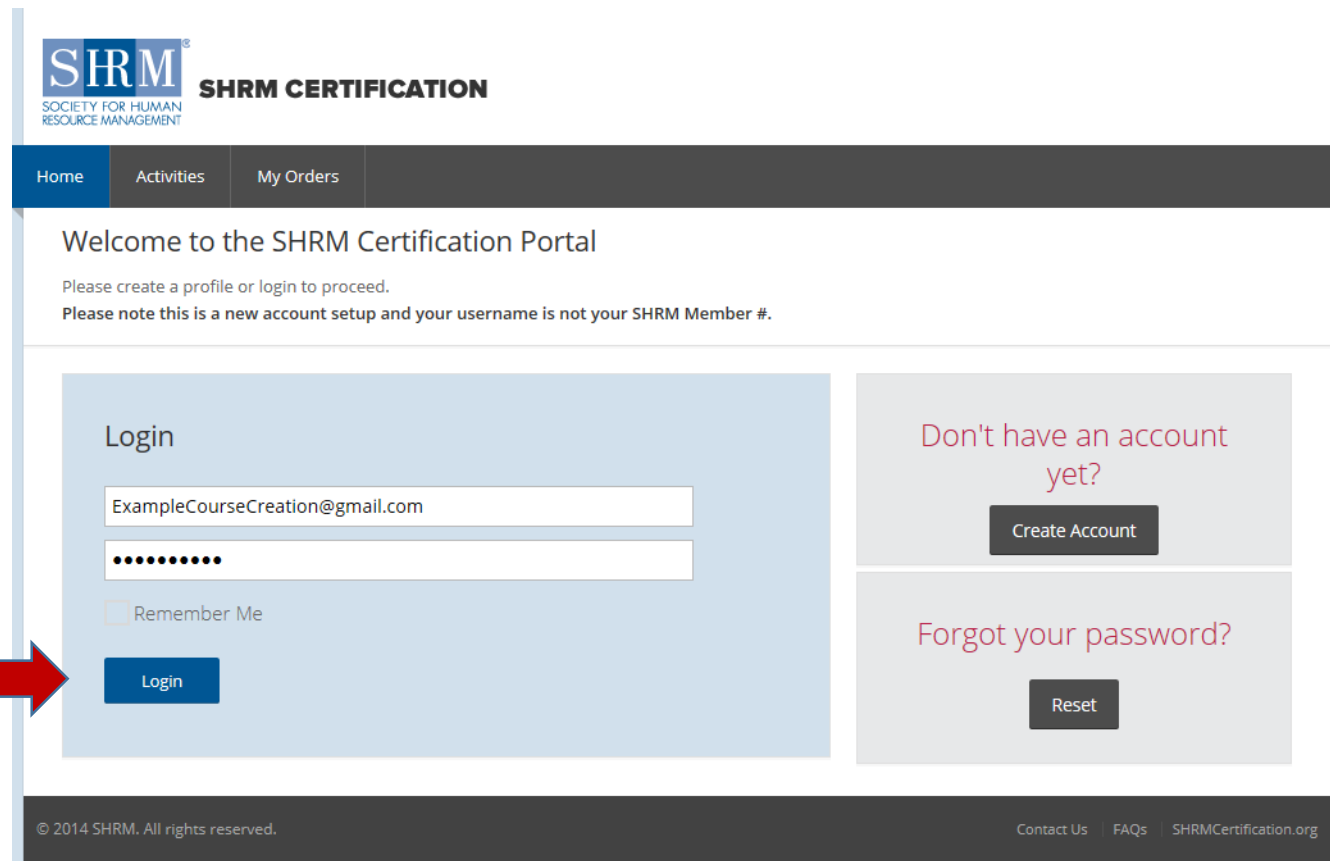
The screenshot shows the SHRM Certification website interface for password reset. It features the SHRM logo and 'SHRM CERTIFICATION' text. A navigation bar contains 'Home', 'Activities', and 'My Orders'. The main content area has two input fields: 'New Password' and 'Confirm New Password'. Below the 'New Password' field is a 'Home' button and a 'Submit' button. A footer contains copyright information and links for 'Contact Us', 'FAQs', and 'SHRMCertification.org'.

Step 3: Login to your account with your email and new password:

- I. **After changing your password via the emailed link, click on the Home option hyperlinked below OR (if you closed your browser) access the My Portal option via shrmcertification.org in Step 1 above.**



- II. **Homepage view of the login process.**



Step 4: Accessing Your Course List to Enter Activities:

- I. **From your main account page, you will see the “Preferred Provider” category listed, with “Course List” underneath it.**
 - a. Please click on Course List


The screenshot shows the SHRM Certification account page. At the top left is the SHRM logo and the text "SHRM CERTIFICATION". At the top right is the user name "Christine Paradise" and a "Logout" link. Below the header is a navigation menu with "Home", "Activities", and "My Orders". The main content area starts with a welcome message: "Welcome - SHRM Certification" and "Congratulations on choosing to pursue the next-generation credential in the field of human resources—the SHRM-CP or SHRM-SCP!". There are three main sections: "Your Profile" with links for "Name Change Request" and "Profile Update"; "Apply for New Certifications" with a link for "Apply for the SHRM Certification Exam"; and "Preferred Provider" with a link for "Course List". A red arrow points to the "Course List" link. At the bottom, there is a footer with "© 2014 SHRM. All rights reserved." and links for "Contact Us", "FAQs", and "SHRMCertification.org".

- II. **Entering in Activities:** You will now see your lists of Courses & Classes (if you have any currently in your account)
 - a. This is where you will select “Add a Class” to enter in your new activities.

The screenshot shows the SHRM Certification Preferred Provider Course/Activity Add page. At the top left is the SHRM logo and 'SHRM CERTIFICATION' text. At the top right is the user name 'Christine Paradise | Logout'. Below this is a navigation bar with 'Home', 'Activities', and 'My Orders' tabs. The main heading is 'Preferred Provider Course/Activity Add'. Below the heading is a paragraph of instructions: 'Please create a new course/activity or modify an existing one below. For more detailed information on how to accomplish tasks, please refer to the Preferred Provider Guide. Please note that upon creation of a class, you will be shown the Activity ID.' Below this are two buttons: 'Add a Class' and 'Upload Roster'. A red arrow points to the 'Add a Class' button. To the right of these buttons is a 'Clear Filters' link and a 'Search by Keyword' search box with a magnifying glass icon. Below the buttons is a section titled 'Courses Currently Provided'. The first course listed is 'The Play's the Thing: Games and Sims for Employee Engagement' with a 1.5 credit icon and 'Intended Audience:'. The description for this course is: 'Discover new and effective ways to enhance organizational performance and individual development through the process of translating your internal messaging into the language of video games and simulations. Learn what top clients are doing to contextualize their internal brand missions and translate their message into a program that engages and motivates today's employees. Gain a new understanding of workforce demographics, message translation and how employee engagement can be tied directly to return on investment. Knowledge Domain(s): Employee Engagement'. Below the course description are two buttons: 'Edit' and 'View Class List'. At the bottom of the page, the text 'Global Total Rewards Management: Where Do We Go From Here?' is visible.

III. Add the Course

- a. Each Course will hold the specific details related to:
 - **Course Name**
 - **Intended Audience:** *For the time being, please select the option for “All” – we will have updated options to select from in the future that align with the career levels described in the SHRM Competency Model.*
 - **PDC Credits:** *This is the number of educational hours, not including welcome/introductions and breaks.*
 - **Description:** *In the description, please indicate which Knowledge Area(s) are present in the program (if any). For a complete list of Knowledge Areas, please refer to the **SHRM Body of Competency and Knowledge**.*


SHRM CERTIFICATION
Christine Paradise | Logout

Home
Activities
My Orders

Activity Creation

All activities must have a parent Course. A course may have many instances of an activity, however all activities will have the same parent details and the same number of PDCs.
Please refer to the [Preferred Provider Guide](#) for more information on this process.
Example 1 - Single instance activity - Activity details will be the same as the parent course.
Example 2 - Single Course with unique activity offerings - Activity details will vary based on dates, locations and times of the activity, but all activities will be based on the same parent course.

Courses

New Course
▼

Course Name

Preferred Provider Test Course

Intended Audience

All
▼

PDC Credits

2

Description [optional]

Enter the course description here that you would like prospective participants to see on the Activities page of the online portal.

Knowledge Area(s): Employee Engagement; Learning and Development.

✕

Class Information

IV. Add the Class Details (Same page as Course creation)

- a. Each class will have the specific details related to each activity instance. For example, if the Course is offered across multiple dates, you would need to add a Class for each date – thus offering you unique Activity IDs for each Class delivery date.
 - **Class Name:** Same as Course name
 - **Begin & End Date:** Date(s) that your class is scheduled.
 - **Delivery Method:** Choosing the mode of delivery for the class.
 - **Registration URL:** Could be the URL that individuals would use to register, or your organization’s homepage if you do not have a registration site setup online.
 - **Class Description:** Same as the Course description.
 - **Class Summary:** Learning objectives for the class.

Class Information

Class Name

Preferred Provider Test Course

Begin Date

01/26/2015

Delivery Method

Classroom

End Date

01/26/2015

Registration URL

www.shrm.org

Class Description [optional]

Enter the course description here that you would like prospective participants to see on the Activities page of the online portal. **x**
 Knowledge Area(s): Employee Engagement; Learning and Development.

Class Summary [optional]

Enter in the overview/learning objectives for this course. **x**

V. Select the Primary and Secondary Competency (if there are any) & Add the Class Location

- a. **Competencies:** It is not a requirement that all programs have a Competency selection – some may focus instead on the HR Knowledge Areas.

Competencies should only be selected if they are related to the course content. For more information on the behavioral competencies and determining if they are present in your class content, please refer to the **SHRM Body of Competency and Knowledge**.

- b. **Class Location:** If you are offering a webcast or virtual course, please list your main address in this section.

VI. Save your Course & Class Entry

What Competency will be acquired by participation in this program? (Primary) [optional]

Leadership & Navigation

What Competency will be acquired by participation in this program? (Secondary) [optional]

Class Location

Address Line 1

1800 Duke Street

State/Province

Virginia

Address Line 2 [optional]

Zip/Postal Code

22314

City

Alexandria

Country

United States

Back

Save 

Step 5: Receive the Class Activity ID

VII. Your Activity ID will appear in the shaded green box at the top of your Course Activity listing.

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Christine Paradise | Logout

Home Activities My Orders

Preferred Provider Course/Activity Add

Please create a new course/activity or modify an existing one below. For more detailed information on how to accomplish tasks, please refer to the [Preferred Provider Guide](#). Please note that upon creation of a class, you will be shown the Activity ID.

Class 15-2141 created.

Clear Filters

Search by Keyword

Add a Class Upload Roster

Courses Currently Provided

The Play's the Thing: Games and Sims for Employee Engagement

📄 1.5

Intended Audience:

Discover new and effective ways to enhance organizational performance and individual development

VIII. To view your Course & Class, access Course name in your activity listing and click on the title

Preferred Provider Test Course

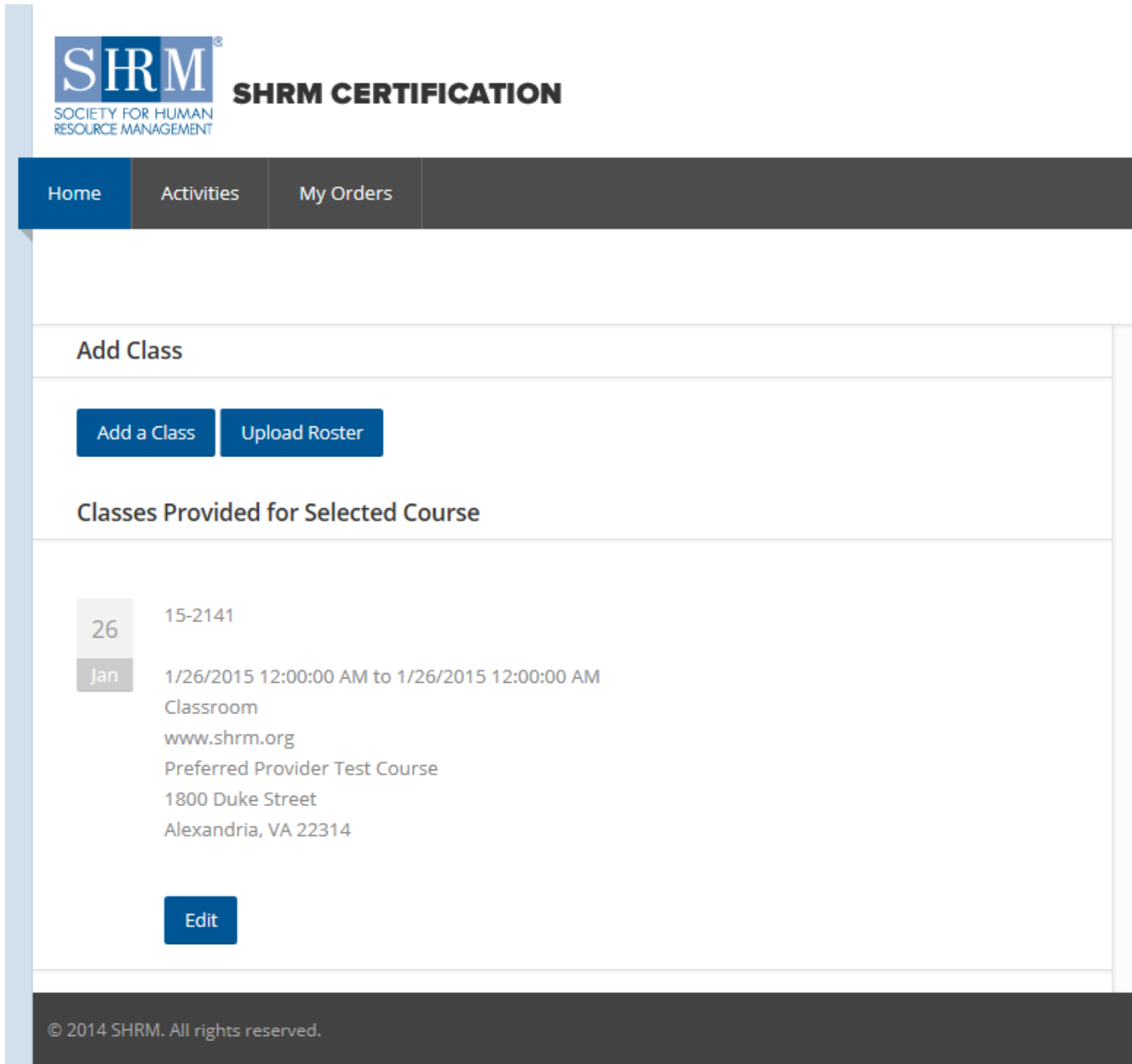
📄 2

Intended Audience: All

Enter the course description here that you would like prospective participants to see on the Activities page of the online portal. Knowledge Area(s): Employee Engagement; Learning and Development.

Edit View Class List

- a. Upon clicking on the title, the Class details are displayed along with the Activity ID – you can also make edits from this page if needed by clicking “Edit.”



The screenshot displays the SHRM Certification website. At the top left is the SHRM logo. To its right is the text "SHRM CERTIFICATION". Below this is a navigation bar with "Home", "Activities", and "My Orders" buttons. The main content area is titled "Add Class" and contains two buttons: "Add a Class" and "Upload Roster". Below this is a section titled "Classes Provided for Selected Course". It lists a class with ID "15-2141" on "26 Jan" for the date "1/26/2015 12:00:00 AM to 1/26/2015 12:00:00 AM". The location is "Classroom" at "www.shrm.org". The course title is "Preferred Provider Test Course" with the address "1800 Duke Street, Alexandria, VA 22314". An "Edit" button is located below the class details. At the bottom of the page, a footer reads "© 2014 SHRM. All rights reserved."

Contact Information

The SHRM Preferred Provider team can be contacted at PreferredProvider@shrm.org.
If your question is urgent, please call Christine Paradise at 703-535-6262.