A blue and white logo

Description automatically generatedFY20 Build**A close-up of a logo

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**PMI-ACP Bootcamp Attendance Tracker**

|  |
| --- |
| **PERCIPIO USERS:** If you attended all sessions live via Percipio, an Official Skillsoft PDU Certificate of Completion may be available in your Learning Activity Report. Always check Percipio First after the last session.  How to access and download your Official Skillsoft Certificate of Completion.  <https://documentation.skillsoft.com/en_us/percipio/Content/B_Learner/lrnr_cert_completion.htm?Highlight=completion%20certificate>  See the **"Download a PMI PDU certificate from the PMI PDU tab"** section from the above documentation page to learn how to access the Official Skillsoft Certificate of Completion. |

**NON-PERCIPIO USERS OR PERCIPIO USERS WHOs CERTIFICATE DID NOT AUTOGENERATE :** You can use this document to record your attendance for the purpose of manually submitting a request for your Official Skillsoft PDU Certificate of Completion. See **pages 4 and 5** for the details to submit your certificate request through this URL.

<https://certificaterequest.skillsoft.com/>

You must attend live and make up any missed sessions according to our attendance rules\* to request your Official Certificate. ***Fill your attendance in the table below***. It will be confirmed using the Zoom attendance reports. See examples on page 2. You may have to **enable editing** first to make changes.

|  |  |
| --- | --- |
| **Bootcamp Title** | PMI-ACP Bootcamp |
| **Course ID** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Attended** | | *Ex 8 Day Apr/May/June 2025>* | | | |
| **Live Session #** | **Your Display Name** | | **Original Live Date**  (Mon Day Year) | **Instruction Time Missed (min)** | **Date(s) accessed or attended for makeup session?** |
| **Session 1** |  | |  |  |  |
| **Session 2** |  | |  |  |  |
| **Session 3** |  | |  |  |  |
| **Session 4** |  | |  |  |  |
| **Session 5** |  | |  |  |  |
| **Session 6** |  | |  |  |  |
| **Session 7** |  | |  |  |  |
| **Session 8** |  | |  |  |  |

\* Replays can only be used for 2 missed sessions of an 8 Day Bootcamp. Additional missed sessions have to be made up live in a future 8-Day Cohort. A missed session refers to being disconnected from a live session for more than 15 mins.

**Example for fictious attendee John Smith –** Attended an 8-Day Cohort, but missed 3 sessions.

|  |  |
| --- | --- |
| **Bootcamp Title** | PMI-ACP Bootcamp |
| **Course ID** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Attended** | | *8 Day Apr/May/June 2025>* | | | |
| **Live Session #** | **Session Display Name** | | **Original Live Date**  (Mon Day Year) | **Instruction Time Missed (min)** | **Date(s) accessed or attended for makeup session?** |
| **Session 1** | John Smith | | Apr 23, 2025 | 5 |  |
| **Session 2** | John Smith | | Apr 30, 2025 | 0 |  |
| **Session 3** | John Smith | | May 07, 2025 | 25 | Replay: May 10 2025 |
| **Session 4** | John Smith | | May 14, 2025 | 10 |  |
| **Session 5** | John Smith | | May 21, 2025 | 120 | Replay: Jun 01 2025 |
| **Session 6** | John Smith | | May 28, 2025 | 0 |  |
| **Session 7** | John Smith | | Jun 04, 2025 | 0 |  |
| **Session 8** | John Smith | | Jun 11, 2025 | 60 | Live: Dec 04 2023 |

**Note:** In this example there are a total of 3 missed sessions (logged out of each session for more than 15 mins). Since it is an 8 day Cohort, 2 sessions can be made up on Replay and the remaining session made up by attending Live in another 8-Day Cohort.

**How to Access a Replay Makeup Session in 8 Steps:**

A Replay session is typically available two business days after the live session ends and will be available for 1 year. To watch a Replay session follow these steps.

**Step 1.** Go to <https://github.com/Skillsoft-Content/PMI-ACP-Replay>

**Step 2.** Click on the PMI-ACP Replay Zoom Links file for the Year you attended.

**Step 3.** The page will refresh and it will look blank. That is to be expected. Hover your mouse pointer over the buttons on the far right and click the **Download raw file** option.

**Step 4.** If the file automatically opens, and you are prompted to enter a password, enter the following:

pmiacpB00tcampReplay!

**Note:** Those are zero's not the letter O. The password is case sensitive.

If the file doesn't automatically open, check your default downloads folder for the file, open it and use the same password in Step 4.

**Step 5.** Locate the worksheet for the Cohort you attended. The link and passcode for the replays are on the worksheet. You may need to scroll over to see all columns including the Passcode column.

**Step 6.** Copy and paste the URL into your web browser, click Enter, fill out the registration information, and then enter the passcode from the worksheet when prompted.

**Note:** The password to open the Excel file is NOT the passcode to access the replay.

**Step 7.** Each replay may have one or more recordings. To begin click the Play button >. To move forward from one recording to the next in the case where there are multiple recordings, you can click the |> button in the player window. To go to a previous recording click the |< button

**Note:** Replays will be available for 1 year.

**Step 8.** Record the details for the Replay makeup session(s) in the blank table on page 1 above.

**How to Attend a Live Makeup Session:**

Follow the same registration process you did for the original live Cohort for the live makeup Cohort and join the session(s) as you did previously. When you are done attending the Live session(s) record the details in the blank table on page 1 above.

**How to Manually Submit Your Attendance Tracker in 5 Steps:**

Note: All non-Percipio users will have to manually request a certificate. Percipio users that did not get their certificate automatically generated in Percipio will also have to manually request their certificate. Percipio users, please check Percipio to see if your official certificate generated in the PDU section

Using Chrome, navigate to the following web page, click the Request button, read the information, and click Proceed to Request Certificate.

<https://certificaterequest.skillsoft.com/>

**Step 1.** Leave the Certificate Program as PMI (PDU). In the Search by Course Title. The title will be something similar to the following.

PMI-ACP® Exam Prep: PMI (ATP) Bootcamp

Next, click the checkbox for the course and click the magnifying glass. You should now see the following course title.

Course Title: **PMI-ACP® Exam Prep: PMI (ATP) Bootcamp**

Finally, click the checkbox under PMI (PDU) and click Next.

**Step 2.** Select the Completion Date for the Bootcamp based on the date of your last live session attended and enter 100 for the score. Do not include a % symbol if the form allows it; it should just be the number. If you had to make up a session or two on replay, put in the date of the last recording watched. Use the Calendar picker if your browser includes it to select the Completion Date. If you must manually enter the Completion Date, try the following formats.

For **Days 1 – 9**, try **this format first**

12/2/2022

If it **doesn't work** for **Days 1 - 9**, then try **this format**

12/02/2022

For **Days 10 – 31**, use **this format**

12/30/2022

**Step 3.** To upload a copy of this document click Browse, navigate to the file, and upload it.

**Note:** You can ignore the message that says to upload your activity report as the attendance tracker is being used in its place.

**Step 4.** Fill in your user profile and click Next.

Note: Be sure to include your first name and last name you want on your certificate. Enter an email to which you want your certificate sent.

**Step 5**. Review the information and submit your request.

Note: Once submitted you will see a generic response to the effect of **“We have received the uploaded progress report(s) with your submission, and your certificates will be processed within the next X business days. We will contact you if we have questions regarding the reports you provided.”**.

If the person processing your certificate request has any questions, they will reach out to you.

So please check your Spam or Junk folder of the email address you used for your user profile in Step 4 above, in case you were sent an email with questions or your certificate there instead of your Inbox.

If you haven't received your certificate by the end of X business day and it's not in your Spam or Junk folder, please email the following address for a status update.

**certificate.requests@skillsoft.com**