A blue and white logo

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

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**PMP ATP Bootcamp Attendance Tracker**

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| --- |
| **PERCIPIO USERS:** If you attended all sessions live via Percipio, an Official Skillsoft PDU Certificate of Completion may be available in your 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 access the Official Skillsoft Certificate of Completion. |

**ALL OTHER USERS:** If your certificate did not autogenerate because you did not attend all sessions live via Percipio or missed too much time in one or more sessions via Percipio, you can use this document to record your attendance for the purpose of 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/>

To be eligible to receive your Official Certificate from Certificate Request, you must attend live and make up any missed sessions according to our attendance rules\*. Attendance reported in the table below will be confirmed using the Zoom attendance reports. See examples on page 2.

|  |  |
| --- | --- |
| **Bootcamp Title** | PMP® Exam Prep: PMI (ATP) Bootcamp |
| **Course ID** | LLPM0015 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Attended** | | *Ex < 5 Day NA Sep 2023> or <8 Day UK Sep/Oct/Nov 2023>* | | | |
| **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** |  | |  |  |  |

\* Replay can only be used for 1 missed session of a 5 Day Bootcamp and 2 missed sessions of an 8 Day Bootcamp and. Additional missed sessions have to be made up live in a future 5-Day and 8-Day Cohort respectively. A missed session refers to being disconnected from a live session for more than 15 mins.

**Example for fictious attendee Jane Smith and data –** Attended a 5-Day Cohort, but missed 2 sessions.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Attended** | | *5 Day NA Sep 202* | | | |
| **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** | Jane Smith | | Sep 18 2023 | 10 |  |
| **Session 2** | Jane Smith | | Sep 19 2023 | 35 | Replay: Sep 24 2023 |
| **Session 3** | Jane Smith | | Sep 20 2023 | 0 |  |
| **Session 4** | Jane Smith | | Sep 21 2023 | 0 |  |
| **Session 5** | Jane Smith | | Sep 22 2023 | 90 | Live: Dec 01 2023 |

**Note:** In this example there are a total of 2 missed sessions (logged out of each session for more than 15 mins). Since it is a 5 day Cohort, 1 session can be made up on Replay and the remaining session made up by attending Live in another 5-Day Cohort.

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cohort Attended** | | *8 Day NA Aug/Sep/Oct 2023* | | | |
| **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 | | Aug 21 2023 | 5 |  |
| **Session 2** | John Smith | | Aug 28 2023 | 0 |  |
| **Session 3** | John Smith | | Sep 05 2023 | 25 | Replay: Sep 15 2023 |
| **Session 4** | John Smith | | Sep 11 2023 | 10 |  |
| **Session 5** | John Smith | | Sep 18 2023 | 120 | Replay: Oct 20 2023 |
| **Session 6** | John Smith | | Sep 25 2023 | 0 |  |
| **Session 7** | John Smith | | Oct 02 2023 | 0 |  |
| **Session 8** | John Smith | | Oct 10 2023 | 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 Makeup Replay Session in 8 Steps:**

A Replay session will be available 24 to 48 hours (72 hours for a Friday session) after a session end. To watch a Replay session follow these steps.

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

**Step 2.** Click on the PMP Replay Zoom Links file for the Year you attended.

**Step 3.** 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:

pmpB00tcampReplay!

**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 and open it.

**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 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

Please note Replays will be available for 1 year.

**Step 8.** Record the details for the Replay makeup session(s) in the Replay table.

**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 Live Table for the makeup session(s).

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

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 Id or Course Title field copy and paste the following **Course ID** that starts with LLPM.

**LLPM0015**

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

Course Title: **PMP® 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**