Create a Guest/Visitor Account in UW-Madison ICEP CE Learning Portal

1. *Go to* https://ce.icep.wisc.edu
2. *Select* "Create Account"

3. Under **VISITOR** -> **New Account**, *select* "Create an account login and password."
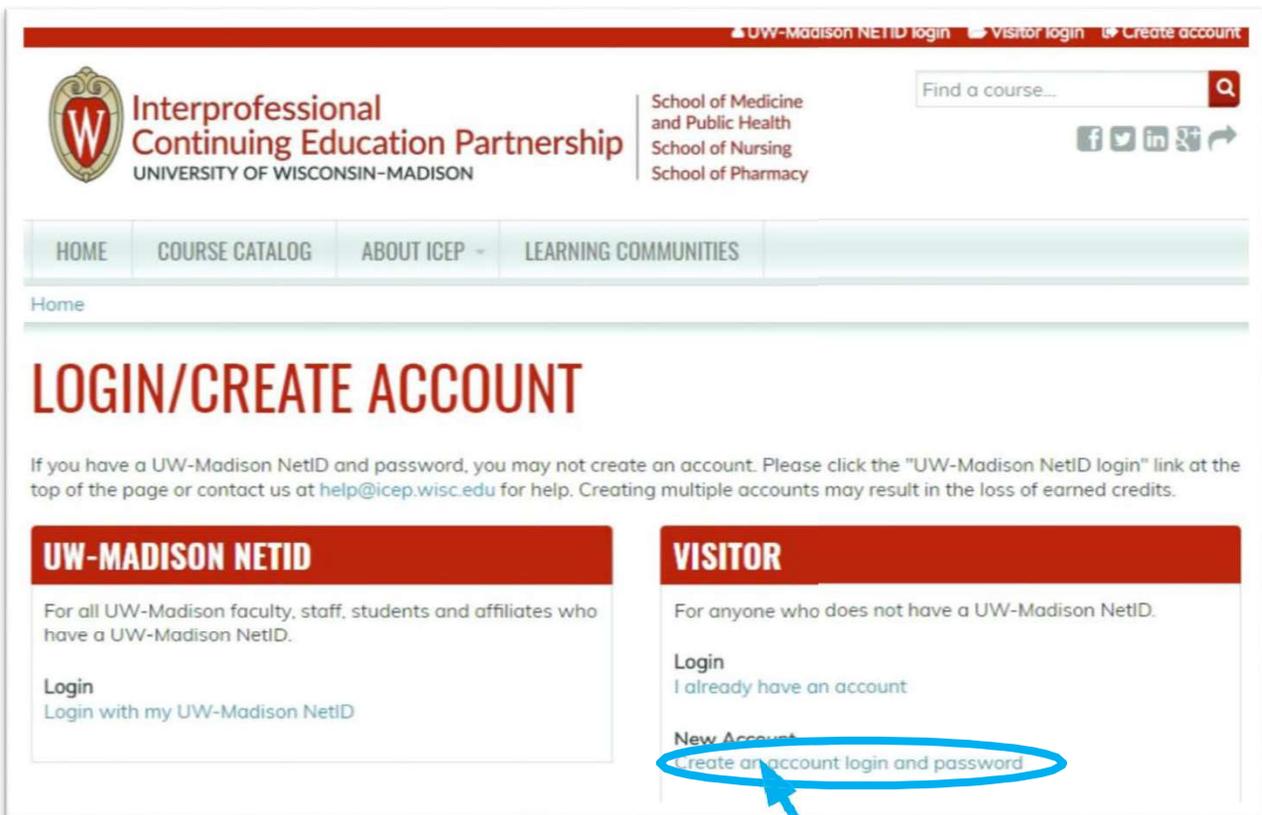
4. *Complete* the **fields**. Fields with an * are required.

5. Special note for the **CREDIT ELIGIBILITY** field:
   Select only the credit(s) for which you are eligible.

6. Special note for the **SPECIALTY BOARDS** field:
   If you are a member of a specialty board, you MUST add your board and board ID in order to receive applicable credit.
   a. If you are a **Pharmacist**, *select* "National Association of Boards of Pharmacy" and in the **Unique Board ID Number** field, *add* your <NABP e-Profile ID>.
   b. If you are a **Physician**, *select* your specialty board if applicable, and *enter* in your <Board ID>. Use the ADD **ANOTHER** button to add another board.

7. When you are done, *click* the "CREATE NEW ACCOUNT" button.

8. You will be brought back to the **Home** page. A message will appear indicating your changes have been saved, and you are logged in. You may now use your <username> and <password> to log into the system in the future.
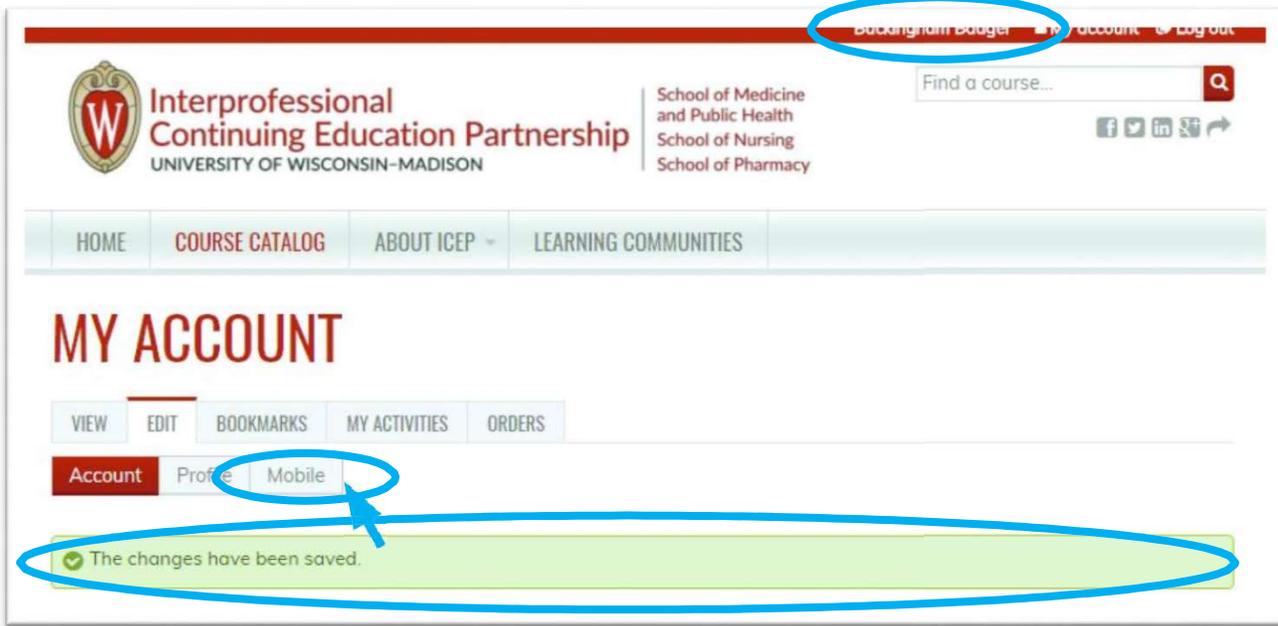
9. *Select* the **Mobile** tab, **(mobile phone must be registered to receive CME credit**).
10. *Enter* your ten-digit mobile phone number, with NO parentheses or dashes. Below is an example.
11. *Select* "Country" from the dropdown.
12. *Select* "CONFIRM NUMBER."
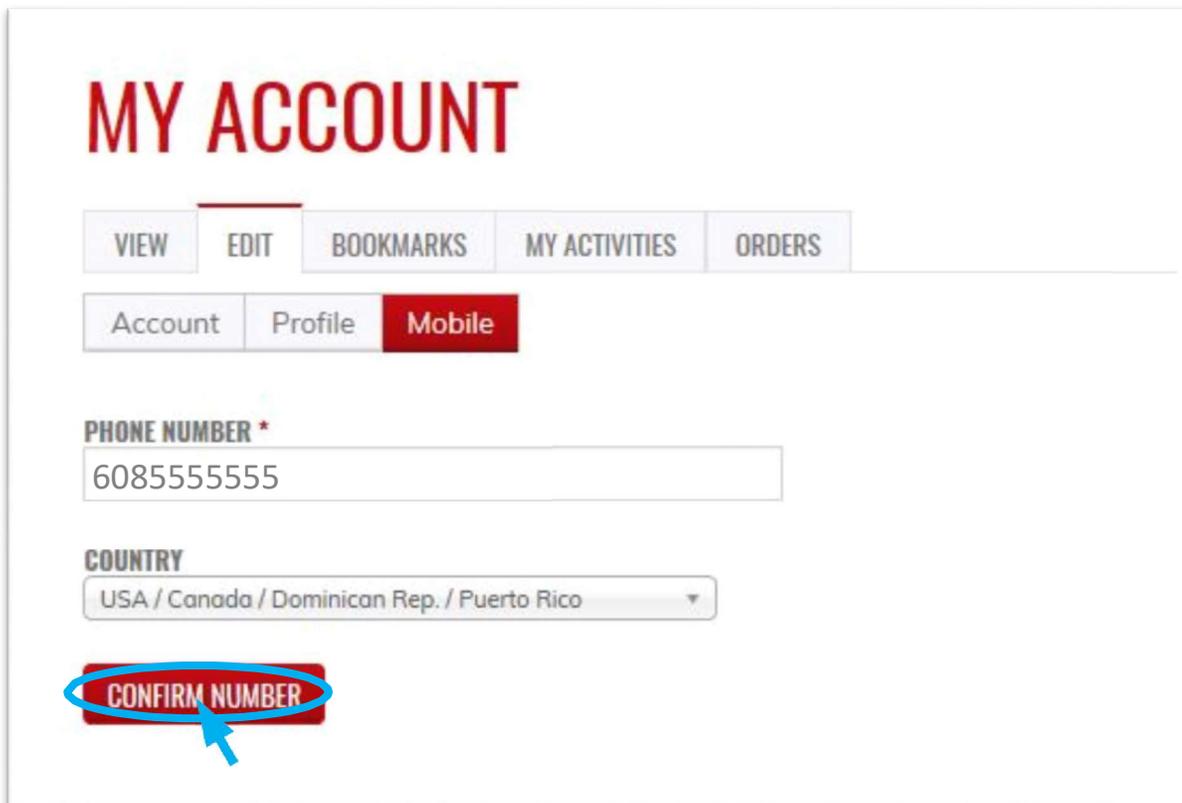
13. The page will change and indicate that a code has been sent to your mobile phone.
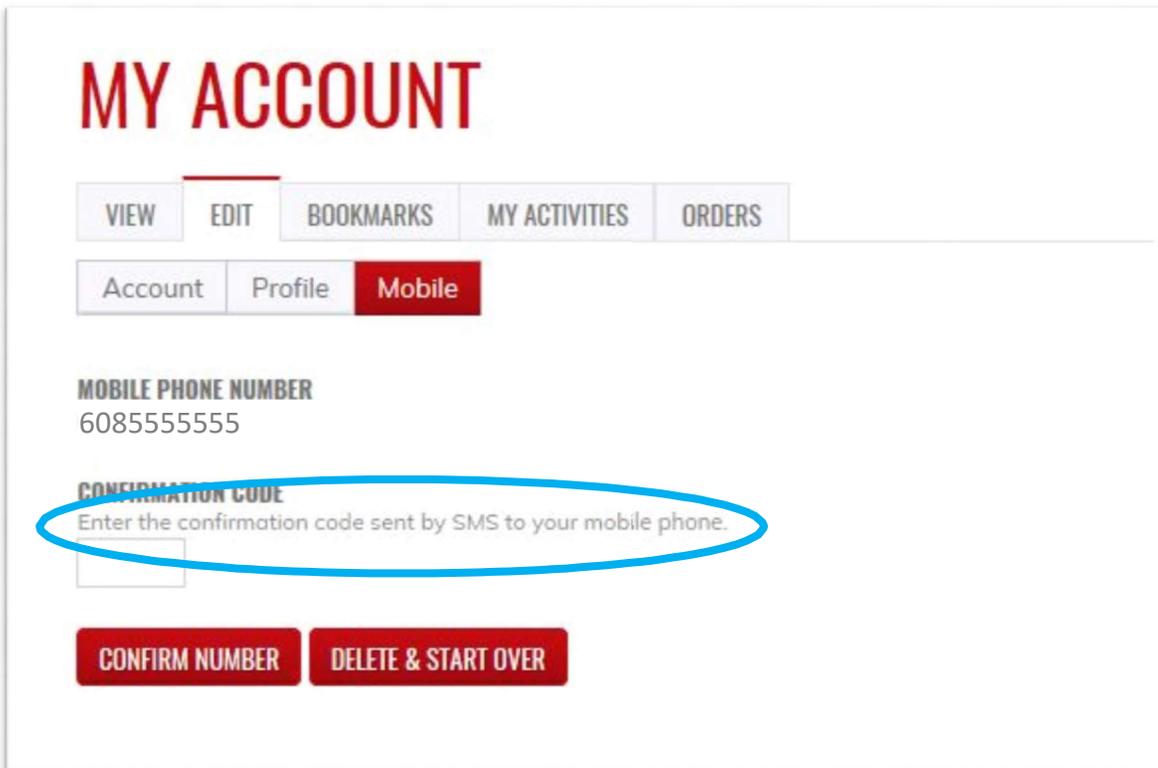
14. Using **your mobile phone**, *go to* the messaging app that manages your phone's text messaging.
15. *Find* the message sent from UW-Madison ICEP. Below are examples from an iPhone, with a code of 7601.

Push Notification on Lock Screen
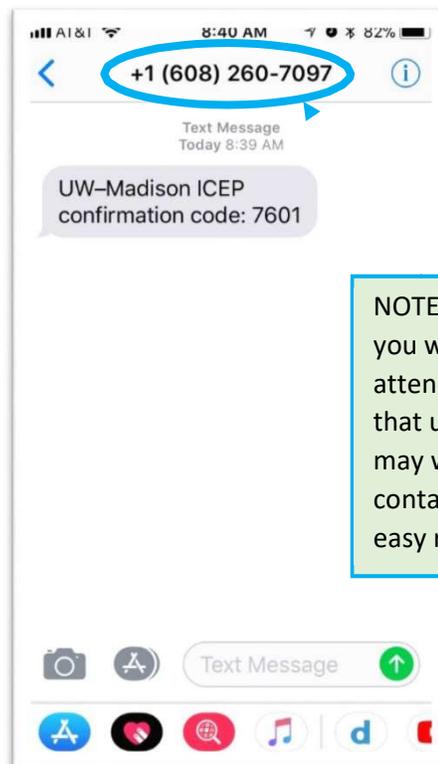
From within Message App

NOTE: This is the number you will text your attendance to for an event that uses this feature. You may want to add this as a contact in your phone for easy reference.

16. On the **Mobile** screen, *enter* your unique <four-digit code> CONFIRMATION CODE.
17. *Select* "CONFIRM NUMBER"

18. If you wish to disable messages from this system between certain hours, you can do so now.
19. *Select* "SAVE."

20. A message will appear indicating that your changes have been saved. You are now set up to send in your attendance via text messaging. Events that use this feature will provide instruction.

MY ACCOUNT

| VIEW | EDIT | BOOKMARKS | MY ACTIVITIES | ORDERS |

Account   Profile   **Mobile**

✓ The changes have been saved.

YOUR MOBILE PHONE NUMBER
Your mobile phone number has been confirmed.
6085555555

DELETE & START OVER

SLEEP TIME ▲

☐ Disable messages between these hours
If enabled, you will not receive messages between the specified hours.

12 AM ▾

12 AM ▾

SAVE

21. *Select* the **HOME**, **COURSE CATALOG, RSS CATALOG, MOC, and LEARNING COMMUNITIES** tabs to explore our online and live course offerings.

After Session Evaluation Instructions

1. You will receive an e-mail after the session to complete an evaluation for the session. If you did not register your mobile phone and text the code to ICEP you will not be able to complete the evaluation.
2. Log into your account at: https://ce.icep.wisc.edu
3. Go to the session home page.

4. Click on sessions and find the session you attended.

5. Click on "Begin".

6. Click on the "Evaluation" from the progress bar to the left, (image 4).

How to Access CME Session Transcript

1. *Log in* to https://ce.icep.wisc.edu with your account log in and password.

2. In the top right corner of your screen, *select* "My account"
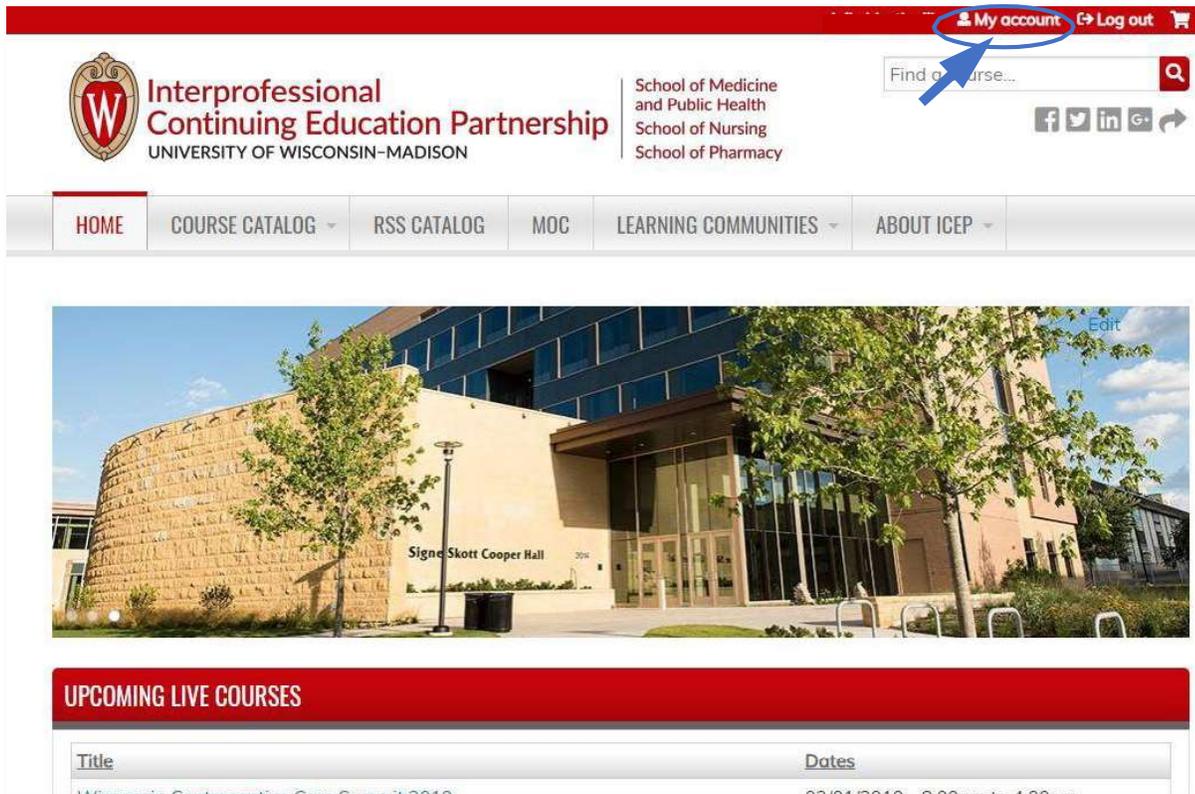
3. Select the **MY ACTIVITIES** tab.
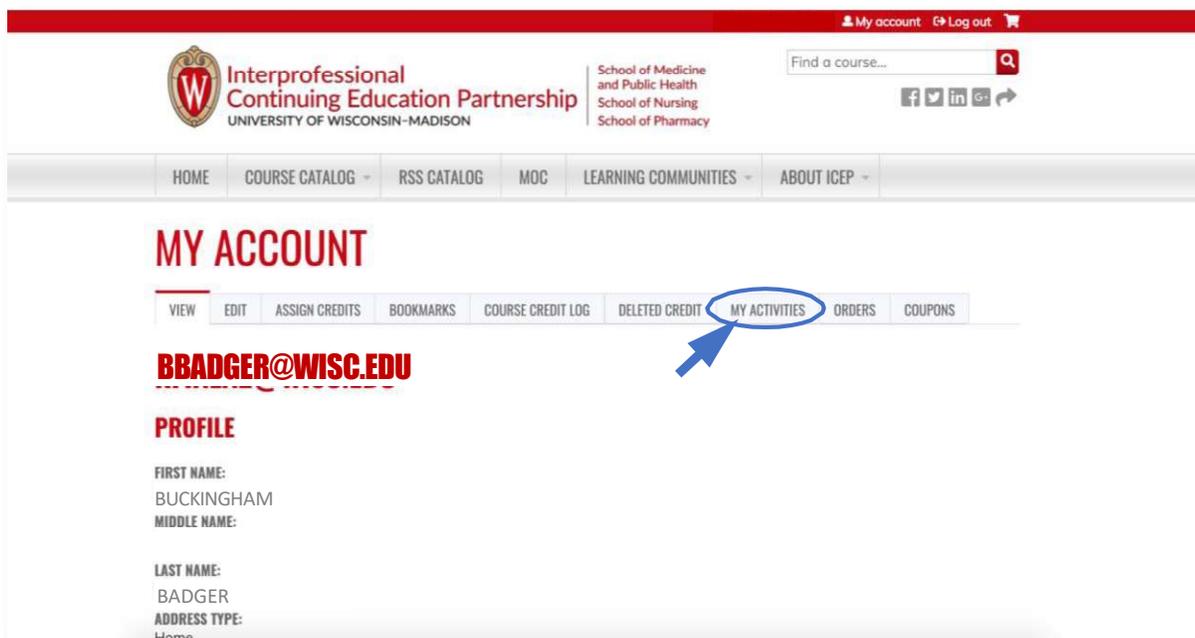
4. *Select* the **Session credit** tab.
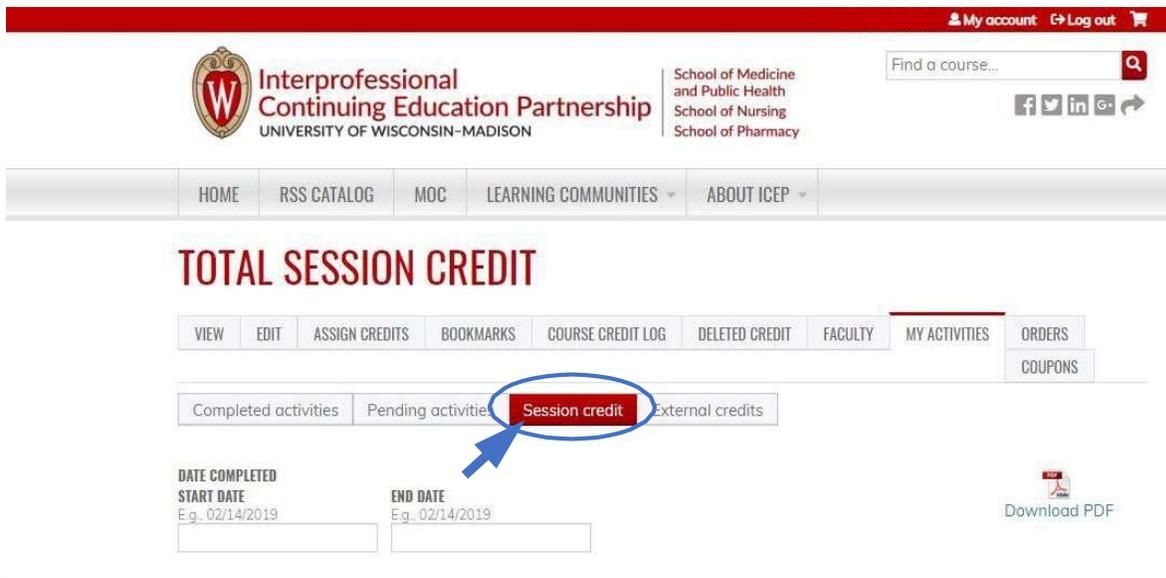
5. The **Total Session Credit** view will appear with a list of RSS sessions you have attended.
NOTE: If you attend a session that has a required evaluation, the session will not show up until you have completed the evaluation. See the post-session email or go to the RSS Catalog to access the series and navigate to the session.

6. *Select* "Download PDF" to download a transcript of your RSS sessions.