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.

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.
21. Select the HOME, COURSE CATALOG, RSS CATALOG, MOC, and LEARNING COMMUNITIES tabs to explore our online and live course offerings.
After Session 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](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”.

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**COLLABORATIVE GENOMICS CONFERENCE (2018-20)**

**Series Date:**
Sunday, July 1, 2018 - 12:00am to Tuesday, June 30, 2020 - 11:59pm

**Series Overview:**
The Collaborative Genomics Conference is a monthly online case conference that provides laboratories across the country the opportunity to share unique and novel cases/case series with the aim of updating overall genetic knowledge, enhancing communication of genetic information across disciplines, and improving clinical laboratory practices for improved patient care.

**Target Audience:**
PHD, MD, RN, Genetic counselors. Healthcare professionals who generate or use genomic/genetic data in their practice.

**Planning Committee:**
- Kimberly Anderson, M.S., CGC, Chair
- Vanessa Homer, PhD, FACMG
- Kaitlin Lenhart, PhD
- Lori Halverson, Coordinator
- Fen Guo, PhD
- Daniel Kurycz, MD

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**Sessions**

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGC Case Conference May 12, 2020</td>
<td>05/12/2020 - 1:00pm to 2:00pm</td>
</tr>
<tr>
<td>Collaborative Genomics Conference - Planning...</td>
<td>06/30/2020 - 1:00pm to 2:00pm</td>
</tr>
</tbody>
</table>
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](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.