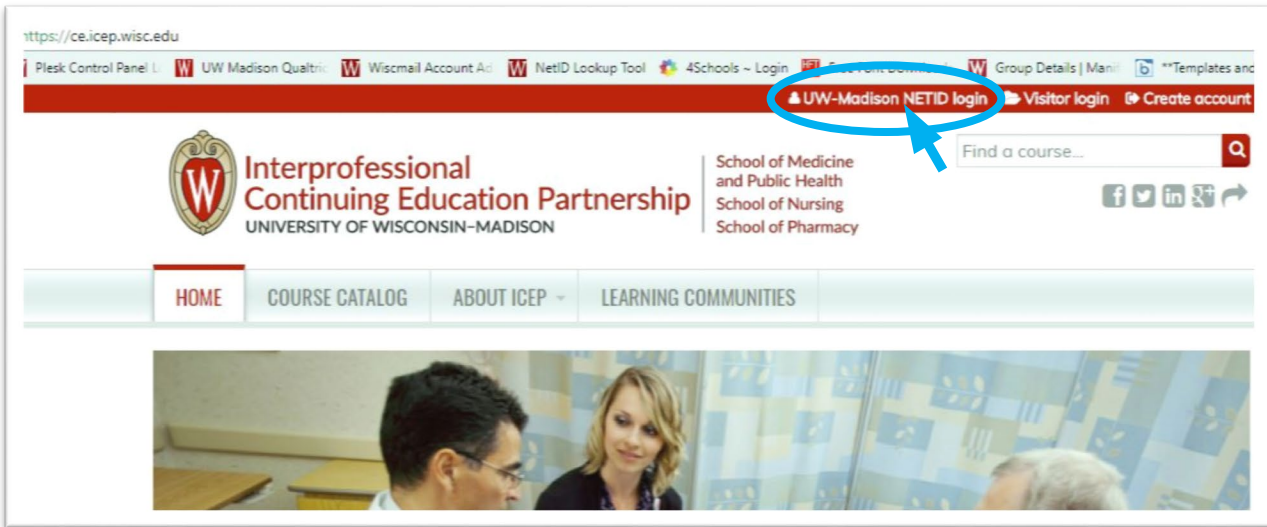
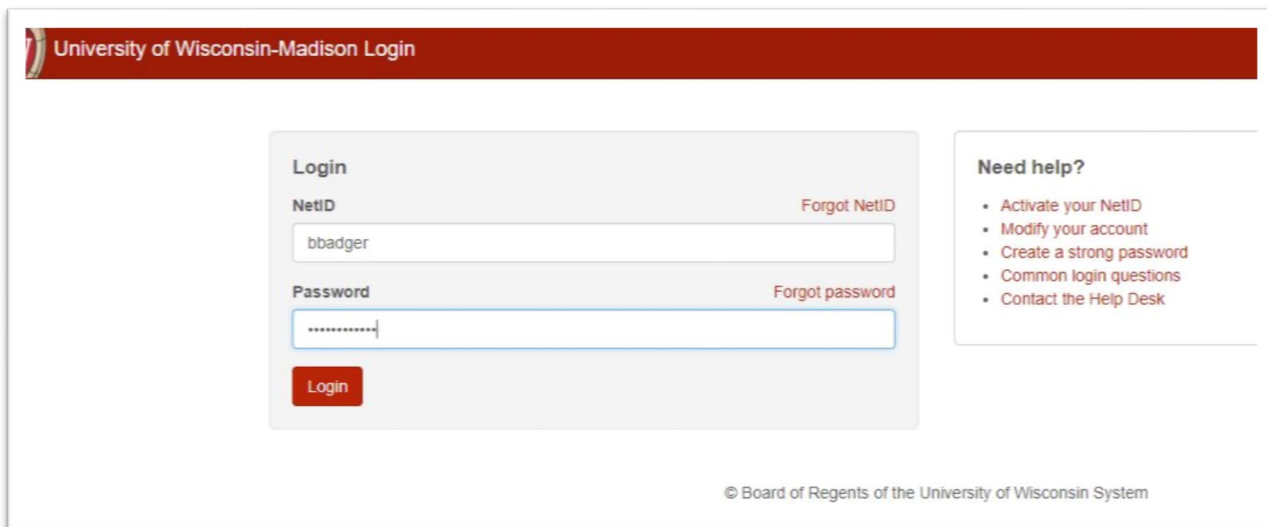


Register and complete your profile in the ICEP Learning Portal using NetID, including adding a mobile number for automatic enrollment for live events.

1. Go to <https://ce.icep.wisc.edu>
2. Select "UW-Madison NETID Login."



3. Enter your <NetID> and <Password>. Select "Login."  
*If you do not know either of these, use the links on this page for help.  
Direct any NetID questions or problems to the [UW-Madison IT Help Desk](#)*



4. You are redirected to the ICEP Learning Portal home page, and you are now logged in.

5. Select "My account."



6. Select the **EDIT** tab. Your Username and email address is prepopulated based on your UW-Madison (NetID) profile information. **Do not make changes to these fields.**
7. Select the **Profile** tab. Your <First and Last name> will be prepopulated based on your UW-Madison (NetID) profile information. **Do not make changes to these fields.** Complete the other fields. Fields with an \* are required.
8. **Special note for the CREDIT ELIGIBILITY field:**  
Select only the credit(s) for which you are eligible.
9. **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.

**MY ACCOUNT**

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Account Profile Mobile

Some information cannot be changed here. You can edit your information on the [main site](#).

**PREFIX**  
- None - ▾

**FIRST NAME \***  
BUCKINGHAM

**PREFERRED FIRST NAME**  
(if different from above)  
Bucky

**MIDDLE NAME**

**LAST NAME \***  
BADGER

**HOME/WORK PHONE**  
Enter your 10-digit number without the dashes or parenthesis.  
Use "Mobile" tab to enter your cell phone number.  
 United States (+1) ▾

**UW-MADISON AFFILIATION \***

- Student
- Resident
- Fellow
- Staff
- Faculty
- Adjunct
- Alum
- None

**SAVE**

10. When you are done, *click* "SAVE."

### **ADD YOUR MOBILE NUMBER**

*Adding your mobile number will enable you to verify attendance at a live event using text messaging. Regularly Scheduled Series (such as Grand Rounds) will use this technology to simplify the attendance process.*

11. Click the **Mobile** tab.

12. Add <your ten-digit mobile phone number>, with NO parentheses or dashes.

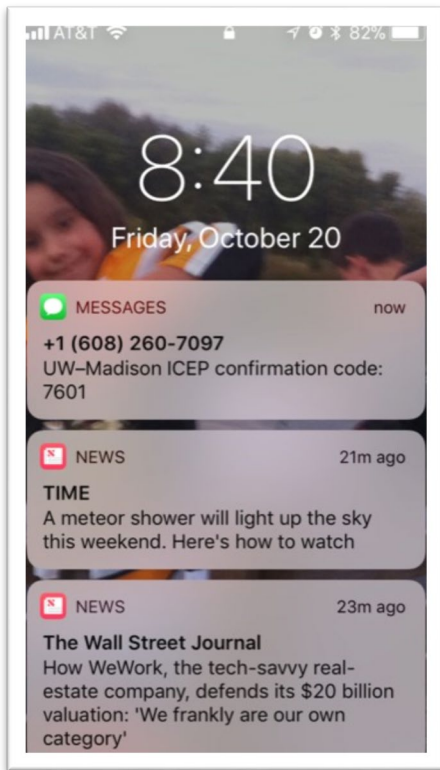
The image shows a web interface for a 'MY ACCOUNT' page. At the top, the title 'MY ACCOUNT' is displayed in large red letters. Below the title is a navigation bar with five tabs: 'VIEW', 'EDIT', 'BOOKMARKS', 'MY ACTIVITIES', and 'ORDERS'. Underneath this is a secondary navigation bar with three tabs: 'Account', 'Profile', and 'Mobile'. The 'Mobile' tab is highlighted in red. Below the navigation is a form section. The first field is labeled 'PHONE NUMBER \*' and contains the text '6085555555'. The second field is labeled 'COUNTRY' and is a dropdown menu showing 'USA / Canada / Dominican Rep. / Puerto Rico'. At the bottom of the form is a red button with white text that says 'CONFIRM NUMBER', which is circled in blue.

13. Select "CONFIRM NUMBER."

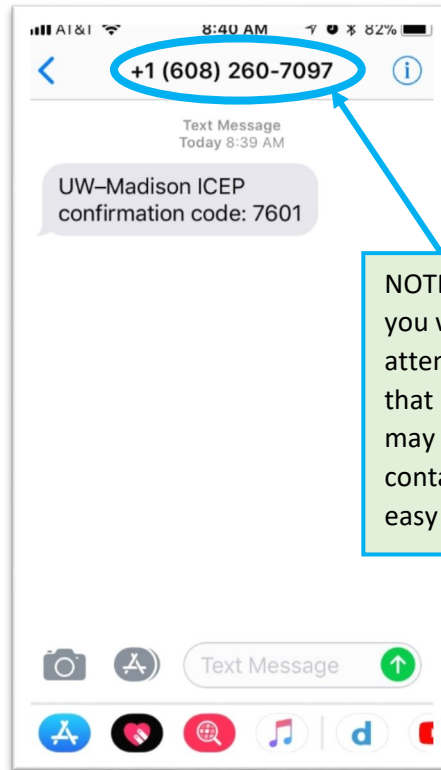
14. The page will change and indicate that a code has been sent to your mobile phone.

15. Using **your mobile phone**, go to the messaging app that manages your phone's text messaging.

16. Find the message sent from UW-Madison ICEP. Below are examples from an iPhone, confirmation code 7601.



Push Notification on Lock Screen

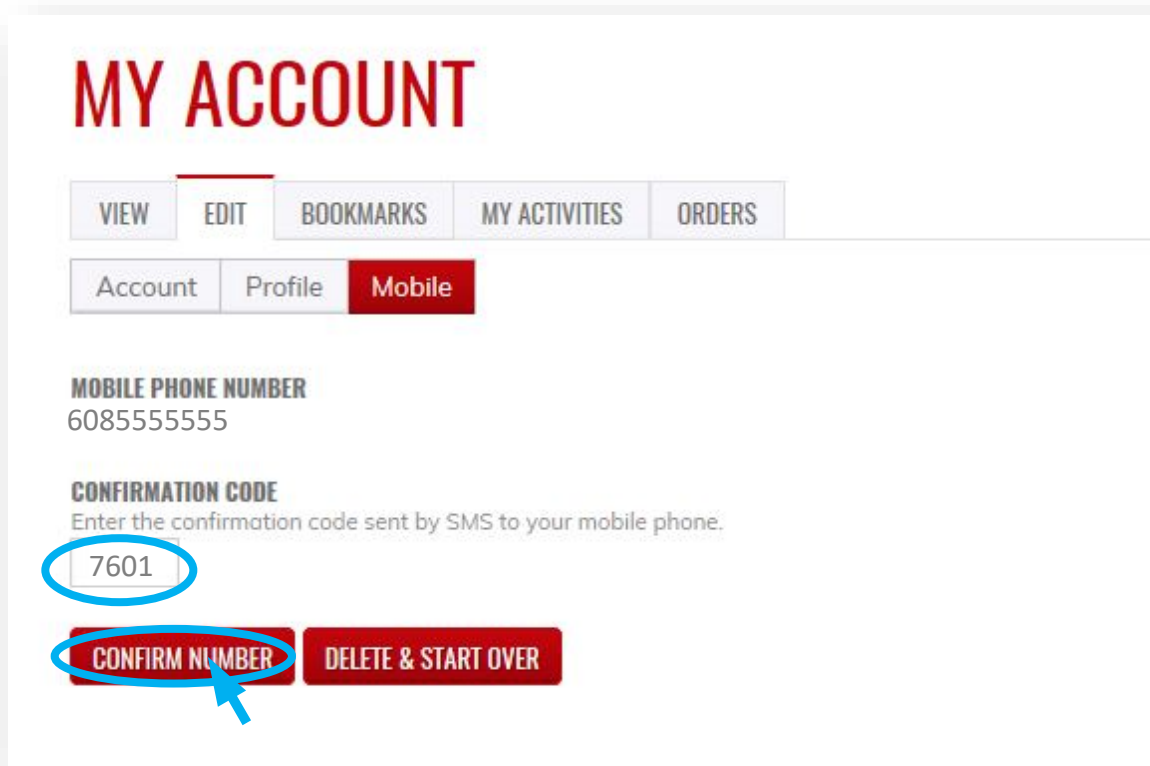


NOTE: This is the number you will text your attendance to for an event that uses this feature. You may want to add this as a contact in your phone for easy reference.

From within Message App

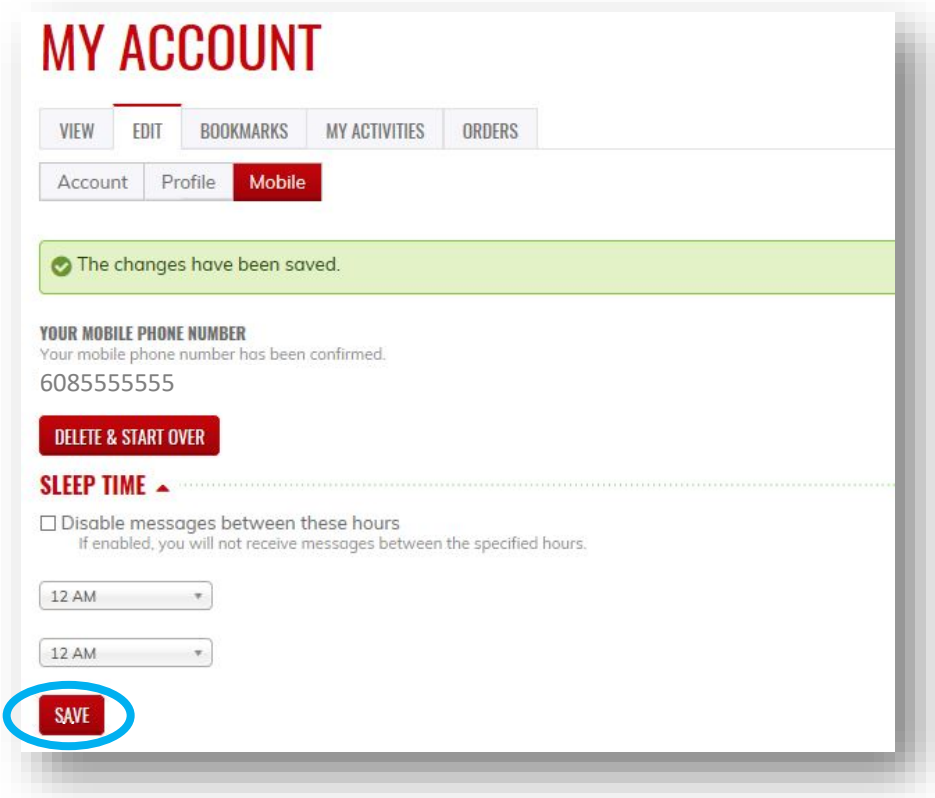
17. Go back to the **Mobile** screen and enter the <four-digit code> CONFIRMATION CODE.

18. Select "CONFIRM NUMBER"



19. If you wish to disable messages from this system between certain hours, you can do so now.

20. Select "SAVE."



21. 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.

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

Contact [help@icep.wisc.edu](mailto:help@icep.wisc.edu) if you would like further assistance.