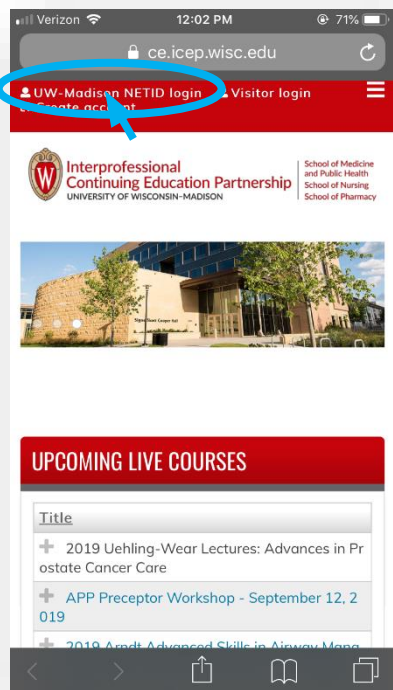
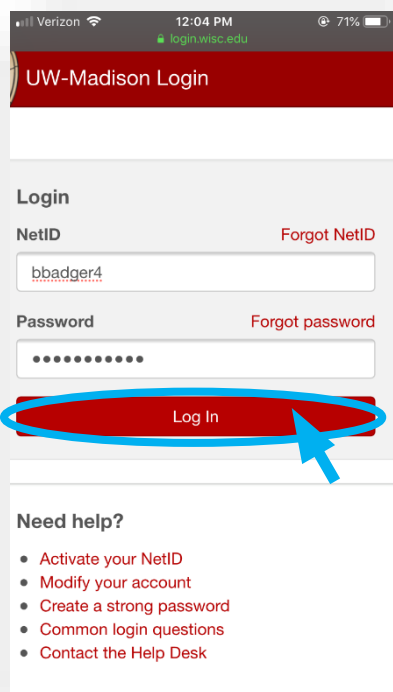


Register and complete your profile in the ICEP Learning Portal using NetID, including adding a mobile number for automatic enrollment for live events.

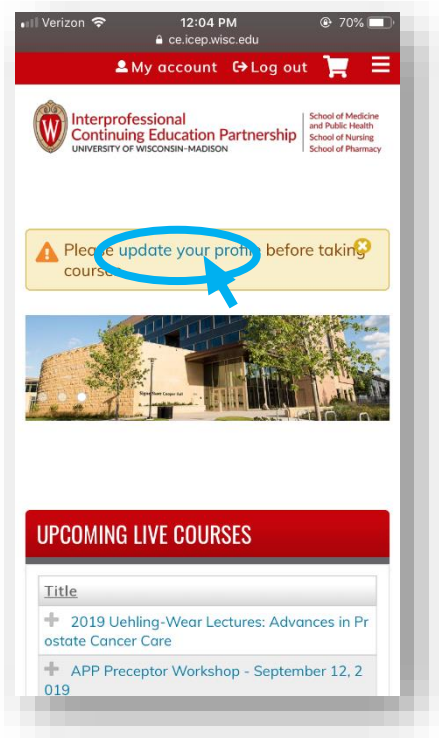
1. Go to <https://ce.icep.wisc.edu>. From the top bar, select “UW-Madison NETID login”




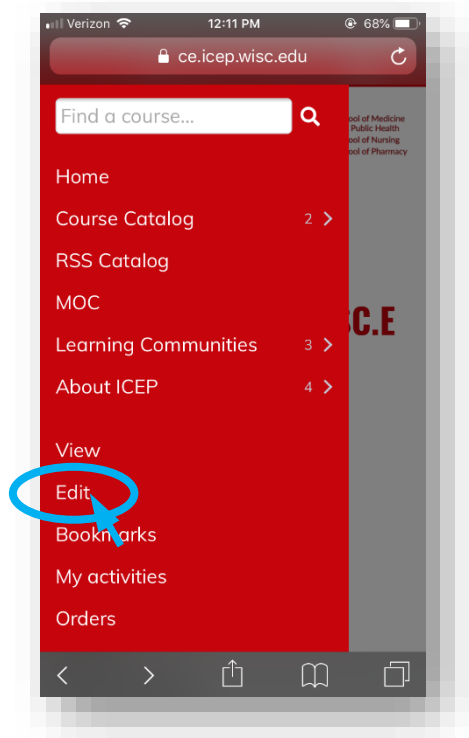
2. Enter your <NetID> and <Password>. Select “Login.”
*If you do not know either of these, use the links on this page for help.
Direct any NetID questions or problems to the [UW-Madison IT Help Desk](#)*



3. You are redirected to the ICEP Learning Portal home page, and you are now logged in.
4. In the yellow box, *select* **“Update your profile.”**



5. In the top right of your screen, *select* the **three bars** , and *select* **EDIT**.
Your First Name, Last Name, and email address are prepopulated based on your UW-Madison (NetID) profile information.
Do not make changes to these fields.



6. Your **Profile** will appear. 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.
7. **Special note for the CREDIT ELIGIBILITY field:**
Select only the credit(s) for which you are eligible.
8. **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

Verizon 12:12 PM 67%
ce.icep.wisc.edu

PROFILE FOR BECKY BADGER

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

PREFIX
- None -

FIRST NAME *
BECKY

PREFERRED FIRST NAME
(If different from above)

MIDDLE NAME

LAST NAME *
BADGER

United States (+1)

MOST RELEVANT AFFILIATION FOR ANY OF THE FOLLOWING ENTITIES: *

- UW-Madison
- UW Health and affiliates, including Swedish American and Meriter
- UWMF
- VA

☐ Student
 ☐ Resident
 ☒ Fellow
 ☐ Staff

☐ Faculty
 ☐ Adjunct/Instructor/Preceptor

☐ Alum
 ☐ None

SAVE

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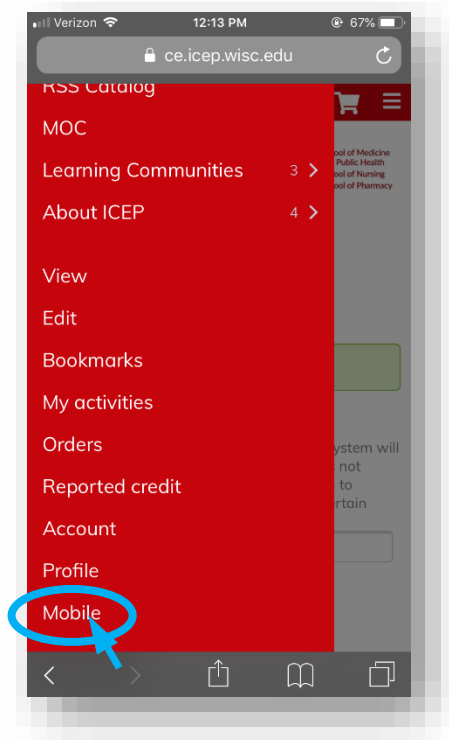
ADD ANOTHER button to add another board.

9. 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. To complete your attendance, you will receive further instruction at courses that use this feature.

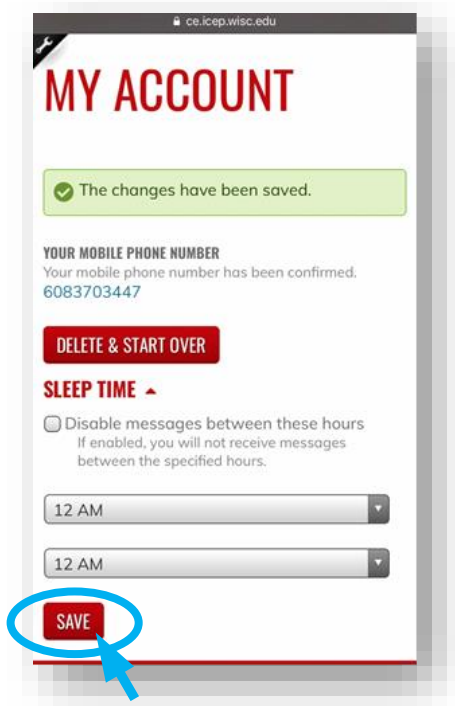
10. From **My Account**, in the top right of your screen, select the three bars, and click **Mobile**.



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



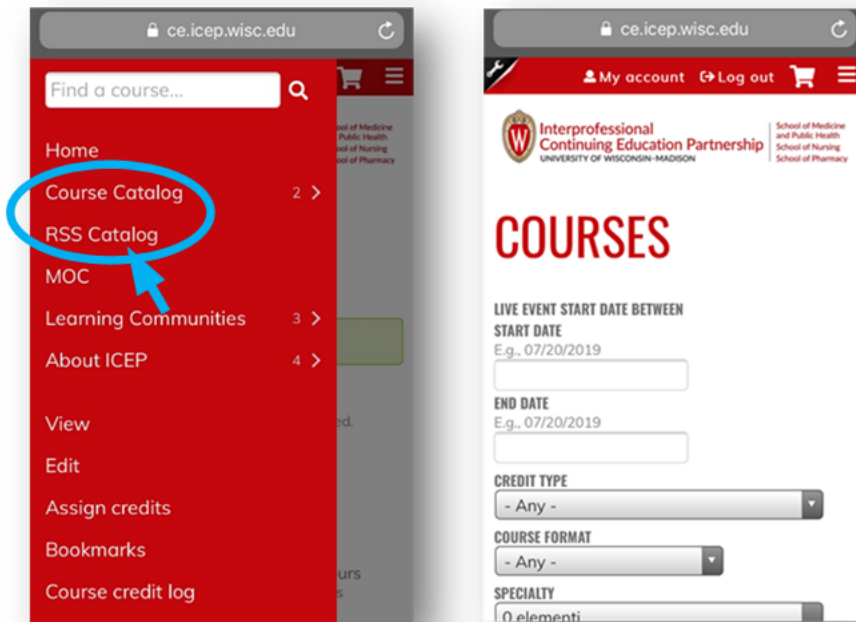
12. Select "CONFIRM NUMBER."
13. The page will change and indicate that a code has been sent to your mobile phone. You will receive a text message from phone number 608-260-7097 containing a 4-digit confirmation code.
14. On the **Mobile** screen enter the <four-digit code> CONFIRMATION CODE.
15. Select "CONFIRM NUMBER"
16. If you wish to disable messages from this system between certain hours, you can do so now using the "Sleep Time" option.
 - a. Click the box next to "Disable Messages" and choose hours between which you do not want to receive text messages.



17. Select "SAVE."
18. 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.

NOTE: The number you received the 4-digit confirmation code from – **608-260-7097** – 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.

19. In the top right corner, *click* the **three bars** and *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 if you would like further assistance.