

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

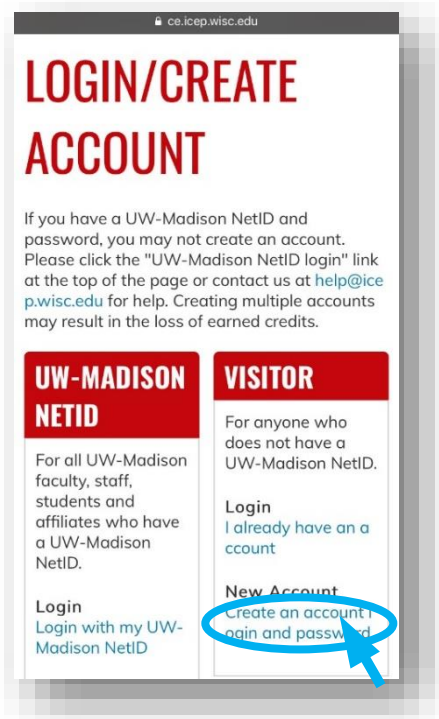
If you do not have a UW-Madison NetID and Password, create a visitor account to access the learning portal.

These instructions use iPhone 7 as an example. Your experience may vary slightly depending on your type and version of smartphone.

1. Go to <https://ce.icep.wisc.edu>



2. At the top of the page, 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.

icep.wisc.edu

Interprofessional Continuing Education Partnership
UNIVERSITY OF WISCONSIN-MADISON

School of Medicine and Public Health
School of Nursing
School of Pharmacy

USER ACCOUNT

⚠ If you have a UW-Madison NetID and password, you may not create an account. Please click the "UW-Madison NetID login" link at the top of the page or contact us at help@icep.wisc.edu for help. Creating multiple accounts may result in the loss of earned credits.

USERNAME *
Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-MAIL ADDRESS *
A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

☐ Faculty ☐ Adjunct/Instructor/Preceptor
☐ Alum ☐ None

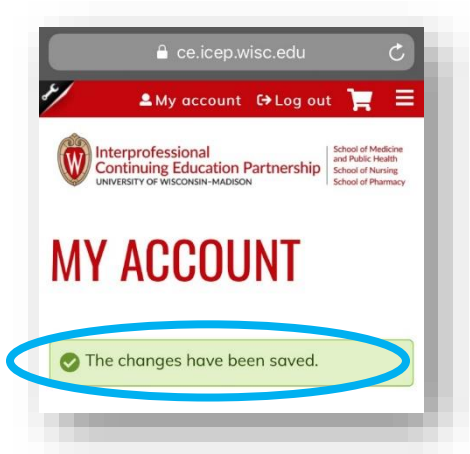
CAPTCHA
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot

reCAPTCHA
Privacy - Terms

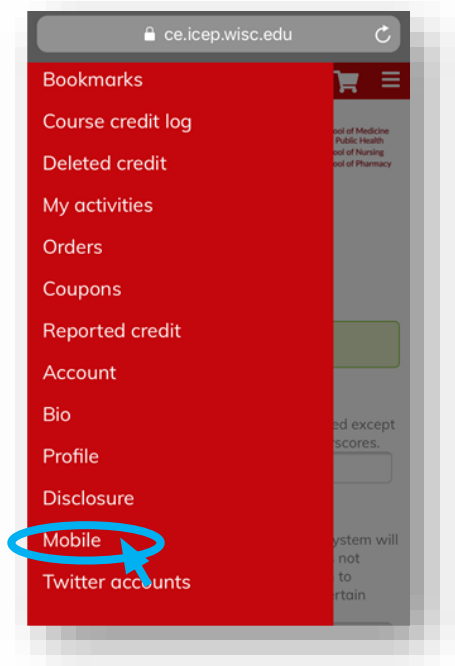
CREATE NEW ACCOUNT

8. A message will appear indicating that your changes have been saved, and you will be logged in. You may now use your <username> and <password> to log into the system in the future.



Adding 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.

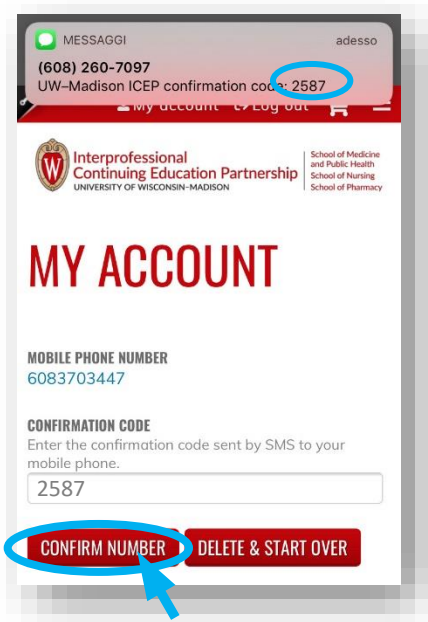


9. From **My Account**, In the top right corner, *click* the **three bars** and *select* “Mobile.”
10. *Enter* your <ten-digit mobile phone number>, with NO parentheses or dashes. Below is an example.
11. From the dropdown, *select* “Country.”
12. *Select* “CONFIRM NUMBER.”



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

You will receive a text message containing a 4-digit confirmation code.



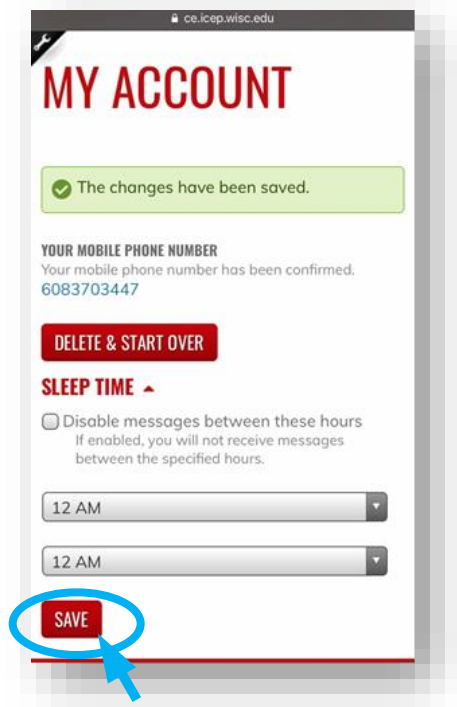
14. Enter your <unique 4-digit code> into the Confirmation Code box. This example shows an incoming text with the confirmation code “2587”

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.

15. Select “CONFIRM NUMBER”

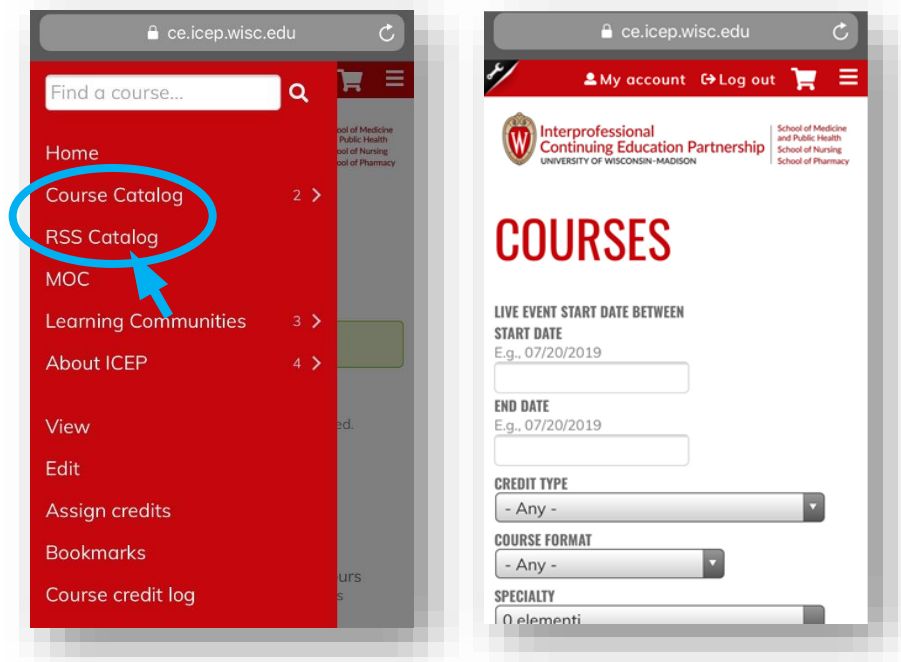
16. If you wish to disable messages from this system between certain hours, you can do so now using the “Sleep Time” option.

- a. Click the box next to “Disable Messages” and choose hours between which you do not want to receive text messages.



b. Click "Save."

17. 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.
18. To access the course catalog:
 - a. In the top right corner, *click* the **three bars** and select "Course Catalog" and "RSS Catalog" to explore our online, live course, and regularly scheduled series offerings.



Contact help@icep.wisc.edu if you need further assistance.