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."
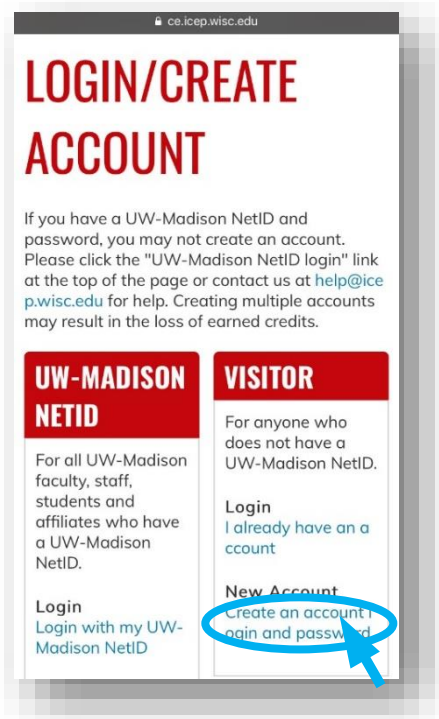
4. *Complete* the **fields**. Fields with an * are required.
5. Special note for the **CREDIT ELIGIBILITY** field:
   Select only the credit(s) for which you are eligible.

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.

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.
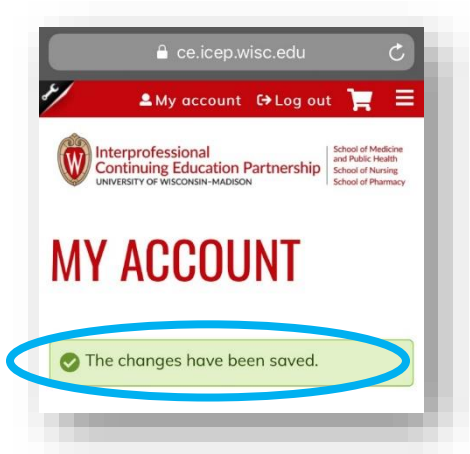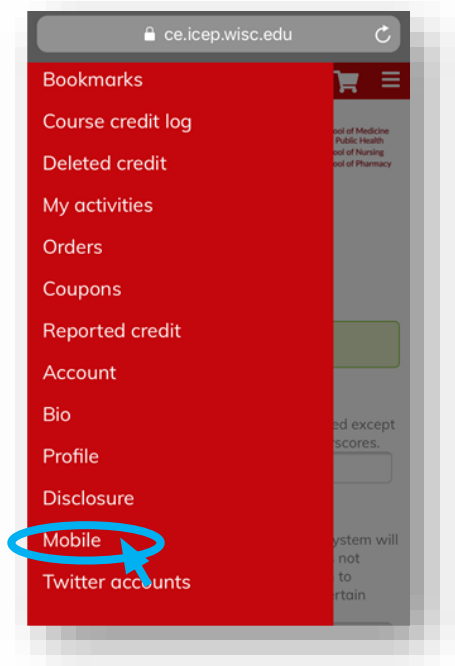

Adding Your Mobile Number

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.
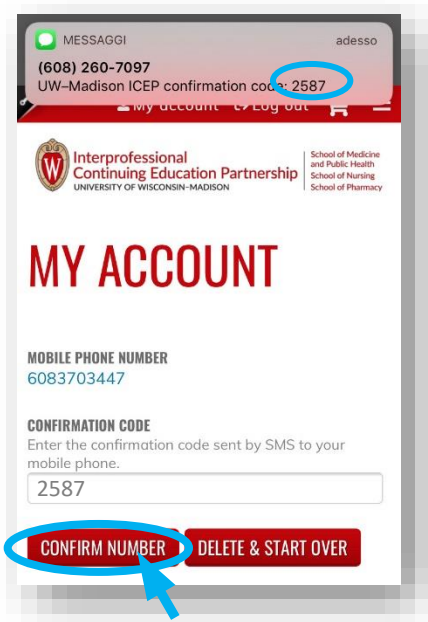

9. From **My Account**, In the top right corner, *click* the **three bars** and *select* "Mobile."
10. *Enter* your <ten-digit mobile phone number>, with NO parentheses or dashes. Below is an example.
11. From the dropdown, *select* "Country."
12. *Select* "CONFIRM NUMBER."

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.
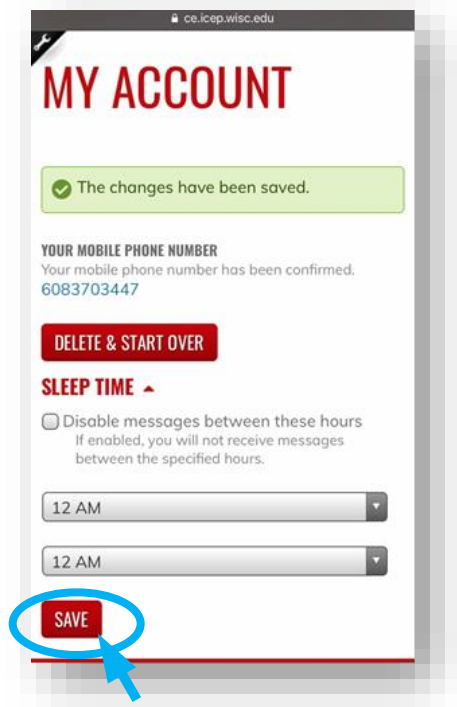
b. *Click* "Save."

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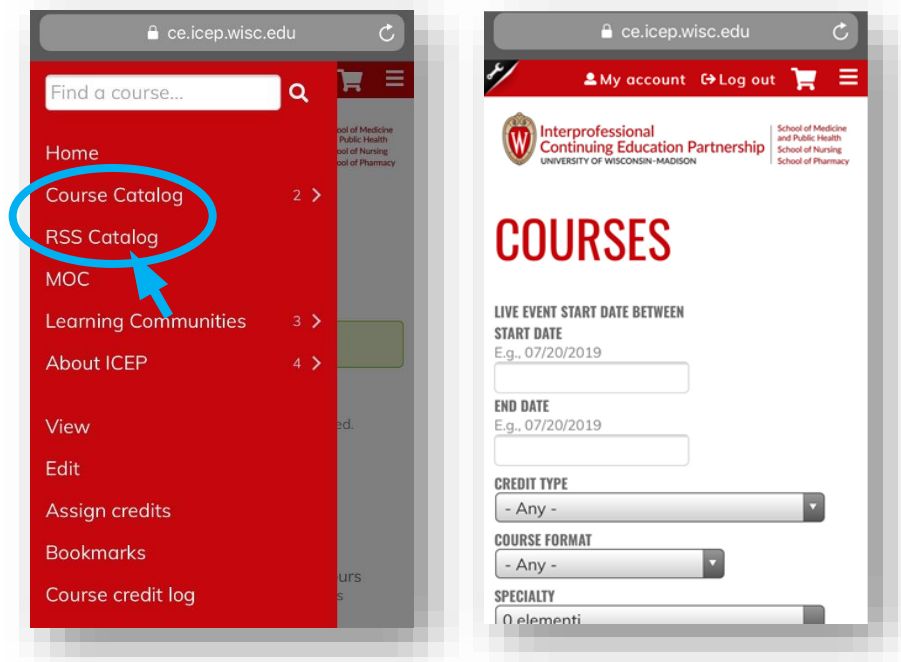
Contact help@icep.wisc.edu if you need further assistance.