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

1. Go to [https://ce.icep.wisc.edu](https://ce.icep.wisc.edu)
2. Click “Create Account”

3. Under VISITOR -> New Account, click “Create an account login and password.”

4. Complete the fields. Fields with an * are required.
5. Special note for the CREDIT ELIGIBILITY field:
   a. Select all credits for which you are eligible.
   b. If you are a Physician, select “Physician (MD/DO) AMA PRA Category 1 Credit™,” Maintenance of Certification (MOC) if applicable, and any other credit types for which you are eligible and would like to receive credit.
   c. If you are a Physician Assistant, select “Physician Assistant CME (AMA PRA Category 1 Credit™)” and any other credit types for which you are eligible and would like to receive credit.
   d. If you are a Nurse, be sure to select both “ANCC Contact Hours” AND “ANCC Pharmacotherapeutic Hours” if applicable, and any other credit types for which you are eligible and would like to receive credit.

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. Click the Mobile tab.

10. Enter your ten-digit mobile phone number, with NO parentheses or dashes. Below is an example.

11. Select “Country.”

12. Click “CONFIRM NUMBER.”
13. The page will change and indicate that a code has been sent to your mobile phone.

![MY ACCOUNT](image)

**MOBILE PHONE NUMBER**
6085555555

**CONFIRMATION CODE**
Enter the confirmation code sent by SMS to your mobile phone.

![Confirm Number and Delete & Start Over Buttons](image)

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.

![Push Notification on Lock Screen](image)  
**Push Notification on Lock Screen**

![From within Message App](image)  
**From within Message App**

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. *Click* “CONFIRM NUMBER”

18. If you wish to disable messages from this system between certain hours, you can do so now.
19. *Click* “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. Click the **COURSE CATALOG** tab to explore our online and live course offerings. Contact help@icep.wisc.edu if you need further assistance.