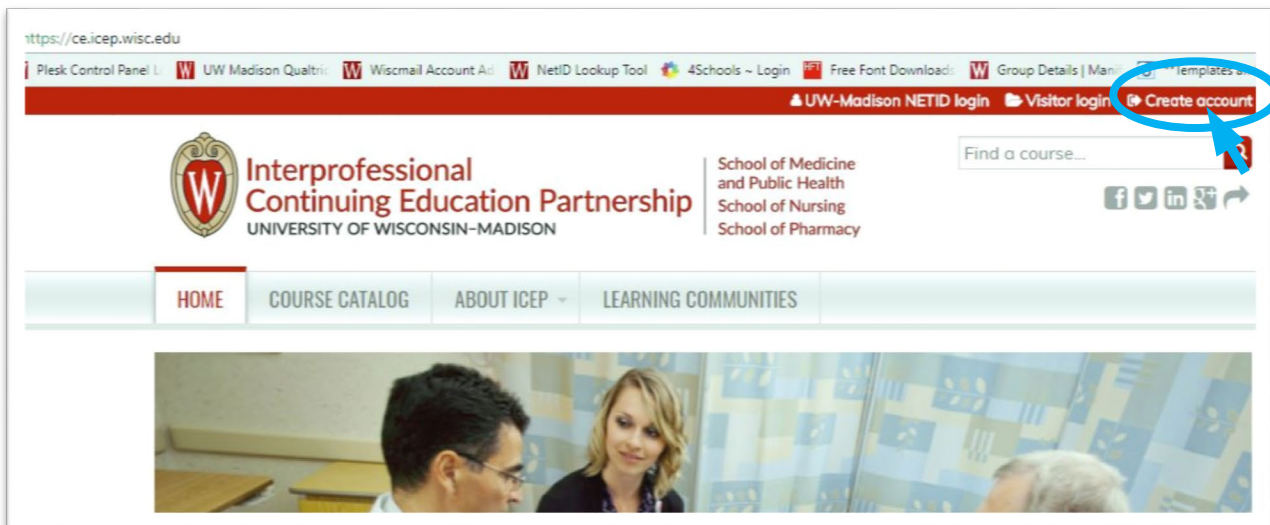
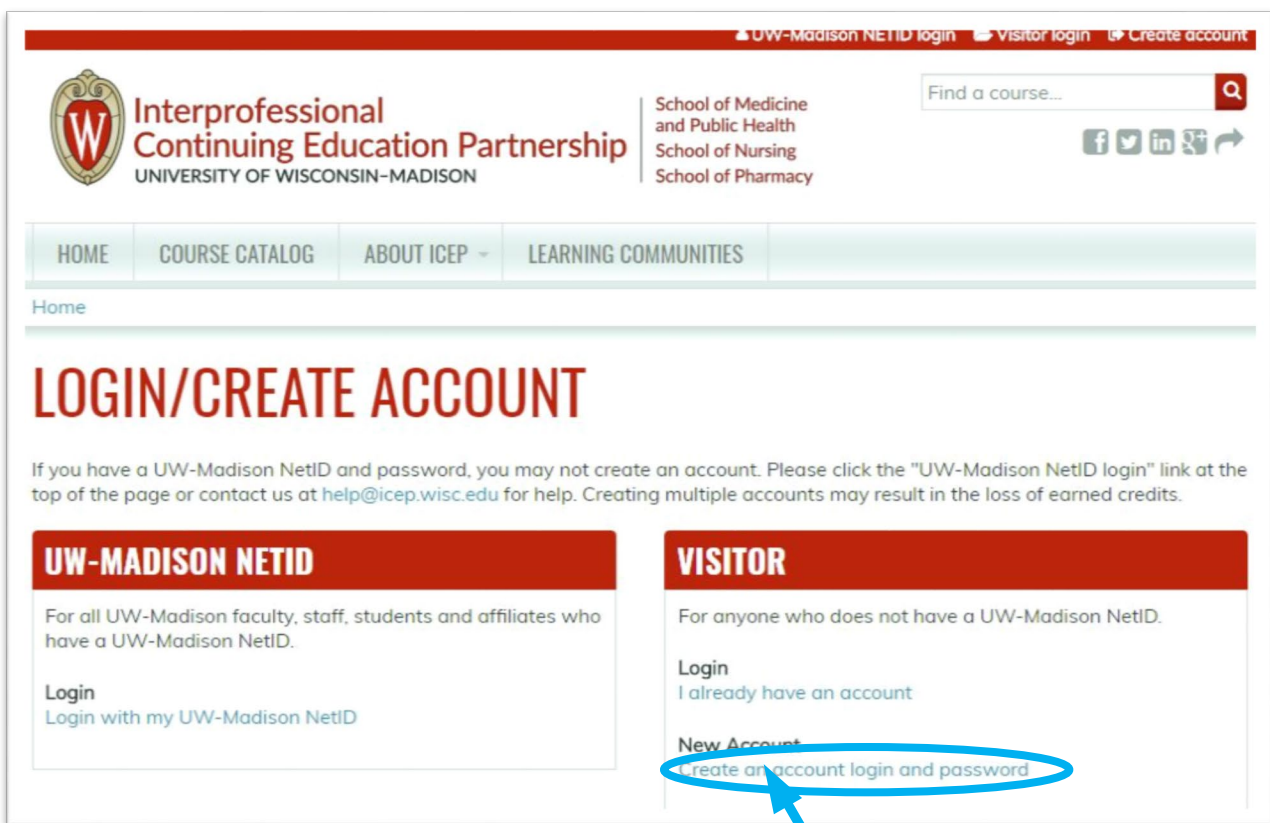


## Create a Guest/Visitor Account in UW-Madison ICEP CE Learning Portal

1. Go to <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:

- Select all credits for which you are eligible.
- 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.
- 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.
- 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.

- 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>.
- 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.

**USER ACCOUNT**

CREATE A VISITOR ACCOUNT REQUEST NEW PASSWORD VISITOR LOGIN

**⚠** 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](mailto: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.

**PREFIX**  
- None -

**FIRST NAME \***

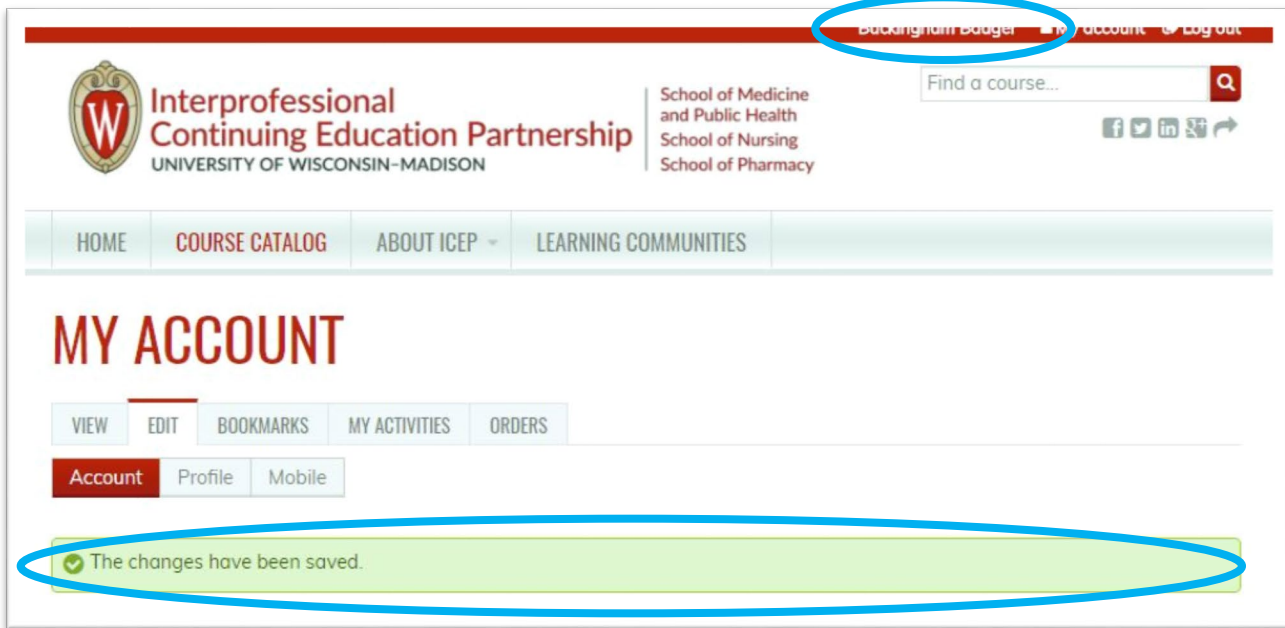
**CAPTCHA**  
This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot

**CREATE NEW ACCOUNT**

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."

A screenshot of the 'MY ACCOUNT' page with the 'Mobile' tab selected. The 'PHONE NUMBER' field is labeled 'PHONE NUMBER \*' and contains the text '6085555555'. Below it is a 'COUNTRY' dropdown menu with the text 'USA / Canada / Dominican Rep. / Puerto Rico'. At the bottom of the form is a red button labeled 'CONFIRM NUMBER'.

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

# MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Account Profile Mobile

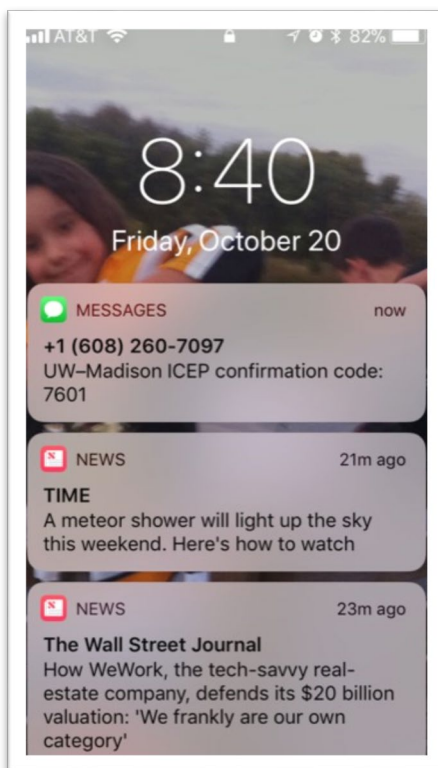
**MOBILE PHONE NUMBER**  
6085555555

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

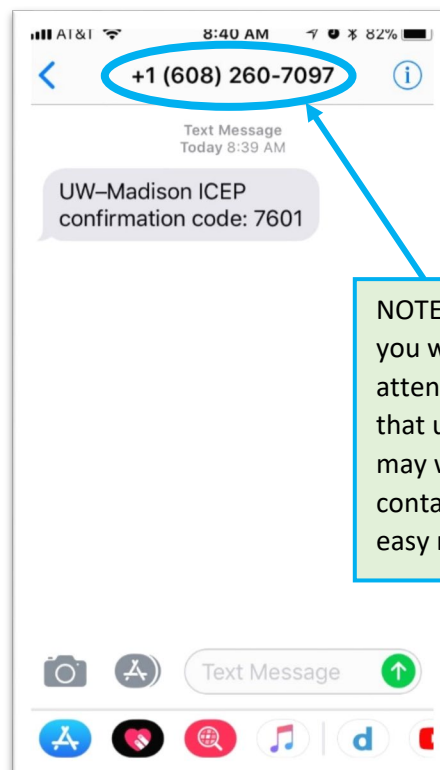
CONFIRM NUMBER DELETE & START OVER

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*



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*

16. On the **Mobile** screen, *enter* your unique <four-digit code> CONFIRMATION CODE.  
17. Click “CONFIRM NUMBER”

**MY ACCOUNT**

**VIEW** **EDIT** **BOOKMARKS** **MY ACTIVITIES** **ORDERS**

Account Profile **Mobile**

**MOBILE PHONE NUMBER**  
6085555555

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

7601

**CONFIRM NUMBER** **DELETE & START OVER**

18. If you wish to disable messages from this system between certain hours, you can do so now.  
19. Click “SAVE.”

**MY ACCOUNT**

**VIEW** **EDIT** **BOOKMARKS** **MY ACTIVITIES** **ORDERS**

Account Profile **Mobile**

**YOUR MOBILE PHONE NUMBER**  
Your mobile phone number has been confirmed.  
6085555555

**DELETE & START OVER**

**SLEEP TIME** ▲

☐ Disable messages between these hours  
If enabled, you will not receive messages between the specified hours.

12 AM ▼

12 AM ▼

**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.

## MY ACCOUNT

VIEW

EDIT

BOOKMARKS

MY ACTIVITIES

ORDERS

Account

Profile

Mobile

✓

The changes have been saved.

YOUR MOBILE PHONE NUMBER

Your mobile phone number has been confirmed.

6085555555

DELETE & START OVER

SLEEP TIME ▲

☐ Disable messages between these hours

If enabled, you will not receive messages between the specified hours.

12 AM

12 AM


SAVE

21. Click the **COURSE CATALOG** tab to explore our online and live course offerings. Contact [help@icep.wisc.edu](mailto:help@icep.wisc.edu) if you need further assistance.

Buckingham Badger

My account

Log out



Interprofessional  
Continuing Education Partnership

UNIVERSITY OF WISCONSIN-MADISON

School of Medicine  
and Public Health

School of Nursing

School of Pharmacy

Find a course...

Q

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+

HOME

COURSE CATALOG

ABOUT ICEP

LEARNING COMMUNITIES

Home

## COURSES

LIVE EVENT START DATE BETWEEN

START DATE

E.g., 09/26/2017

END DATE

E.g., 09/26/2017

CREDIT TYPE

- Any -

SPECIALTY

Choose some options

COURSE FORMAT

- Any -

TARGET AUDIENCE

Choose some options

APPLY

Course name	Credits available	Course format	Live event start date	Cost
Tobacco Use and Dependence: An Updated Review of Treatments	1.00 AMA PRA Category 1 Credit™ 1.00 ANCC Contact Hours 1.00 University of Wisconsin-Madison Continuing Education Hours	Self-study / Enduring		\$0.00
National Opioid Prescribing: New Wisconsin Medical	2.00 AMA PRA Category 1 Credit™ 2.00 ACPE Credits 2.00 ANCC Contact Hours 2.00 ABA MOCA 2.0® Part 2 Points 2.00 ABP MOC Part 2 Points	Self-study /		