

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>
2. Click "UW-Madison NETID Login" in the top right corner of the page.



3. Enter your <NetID> and <Password>. Click "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](#)

A screenshot of the University of Wisconsin-Madison Login page. The header is a red banner with 'University of Wisconsin-Madison Login'. The main content area has a 'Login' section with a 'NetID' field containing 'bbadger' and a 'Password' field with masked characters. There are links for 'Forgot NetID' and 'Forgot password'. A red 'Login' button is at the bottom. To the right is a 'Need help?' section with a list of links: 'Activate your NetID', 'Modify your account', 'Create a strong password', 'Common login questions', and 'Contact the Help Desk'. The footer text is '© Board of Regents of the University of Wisconsin System'.

4. You are redirected to the ICEP Learning Portal home page, and you are now logged in.

5. Click “My account” in the top right corner of the page.



6. Click **Edit > Profile** tab. Your <First and Last name> will be prepopulated based on your UW-Madison (NetID) profile information, and the email associated with your NetID will be used for system communication. Complete the other fields. Fields with an * are required.

7. 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.

1. 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.

MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Account **Profile** Mobile

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

PREFIX
- None - ▾

FIRST NAME *
BUCKINGHAM

PREFERRED FIRST NAME
(if different from above)
Bucky

MIDDLE NAME

LAST NAME *
BADGER

Enter your 10-digit number without the dashes or parenthesis.
Use "Mobile" tab to enter your cell phone number.

United States (+1) ▾

UW-MADISON AFFILIATION *

- ☐ Student
- ☐ Resident
- ☐ Fellow
- ☐ Staff
- ☐ Faculty
- ☐ Adjunct
- ☐ Alum
- ☐ None

SAVE

8. When you are done, *click* "SAVE."

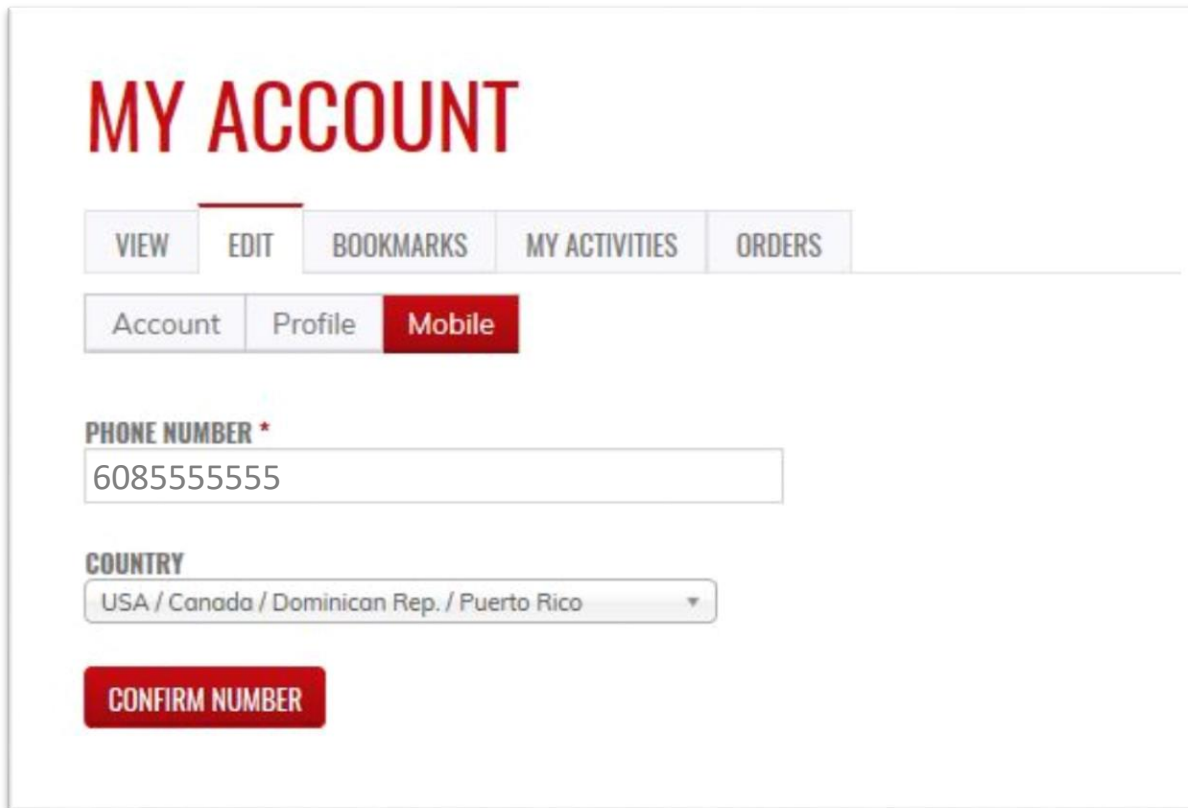
ADD YOUR MOBILE NUMBER

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.

9. Click the **Moblle** tab.

10. Add your ten-digit moblie phone, with NO parentheses or dashes.

11. Click "CONFIRM NUMBER."



MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

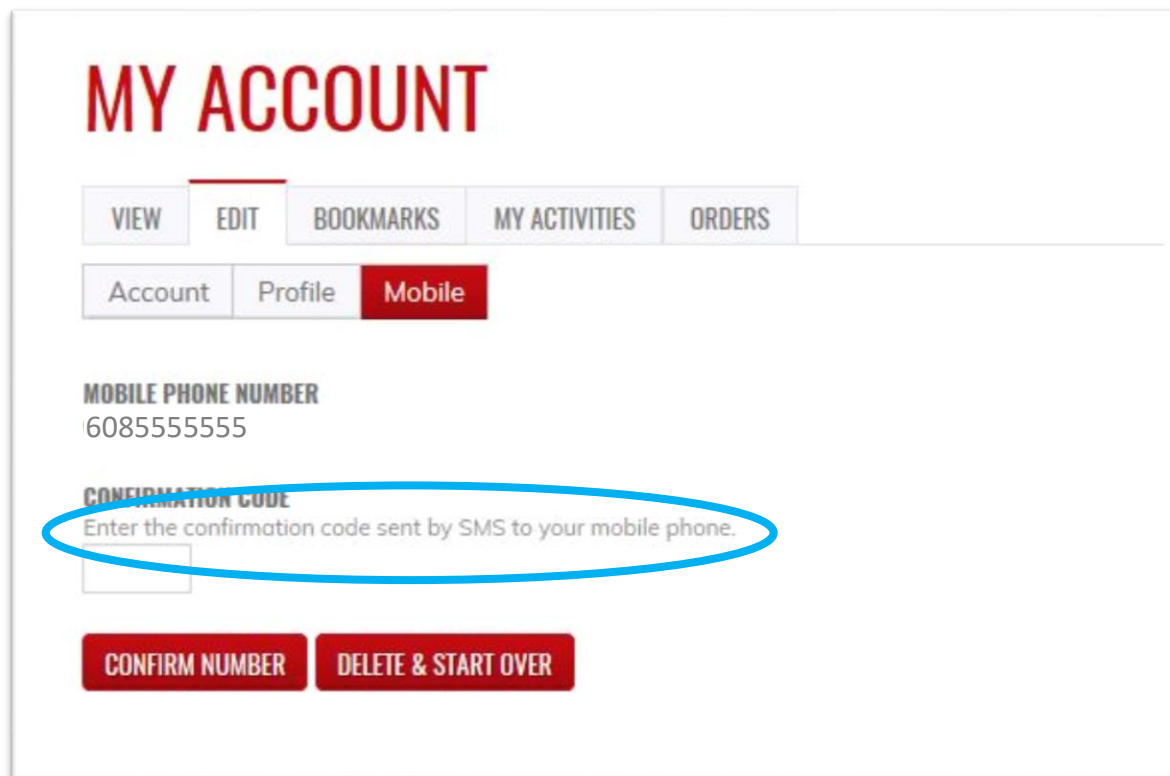
Account Profile **Mobile**

PHONE NUMBER *
6085555555

COUNTRY
USA / Canada / Dominican Rep. / Puerto Rico ▼

CONFIRM NUMBER

12. 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**

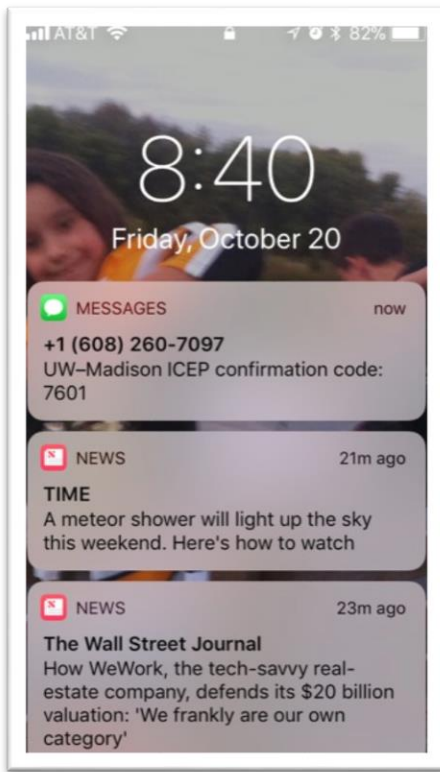
MOBILE PHONE NUMBER
6085555555

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

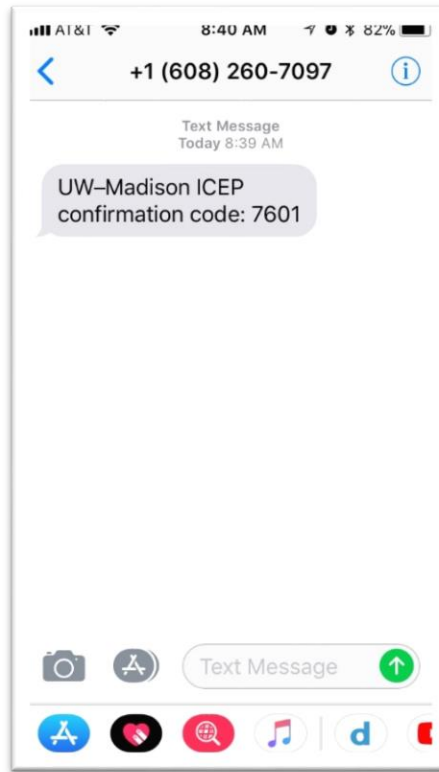
CONFIRM NUMBER **DELETE & START OVER**

13. Using your mobile phone, go to the messaging app that manages your phone's text messaging.

14. Find the message sent from UW-Madison ICEP. Below are examples from an iPhone.



Push Notification on Lock Screen



From within Message App

15. Go back to the **Mobile** screen and enter the <four-digit code> CONFIRMATION CODE.

16. Click "CONFIRM NUMBER"

A screenshot of a web page titled 'MY ACCOUNT'. There are tabs for 'VIEW', 'EDIT', 'BOOKMARKS', 'MY ACTIVITIES', and 'ORDERS'. Below these are sub-tabs for 'Account', 'Profile', and 'Mobile', with 'Mobile' being the active tab. The page shows 'MOBILE PHONE NUMBER' as 6085555555. Below that is a 'CONFIRMATION CODE' section with the instruction 'Enter the confirmation code sent by SMS to your mobile phone.' and a text input field containing '####'. At the bottom are two red buttons: 'CONFIRM NUMBER' and 'DELETE & START OVER'. The 'CONFIRM NUMBER' button is circled in red with a blue arrow pointing to it.

17. If you wish to disable messages from this system between certain hours, you can do so now.

18. 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

19. 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

20. Click the **COURSE CATALOG** tab to explore our online and live course offerings.

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