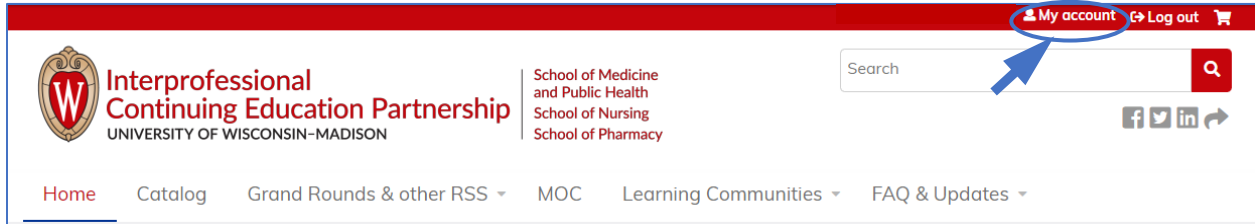# Uploading external credits

If you would like to use the ICEP Learning Portal as a repository for all of your CE credits, you may use the External Credits feature to document and house your credits/credit letters that you receive outside UW-Madison ICEP's offerings. These credit letters are then available for you to access/download any time you need them.
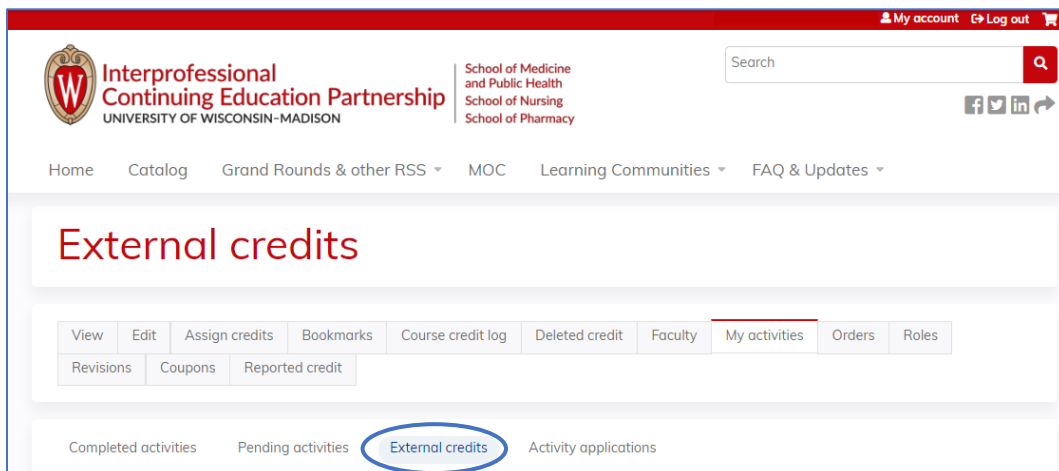
1. Log in to https://ce.icep.wisc.edu with your account.

2. *Click* **My account** in the top right corner of your screen
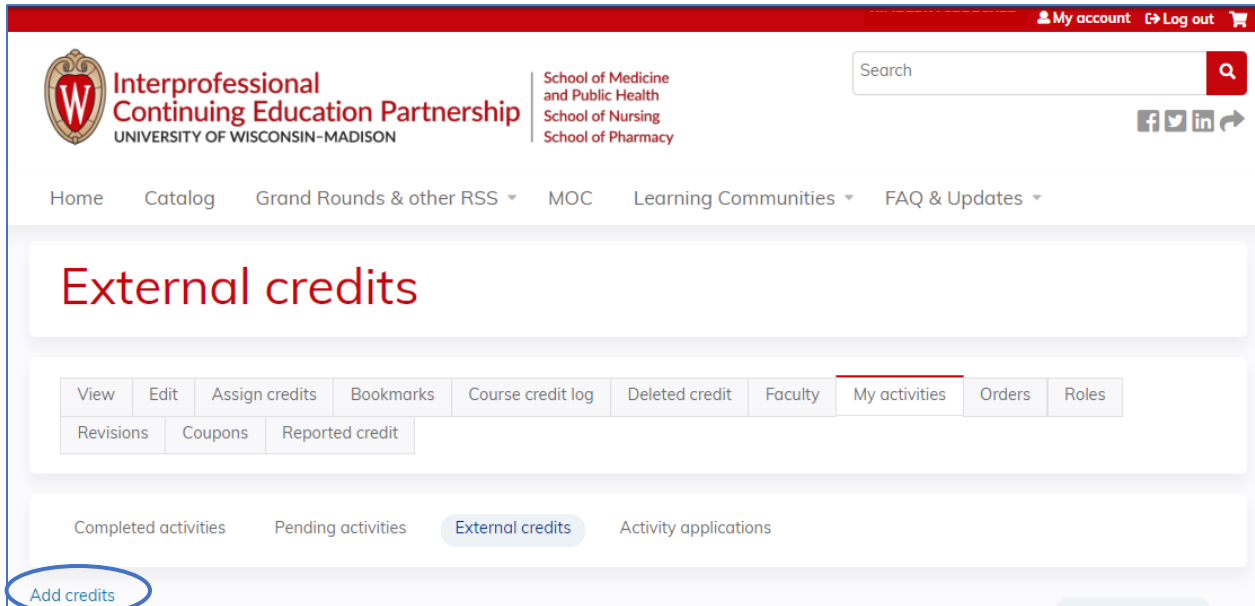
3. *Click* the **MY ACTIVITIES** tab
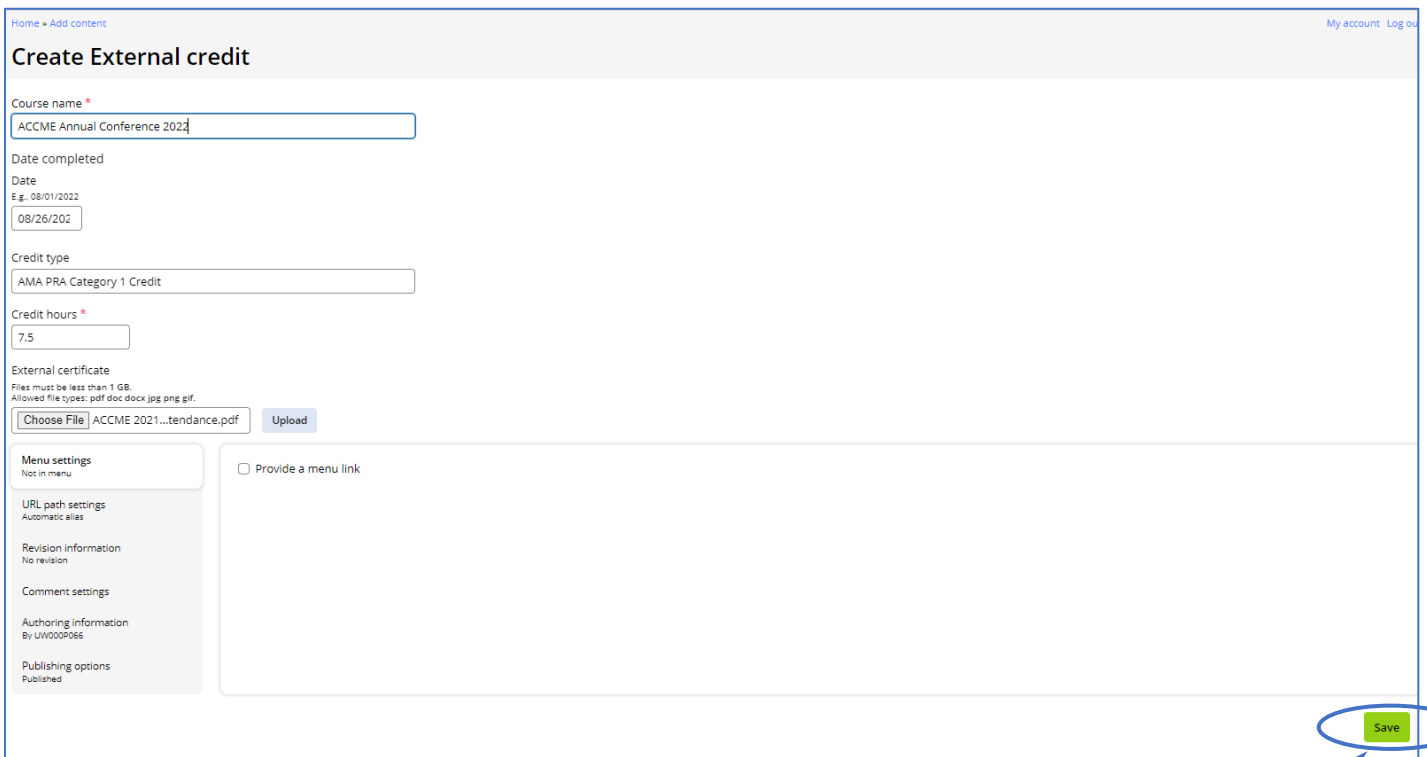

4. *Click* the **External Credits** tab

5. *Click* **Add Credits**

6. The **Create External Credit** window will appear. Complete the fields. Only fields with an * are required.

a. Course name*: *Add* <the name of the activity> (can be any type of CE activity, including live conferences and classes, online (enduring) courses, etc.)

b. Date completed: *Add* <the date you completed the course>. For live activities, put the final day of the activity. For online self-paced activities, put the day you completed the activity.

c. Credit Type: *Add* <the type of credit you earned>, e.g., AMA PRA Category 1, ANCC, ACPE, etc.

d. Credit Hours*: *Add* <the number of credits/credit hours you earned/claimed for the activity>.

e. External certificate: If you have an external certificate and would like to keep track of it online, you may upload it here. If you only have a hard copy, we recommend you scan it or take a picture of it with your phone and upload it here.
- i. *Click* **Choose File** and select the file from your computer
- ii. *Click* **Upload**
f. *Click* **Save**

7. Your external credit will now show up in the list, with the external certificates available for download. You can also download the entire list by clicking the **Download PDF** icon/link.