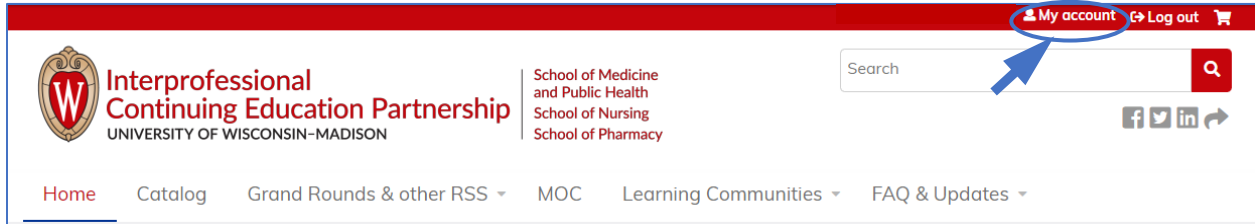


# Uploading external credits

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.

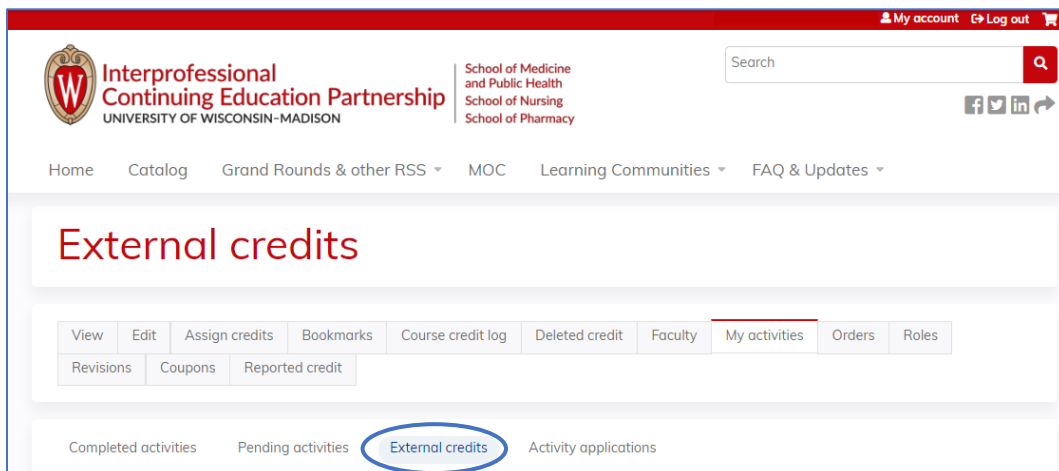
1. Log in to <https://ce.icep.wisc.edu> with your account.
2. Click **My account** in the top right corner of your screen



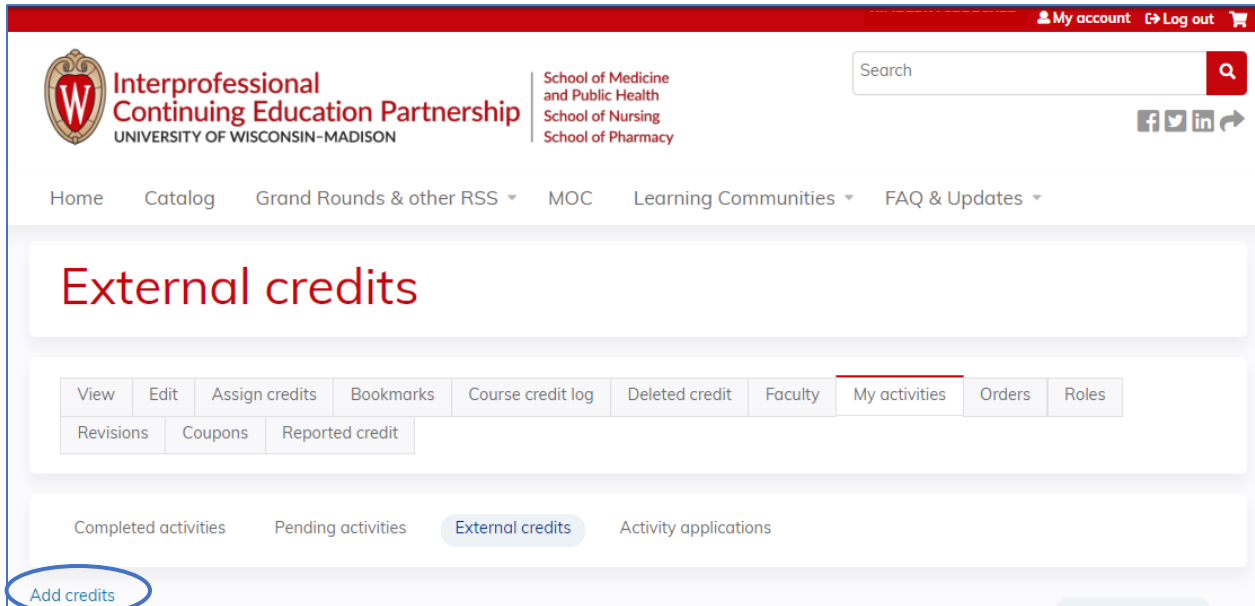
3. Click the **MY ACTIVITIES** tab



4. Click the **External Credits** tab

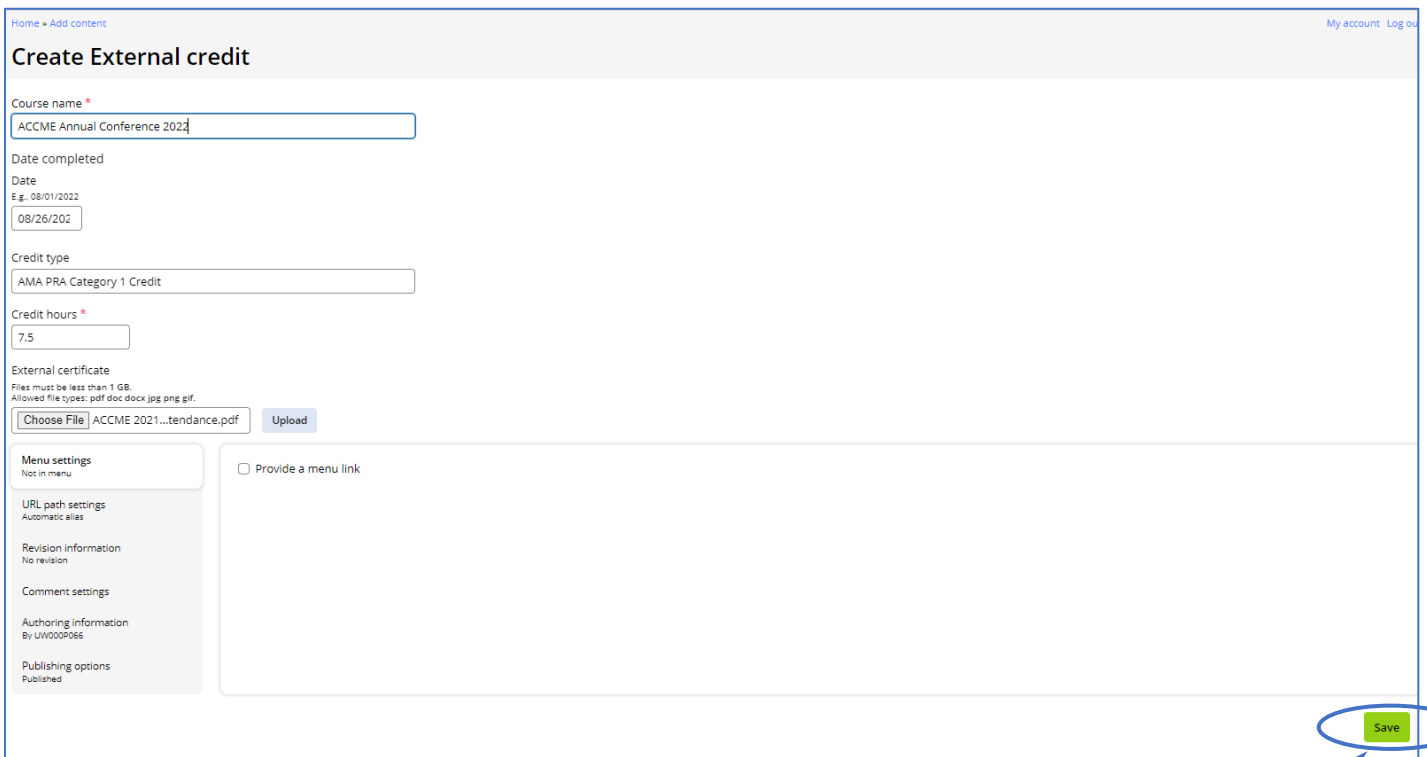


## 5. Click Add Credits



The screenshot shows the top navigation bar with the University of Wisconsin-Madison logo and the text 'Interprofessional Continuing Education Partnership'. Below the navigation bar, there is a search bar and social media icons. The main content area is titled 'External credits' and contains a table of tabs: View, Edit, Assign credits, Bookmarks, Course credit log, Deleted credit, Faculty, My activities, Orders, Roles, Revisions, Coupons, and Reported credit. Below the tabs, there are buttons for 'Completed activities', 'Pending activities', 'External credits', and 'Activity applications'. The 'Add credits' button is circled in blue with a blue arrow pointing to it.

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



The screenshot shows the 'Create External credit' form. The form has the following fields and options:

- Course name \*: ACCME Annual Conference 2022
- Date completed: 08/26/2022
- Credit type: AMA PRA Category 1 Credit
- Credit hours \*: 7.5
- External certificate: ACCME 2021...tendance.pdf (Upload)
- Menu settings: Not in menu
- URL path settings: Automatic alias
- Revision information: No revision
- Comment settings
- Authoring information: By UW000P066
- Publishing options: Published

The 'Save' button is circled in blue with a blue arrow pointing to it.

- Course name \*: Add <the name of the activity> (can be any type of CE activity, including live conferences and classes, online (enduring) courses, etc.)
- 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.
- Credit Type: Add <the type of credit you earned>, e.g., AMA PRA Category 1, ANCC, ACPE, etc.
- 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.

The screenshot shows the website interface for the Interprofessional Continuing Education Partnership at the University of Wisconsin-Madison. The page title is "External credits". There are navigation tabs for "View", "Edit", "Assign credits", "Bookmarks", "Course credit log", "Deleted credit", "Faculty", "My activities", "Orders", and "Roles". Below these are sub-tabs for "Revisions", "Coupons", and "Reported credit". A green notification bar states "External credit ACCME Annual Conference 2022 has been created." There is an "Add credits" section with input fields for "Date completed", "Start date", and "End date", and an "Apply" button. A "Download PDF" button is circled in blue with an arrow pointing to it. Below this is a table of external credits:

Title	Credits/CEU Hours	Credit type	Date completed	External certificate
jlkjlkj	9.00	ama	11/19/2019	Edit
ACCME Annual Conference 2022	7.50	AMA PRA Category 1 Credit	08/26/2022	Download (106.74 Kb) Edit