



How to Create an Account in UW-Madison ICEP Learning Portal

Why do I need an ICEP Learning Portal Account?

To participate in an accredited activity, you must have an account in the ICEP Learning Portal. Your account ensures:

- Registration: You cannot register or mark your attendance for an activity without an account.
- Accurate Records: Allows for accurate reporting to licensing and certifying bodies.
- Continuing Education (CE) Credit Management: Your account makes it possible for you to track the credits you have earned.
- Streamline communication: Ensures you receive communication related to your learning.

As a Planner, Presenter, Editor, or Reviewer:

- We are required to collect Conflict of Interest disclosures for all accredited activities. We use your account to request disclosures through the AAMC Convey Global Disclosure System. You can disclose for future activities by confirming no changes, or updating any disclosures.

If you need assistance creating an account, please contact help@icep.wisc.edu.

UW-Madison Net ID Account

NOTE: If you do not regularly use your **UW-Madison NetID email address**, SKIP to: Create a “Professional Login Account.”

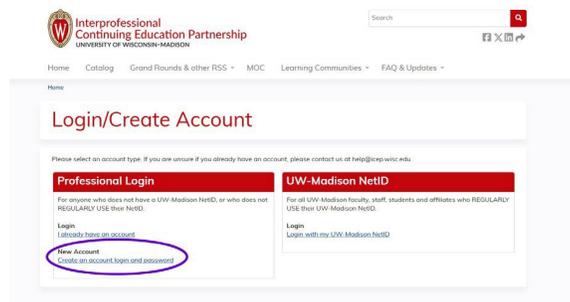
1. Go to <https://ce.icep.wisc.edu>
2. Select “Create Account” in the upper right corner of the page.
3. Select “Login with my UW-Madison NetID”
4. Complete all required fields. SKIP to “Complete Account Setup” for important guidance.

Professional Login Account

1. Go to <https://ce.icep.wisc.edu>
2. Select “Create Account” in the upper right corner of the page.



3. Under **Professional Login** -> **New Account**, select “Create an account login and password.”



Complete Account Setup

1. Complete the fields. Fields with an * are required. **If no Professions are relevant to you, choose "other."**
2. **Special note for the CREDIT ELIGIBILITY field:** Select only the credit(s) for which you are eligible and are accepted by your professional licensing authority and/or certifying board. NOTE: Physician Assistants/Associates and other non-physicians should select only their professional credit (e.g., AAPA), not AMA PRA Category 1™.
3. **Special note for the STATE LICENSE AND SPECIALITY BOARDS field:** We recommend that all licensed healthcare professionals enter their state and license number to allow automatic reporting of your earned credit. If you are a member of an ABMS board, a pharmacist, or an EMT, you **MUST** add your board and board ID to receive applicable credit. If none are applicable, choose **"None."**
4. Use the **ADD ANOTHER** button to add another board or state.
5. Enter your phone number. Your mobile phone number may be used to record your attendance. This number will not be distributed without your consent. **If you have an international number, or do not have a mobile number, enter any ten-digit number (e.g., your landline number, or the first 10 digits of your international mobile number) to bypass this required field.**
6. When you are done, *click* the "CREATE NEW ACCOUNT" button.

7. Remember to record your *Username* and *Password* to log into the system in the future.
8. **US mobile numbers must be confirmed.** Select the **Mobile** tab.
9. Select "CONFIRM NUMBER." The page will indicate that a code has been sent to your mobile phone.

10. *Open* your phone's messaging app and locate the text from UW-Madison ICEP.
11. *On the ICEP website*, Enter the 4-digit code on your "My Account" page.
12. Select "CONFIRM NUMBER."
13. *Optional:* Set any hours you do not want to receive messages, then tap "SAVE."
14. Once you see the "Saved" message, you are ready to text in your attendance when instructed.

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