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

If you do not have a UW-Madison NetID and Password, create a visitor account to access the learning portal.

- 1. Go to https://ce.icep.wisc.edu
- 2. Select "Create Account"



3. Under VISITOR -> New Account, select "Create an account login and password."

				🛎 UW-Madison	NETID login 🕞 Visitor login	Create account
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HOME	COURSE CATALOG	ABOUT ICEP -	LEARNING CO	IMMUNITIES		
Home						
If you have a top of the particular UW-MA	N/GREAI	E AUUU and password, yo elp@icep.wisc.edu	UNI u may not creat for help. Creatir	e an account. Please clic ng multiple accounts may VISITOR	k the "UW-Madison NetlD / result in the loss of earne	login" link at the ed credits.
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4. *Complete* the **fields**. Fields with an \* are required.

## 5. Special note for the **CREDIT ELIGIBILITY** field:

Select only the credit(s) for which you are eligible.

## 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.

- a. 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>.
- b. 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.

CREATE A VISITOR ACCOUNT	REQUEST NEW PASSWORD VISITOR LOGIN
If you have a UW-Ma at the top of the page credits.	dison NetID and password, you may not create an account. Please click the "UW-Madison NetID login" link or contact us at help@icep.wisc.edu for help. Creating multiple accounts may result in the loss of earned
SERNAME * paces are allowed; punctuation	on is not allowed except for periods, hyphens, apostrophes, and underscores.
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REFIX None -  REFIX None -  REFIX REFIX None -  REFIX REFIX None -  REFIX REFIX REFIX None -  REFIX CAPTCHA This question is for testin	g whether or not you are a human visitor and to prevent automated spam submissions.

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.

Interprofessional Continuing Education Partnership	School of Medicine and Public Health School of Nursing School of Pharmacy	Find a course	
HOME COURSE CATALOG ABOUT ICEP ~ LEARNING CO	OMMUNITIES		
MY ACCOUNT			
VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS			
VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS			

- 9. *Select* the **Mobile** tab.
- 10. Enter your ten-digit mobile phone number, with NO parentheses or dashes. Below is an example.
- 11. *Select* "Country" from the dropdown.
- 12. Select "CONFIRM NUMBER."

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

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- 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.

All AT&L A 4 0 \$ 82%	IIII A181       8:40 AM       7       \$ 82%         +1 (608) 260-7097       i         Text Message Today 8:39 AM         UW-Madison ICEP confirmation code: 7601
MESSAGES now +1 (608) 260-7097 UW-Madison ICEP confirmation code: 7601 NEWS 21m ago TIME A meteor shower will light up the sky this weekend. Here's how to watch	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.
NEWS 23m ago The Wall Street Journal How WeWork, the tech-savvy real- estate company, defends its \$20 billion valuation: 'We frankly are our own category'	Text Message

Push Notification on Lock Screen From within Message App

16. On the **Mobile** screen, *enter* your unique <four-digit code> CONFIRMATION CODE.

## 17. Select "CONFIRM NUMBER"

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

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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.

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21. Select the HOME, COURSE CATALOG, RSS CATALOG, MOC, and LEARNING COMMUNITIES tabs to explore our online and live course offerings.

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Home						
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 Course Live	APPLY
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		2.00 AMA PR 2.00 ACPE Cr 2.00 ANCC C 2.00 ABA MC	A Category redits ontact Hou	y 1 Credit™ Irs art 2 Points		

Contact <u>help@icep.wisc.edu</u> if you need further assistance.