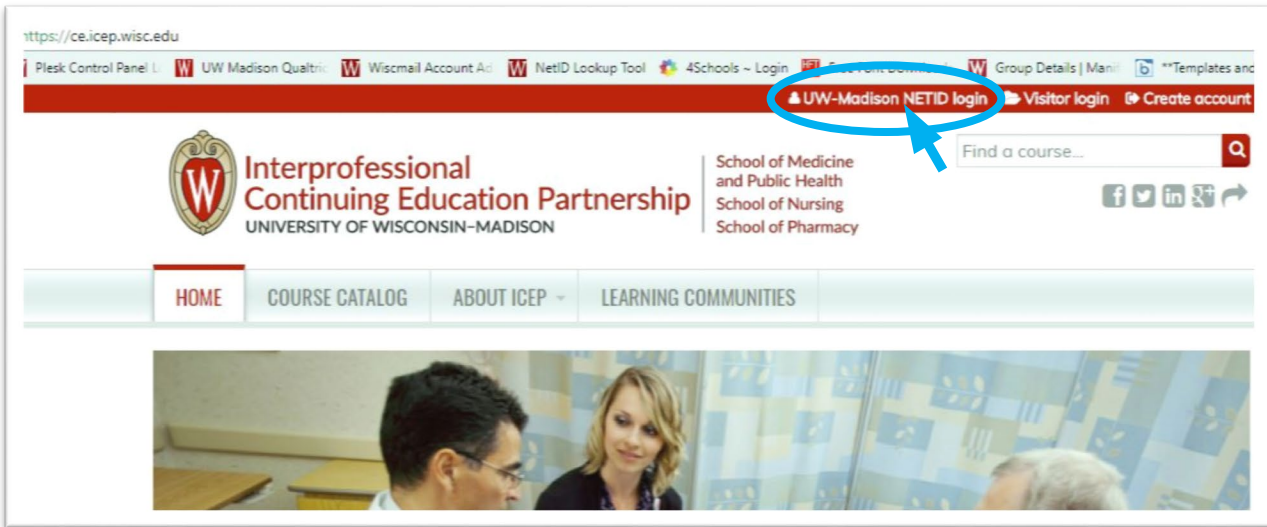**Register and complete your profile in the ICEP Learning Portal using NetID, including adding a mobile number for automatic enrollment for live events.**

1. *Go to* https://ce.icep.wisc.edu
2. *Select* "UW-Madison NETID Login."

3. *Enter* your <NetID> and <Password>. *Select* "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*
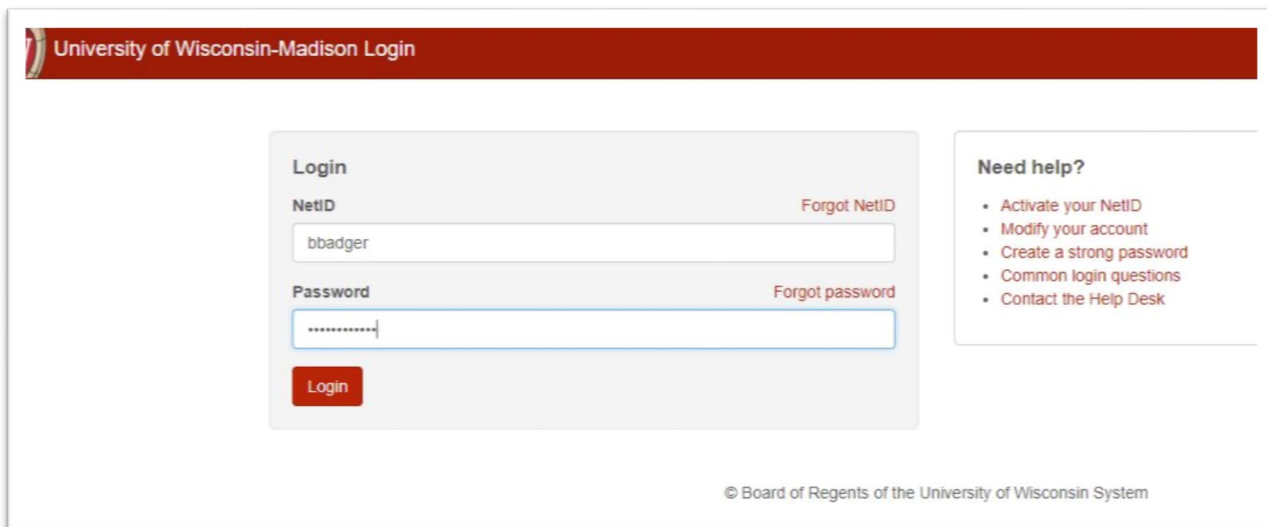
4. You are redirected to the ICEP Learning Portal home page, and you are now logged in.

5. *Select* "My account."

6. *Select* the **EDIT** tab. Your Username and email address is prepopulated based on your UW-Madison (NetID) profile information. Do not make changes to these fields.

7. *Select* the **Profile** tab. Your <First and Last name> will be prepopulated based on your UW-Madison (NetID) profile information. Do not make changes to these fields. *Complete* the other fields. Fields with an * are required.

8. Special note for the **CREDIT ELIGIBILITY** field:
   Select only the credit(s) for which you are eligible.

9. 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.

10. 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.

11. *Click* the **Mobile** tab.

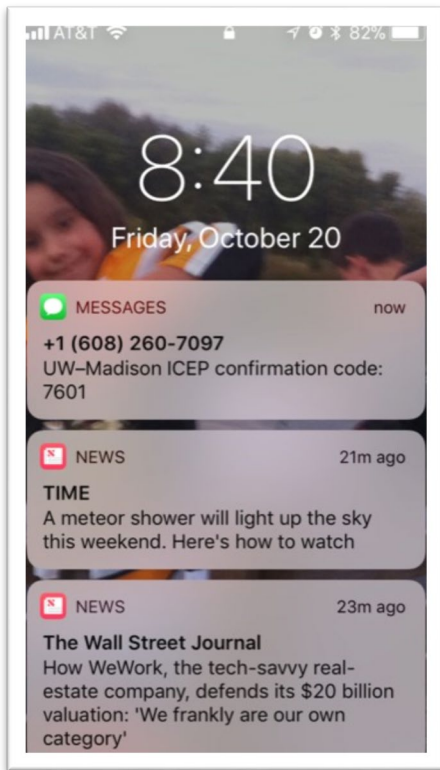12. *Add* <your ten-digit moblie phone number>, with NO parentheses or dashes.

MY ACCOUNT

| VIEW | EDIT | BOOKMARKS | MY ACTIVITIES | ORDERS |

| Account | Profile | Mobile |

PHONE NUMBER *
6085555555

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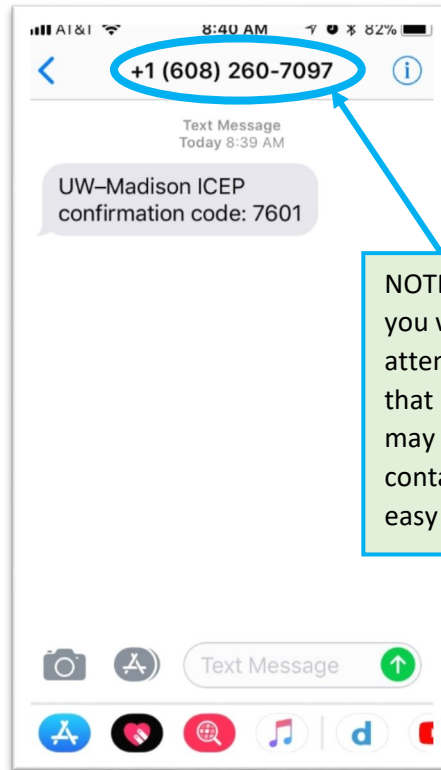
CONFIRM NUMBER

13. *Select* "CONFIRM NUMBER."
14. The page will change and indicate that a code has been sent to your mobile phone.
15. Using **your mobile phone**, *go to* the messaging app that manages your phone's text messaging.

16. *Find* the message sent from UW-Madison ICEP. Below are examples from an iPhone, confirmation code 7601.

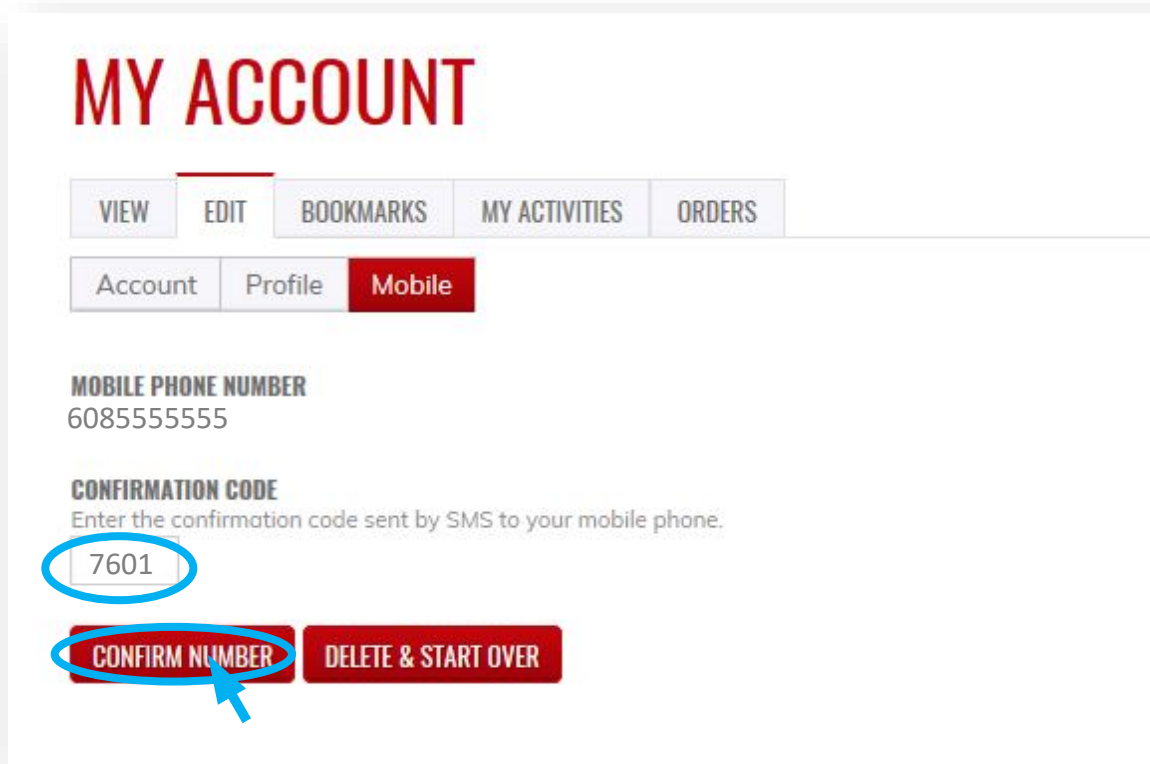
Push Notification on Lock Screen

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.

From within Message App

17. *Go back to* the **Mobile** screen and *enter* the <four-digit code> CONFIRMATION CODE.
18. *Select* "CONFIRM NUMBER"

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

20. *Select* "SAVE."

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

Contact help@icep.wisc.edu if you would like further assistance.