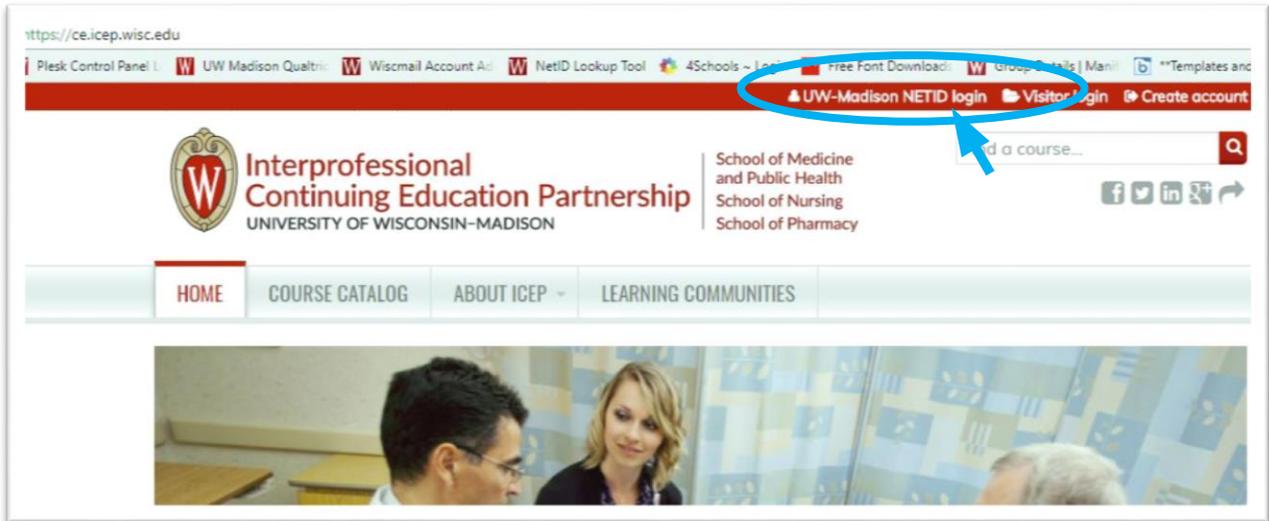


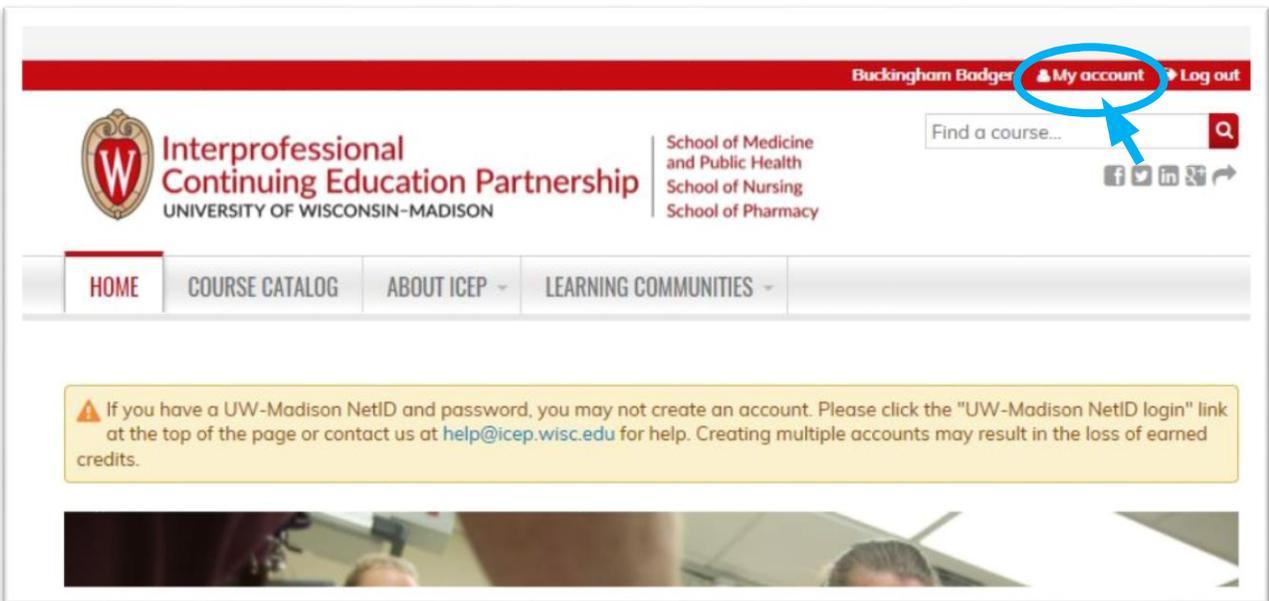
Add Mobile Number to UW-Madison ICEP CE Learning Portal

Adding in 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.

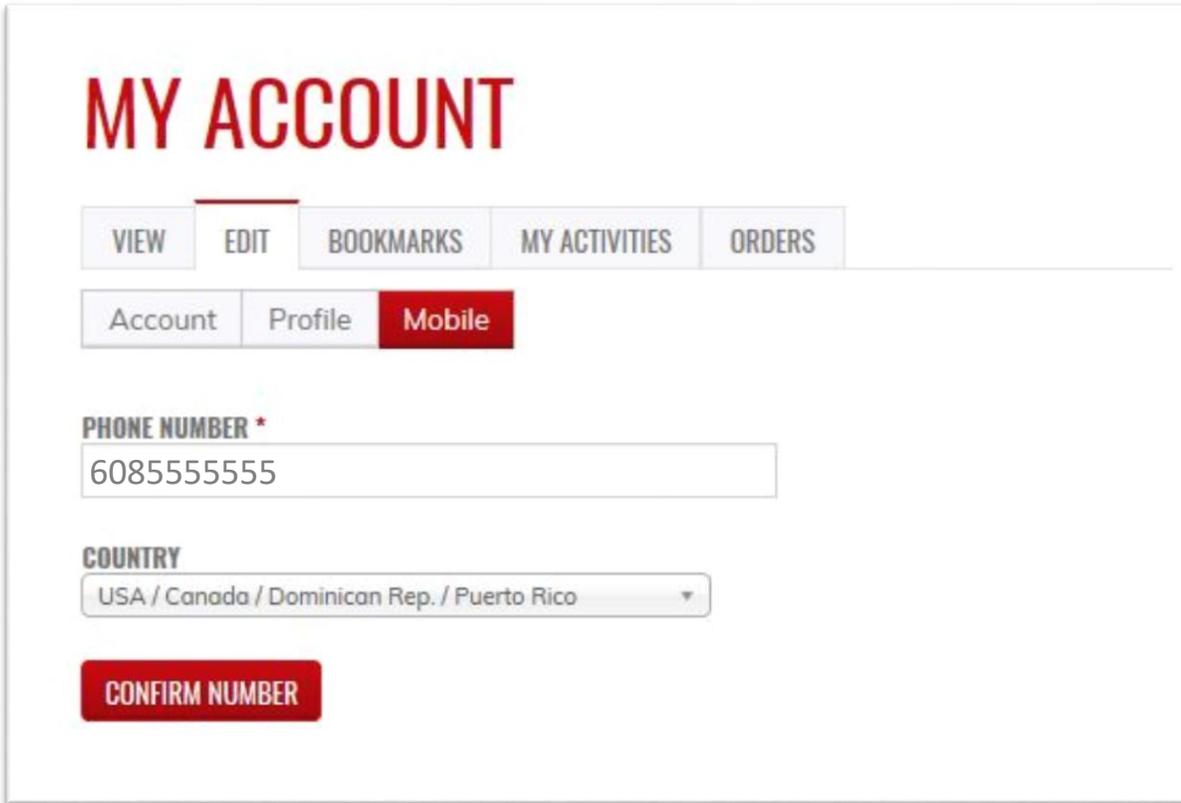
1. Go to <https://ce.icep.wisc.edu>
2. Log In to the system as you normally do: Click "UW-Madison NETID login" –OR– "Visitor login"



3. You are now logged into the system, and your name will appear in the upper right corner of the page.
4. Click "My account."



5. Click the **EDIT** tab.
6. Click the **Mobile** tab.
7. Add your ten-digit mobile phone, with NO parentheses or dashes.
8. Click "CONFIRM NUMBER."



MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

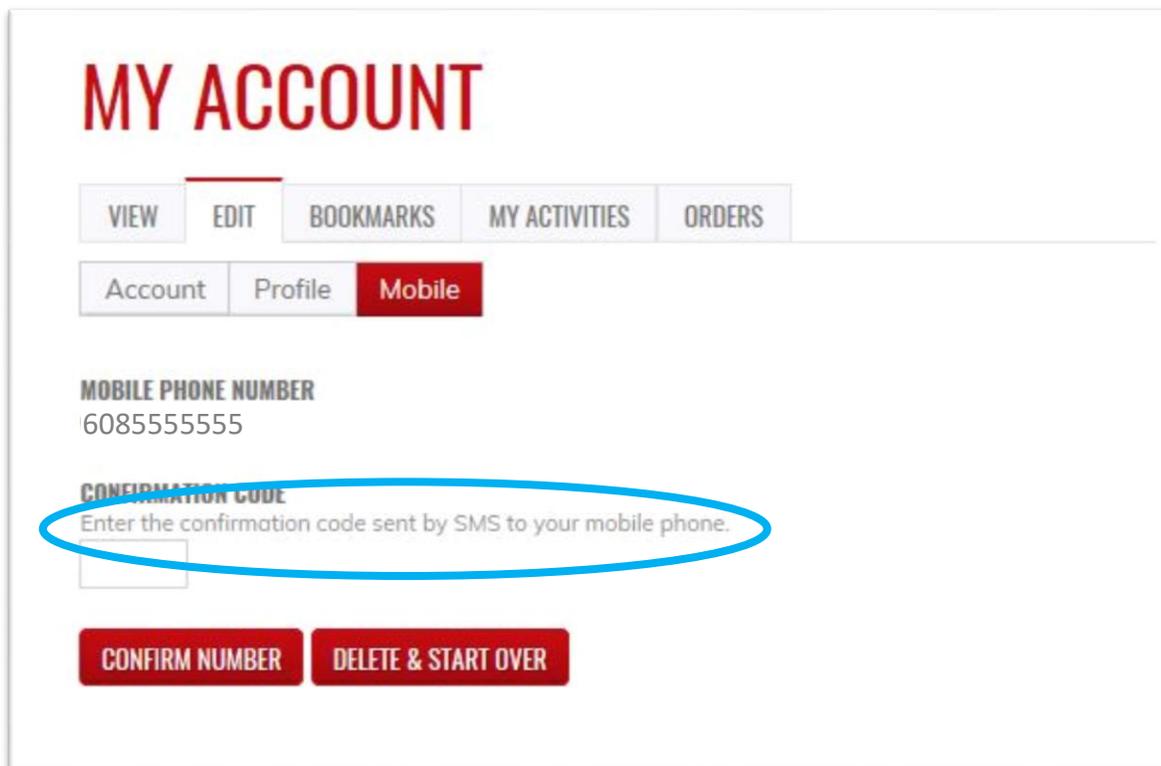
Account Profile **Mobile**

PHONE NUMBER *
6085555555

COUNTRY
USA / Canada / Dominican Rep. / Puerto Rico

CONFIRM NUMBER

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



MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

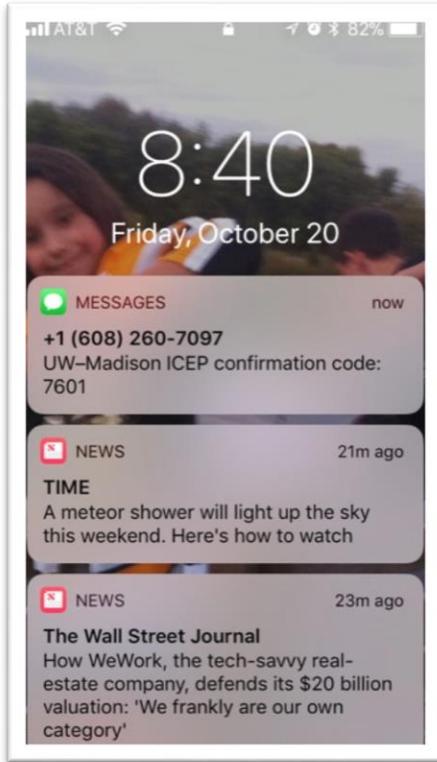
Account Profile **Mobile**

MOBILE PHONE NUMBER
6085555555

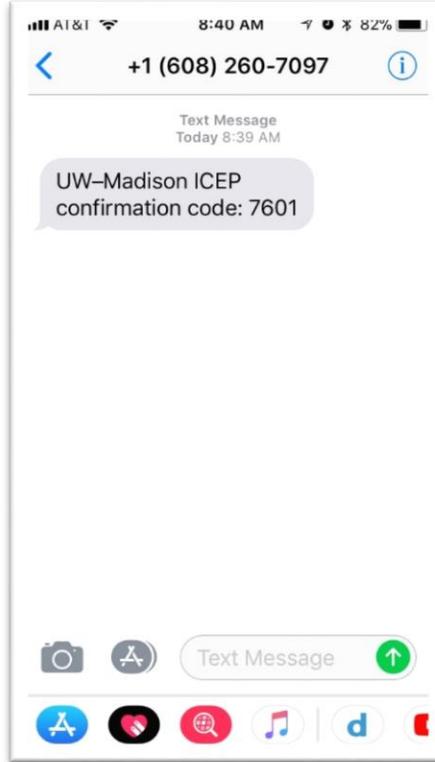
CONFIRMATION CODE
Enter the confirmation code sent by SMS to your mobile phone.

CONFIRM NUMBER **DELETE & START OVER**

- Using your mobile phone, go to the messaging app that manages your phone's text messaging.
- Find the message sent from UW-Madison ICEP. Below are examples from an iPhone.

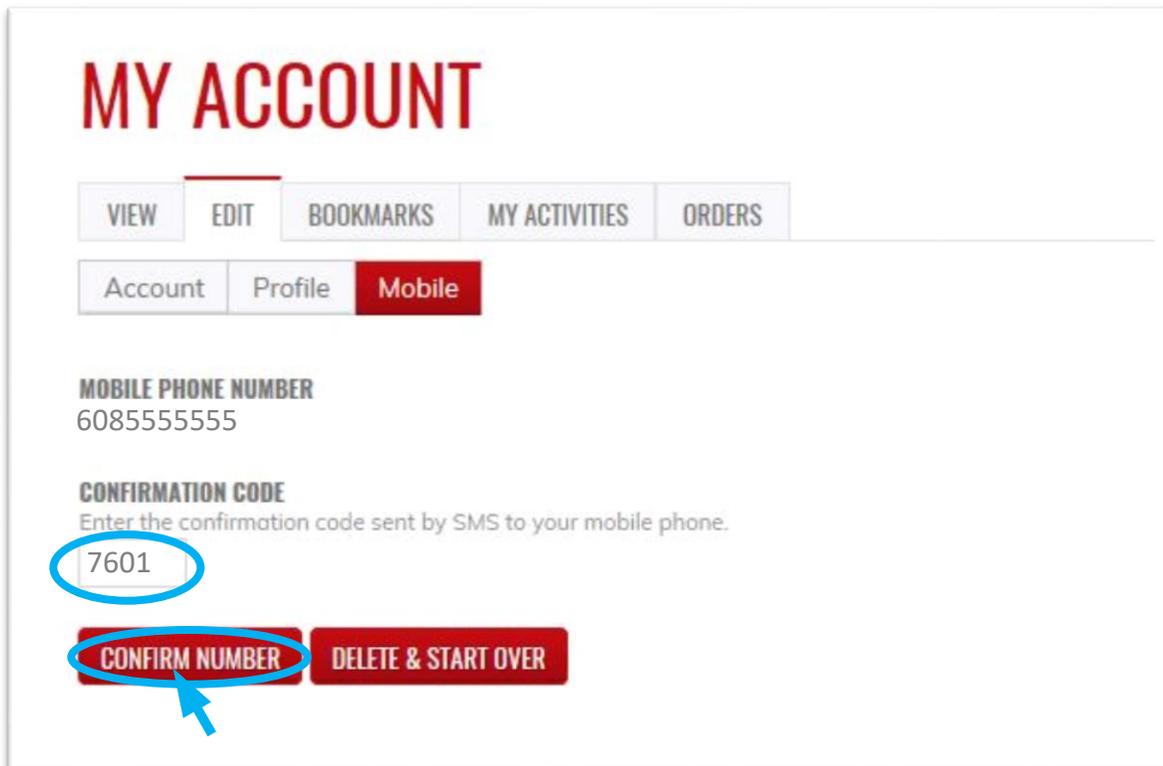


Push Notification on Lock Screen



From within Message App

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



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

15. Click "SAVE."

MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Account Profile **Mobile**

YOUR MOBILE PHONE NUMBER
Your mobile phone number has been confirmed.
6085555555

DELETE & START OVER

SLEEP TIME ▲

Disable messages between these hours
If enabled, you will not receive messages between the specified hours.

12 AM ▼

12 AM ▼

SAVE

16. 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.

MY ACCOUNT

VIEW EDIT BOOKMARKS MY ACTIVITIES ORDERS

Account Profile **Mobile**

✓ The changes have been saved.

YOUR MOBILE PHONE NUMBER
Your mobile phone number has been confirmed.
6085555555

DELETE & START OVER

SLEEP TIME ▲

Disable messages between these hours
If enabled, you will not receive messages between the specified hours.

12 AM ▼

12 AM ▼

SAVE