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"

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- 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."

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A If you at the credits.	have a UW-Madison N top of the page or cont	etID and password, you may not act us at help@icep.wisc.edu for	t create an account. Please help. Creating multiple ac	e click the "UW-Madiso counts may result in th	on NetID logir le loss of earr

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

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

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



Push Notification on Lock Screen

From within Message App

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



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

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