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

1. Go to https://ce.icep.wisc.edu
2. Click “Create Account”

3. Under VISITOR -> New Account, click “Create an account login and password.”

4. Complete the fields. Fields with an * are required.
5. Special note for the **CREDIT ELIGIBILITY** field:
   a. Select all credits for which you are eligible.
   b. If you are a **Physician**, select “Physician (MD/DO) AMA PRA Category 1 Credit™,” Maintenance of Certification (MOC) if applicable, and any other credit types for which you are eligible and would like to receive credit.
   c. If you are a **Physician Assistant**, select “Physician Assistant CME (AMA PRA Category 1 Credit™)” and any other credit types for which you are eligible and would like to receive credit.
   d. If you are a **Nurse**, be sure to select both “ANCC Contact Hours” AND “ANCC Pharmacotherapeutic Hours” if applicable, and any other credit types for which you are eligible and would like to receive credit.

6. Special note for the **SPECIALTY BOARDS** field:
   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.
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.
9. Click the **COURSE CATALOG** tab to explore our online and live course offerings. Contact [help@icep.wisc.edu](mailto:help@icep.wisc.edu) if you need further assistance.