

Welcome ~

If you do not have an account already, you can set up an account at <https://ce.icep.wisc.edu/>

At the top right, you will see **>Create Account**. You will go to VISITOR; New Account. You will use whatever username you like, e-mail, and password (**make sure you remember your username and password as this is how you will login to the system going forward**). Add your account information as follows: name, office/home address, degree/credentials, credit eligibility, specialty boards (if applicable), date of birth, employer name, primary specialty, home/work phone, and relevant affiliation. To complete the process an automated email with a link to create the password will be sent.

The screenshot shows the top navigation bar of the website. On the right side, there is a red button labeled "Create account" with a shopping cart icon. Below this, the University of Wisconsin-Madison logo is displayed on the left, followed by the text "Interprofessional Continuing Education Partnership" and "UNIVERSITY OF WISCONSIN-MADISON". To the right of the logo, the following schools are listed: "School of Medicine and Public Health", "School of Nursing", and "School of Pharmacy". A search bar with the placeholder text "Find a course..." and a magnifying glass icon is located to the right of the school names. Below the search bar are social media icons for Facebook, Twitter, LinkedIn, and Google+, along with a share icon. At the bottom of the header, there is a navigation menu with the following items: "HOME", "COURSE CATALOG", "RSS CATALOG", "MOC", "LEARNING COMMUNITIES", and "ABOUT ICEP".

## LOGIN/CREATE ACCOUNT

If you have a UW-Madison NetID and password, you may not create an account. Please click the "UW-Madison NetID login" link at the top of the page or contact us at [help@icep.wisc.edu](mailto:help@icep.wisc.edu) for help. Creating multiple accounts may result in the loss of earned credits.

The screenshot shows two main options for logging in or creating an account. The first option is "UW-MADISON NETID", which is for all UW-Madison faculty, staff, students and affiliates who have a UW-Madison NetID. It includes a "Login" button and a link "Login with my UW-Madison NetID". The second option is "VISITOR", which is for anyone who does not have a UW-Madison NetID. It includes a "Login" button with a link "I already have an account" and a "New Account" button with a link "Create an account login and password".

You may want to check your junk/spam folders to see if the emails that are being generated from the system are being sent there. The "from" email address is [do-not-reply@icep.wisc.edu](mailto:do-not-reply@icep.wisc.edu).

Go to **COURSE CATALOG >** and pick your conference(s) you wish to attend

**REGISTER TAB >** pick conference fees and breakouts you would like to attend, Eligible Discount (if applicable, meal choices, how did you hear about this event?) – Option: Additional comments.

**ADD TO CART >** (price and cost is the actual cost of the conference, not necessarily your total)

**SHOPPING CART >** You will see the Product listed and your actual price

**COUPON DISCOUNTS >** Coupon Code if there is a reduction // an early bird discount // 1 day vs 2 day option and **APPLY TO ORDER** (to update cart)

\*\* this may not apply to every conference nor every learner

Then **CHECK OUT >**

Enter **BILLING INFORMATION >**

(The system asks for this because it may not be your actual address you entered when you created an account with us)

**PAYMENT METHOD >**

Credit Card: enter your charge card number, expiration date and 3 digit code on back of card

Check (or money order)

**REVIEW ORDER >** Please proof your order

**SUBMIT ORDER >**

You will receive an email and a paid invoice thanking you for your order you can use for reimbursement, along with any follow-up instructions you may need.

You can access a copy of your order/receipt anytime by going to My Account > Orders while logged into the system.

Should you have any questions or problems, please contact: [help@icep.wisc.edu](mailto:help@icep.wisc.edu) or call 608-262-7226 (Monday through Friday 7:30 AM – 4:00 PM).

Thank you,

UW–Madison OCPD