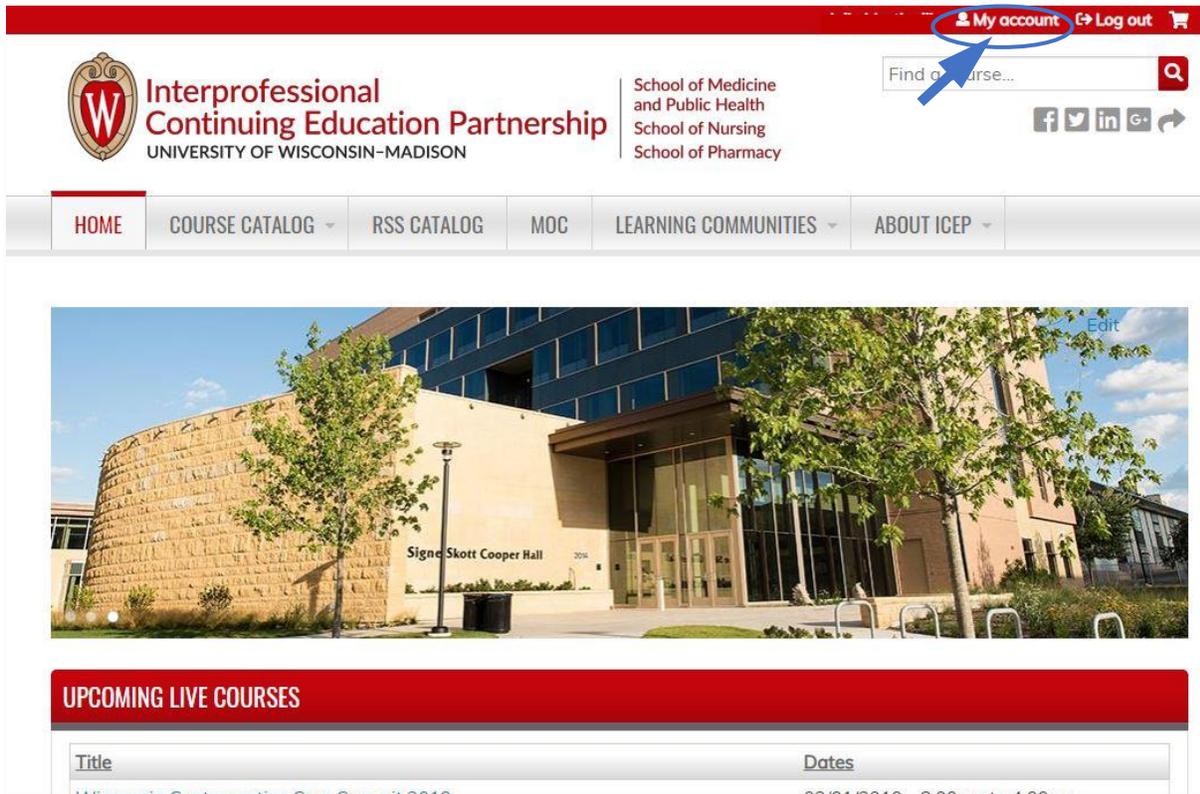


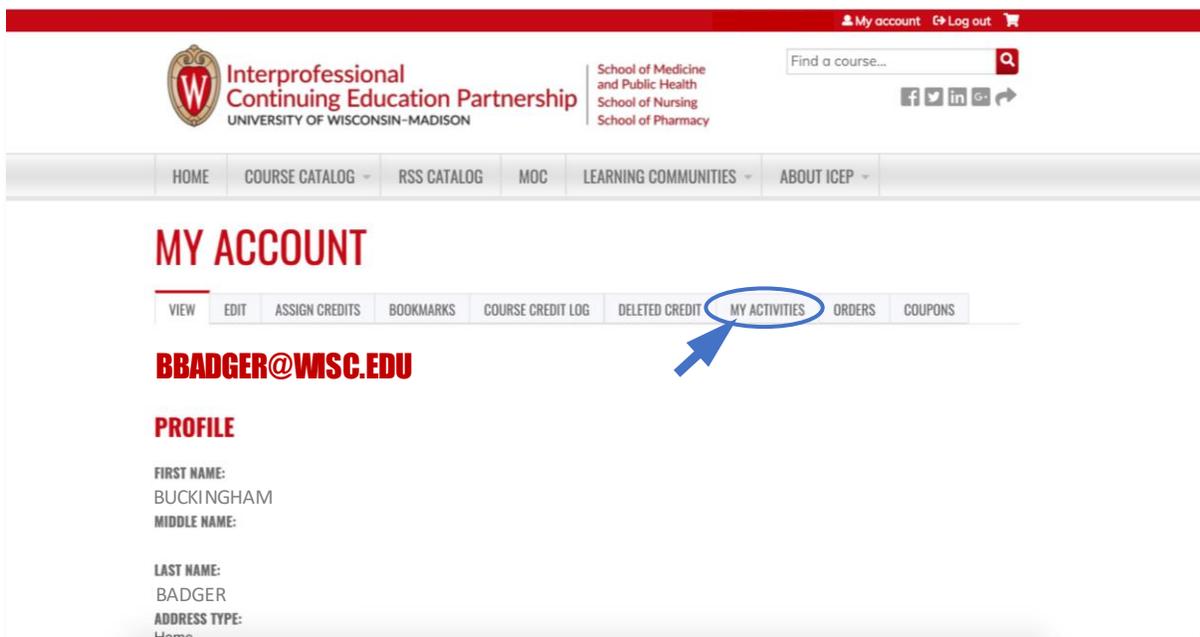
Access Regularly Scheduled Series Sessions Credit Transcript

If you have not already created an account in our system, see the instructions for creating a NetID or Guest/Visitor Account.

1. Log in to <https://ce.icep.wisc.edu> with your account log in and password.
2. In the top right corner of your screen, select "My account"



3. Select the **MY ACTIVITIES** tab.



4. Select the **Session credit** tab.

The screenshot shows the website header with the University of Wisconsin-Madison logo and navigation links. The main content area is titled 'TOTAL SESSION CREDIT' and features a navigation bar with tabs: VIEW, EDIT, ASSIGN CREDITS, BOOKMARKS, COURSE CREDIT LOG, DELETED CREDIT, FACULTY, MY ACTIVITIES, ORDERS, and COUPONS. Below this, there are filters for 'Completed activities', 'Pending activities', 'Session credit' (highlighted with a blue circle and arrow), and 'External credits'. There are also input fields for 'DATE COMPLETED' and 'END DATE' with example text 'Eg. 02/14/2019'. A 'Download PDF' button is visible on the right.

5. The **Total Session Credit** view will appear with a list of RSS sessions you have attended.
NOTE: If you attend a session that has a required evaluation, the session will not show up until you have completed the evaluation. See the post-session email or go to the RSS Catalog to access the series and navigate to the session.
6. Select "Download PDF" to download a transcript of your RSS sessions.

The screenshot shows the 'TOTAL SESSION CREDIT' view with the 'Session credit' tab selected. Below the filters, there are input fields for 'DATE COMPLETED', 'START DATE', and 'END DATE'. There are also fields for 'SESSION TITLE' and 'SERIES TITLE'. An 'APPLY' button is present. Below these fields is a table of sessions:

Regularly Scheduled Series (RSS)	Session	Presenter(s)	Credits/CEU Hours	Credit type	Date completed
Anesthesiology Grand Rounds (2018-20)	1/16/2019-Grand Rounds- Lianne Stephenson, MD-"QI In Brief"	Lianne Stephenson, MD	1.00	AMA PRA Category 1 Credit™	02/14/2019 - 8:47am

Below the table, it says 'AMA PRA Category 1 Credit™ credits: 1.00'. A 'Download PDF' button is highlighted with a blue circle and arrow.