

# How to create an EthosCE account

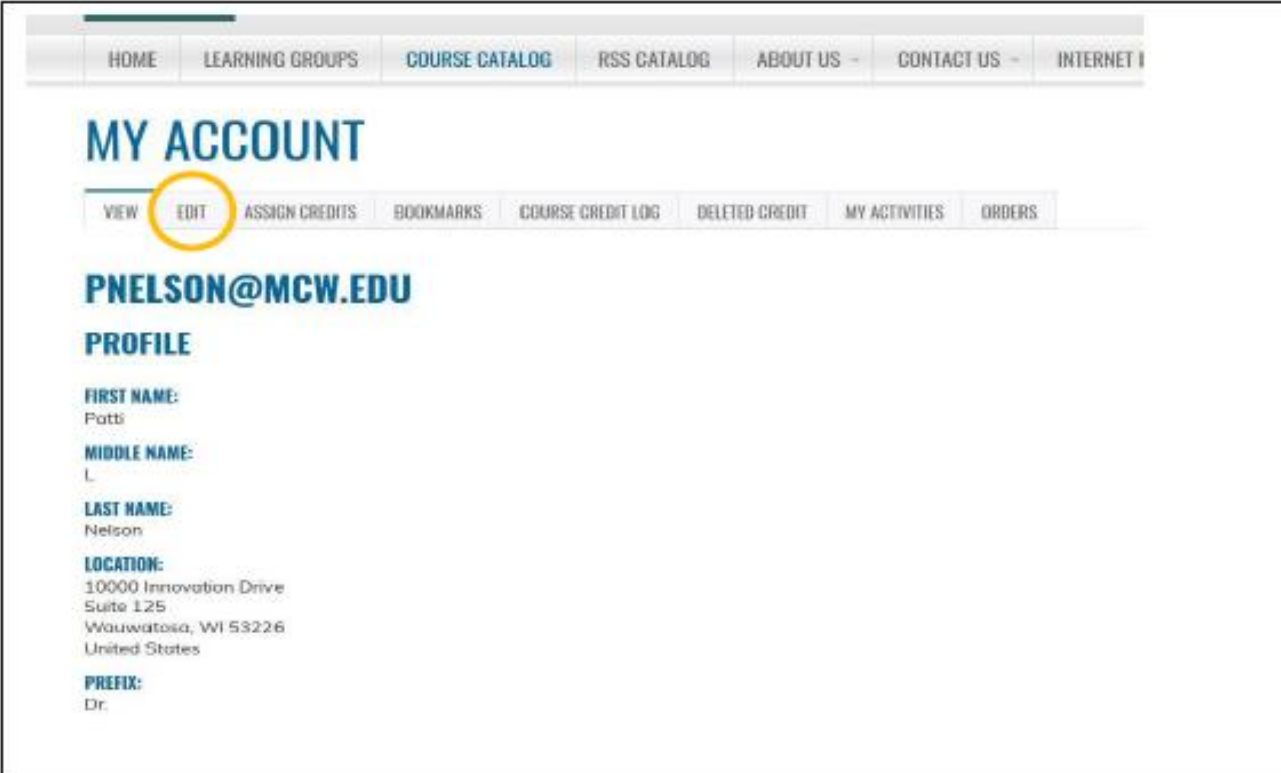
- <https://ocpe.mcw.edu/>
- Click “Create account” and complete the account information page.



- Log in to access your account.

# Add Cell Phone to EthosCE

1. Click "My Account" in the upper right corner of the screen next to your name.
2. Click "Edit"

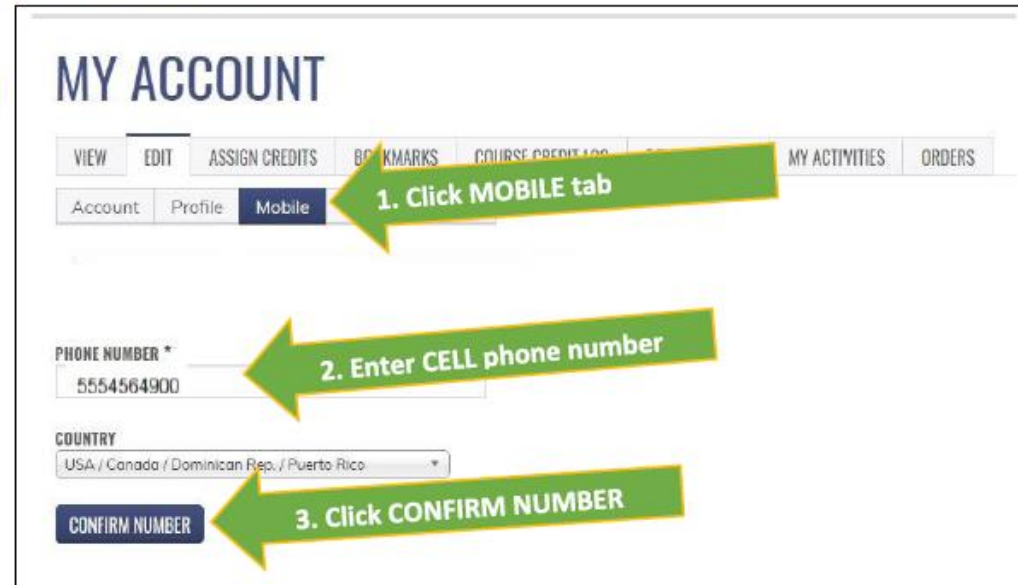


The screenshot shows the 'MY ACCOUNT' page in the EthosCE system. At the top, there is a navigation bar with links for HOME, LEARNING GROUPS, COURSE CATALOG, RSS CATALOG, ABOUT US, CONTACT US, and INTERNET. Below this, the 'MY ACCOUNT' section is displayed with a sub-menu containing VIEW, EDIT, ASSIGN CREDITS, BOOKMARKS, COURSE CREDIT LOG, DELETED CREDIT, MY ACTIVITIES, and ORDERS. The 'EDIT' button is highlighted with a yellow circle. The user's email address, PNELSON@MCW.EDU, is shown below the sub-menu. Under the 'PROFILE' heading, the following information is listed: FIRST NAME: Patti, MIDDLE NAME: L, LAST NAME: Nelson, LOCATION: 10000 Innovation Drive, Suite 125, Wauwatosa, WI 53226, United States, and PREFIX: Dr.

# Add your cell phone number

1. Click the "Mobile" tab
2. Enter the phone number for the mobile phone you will use to claim credit.
3. Click "CONFIRM NUMBER"

**Step 2**



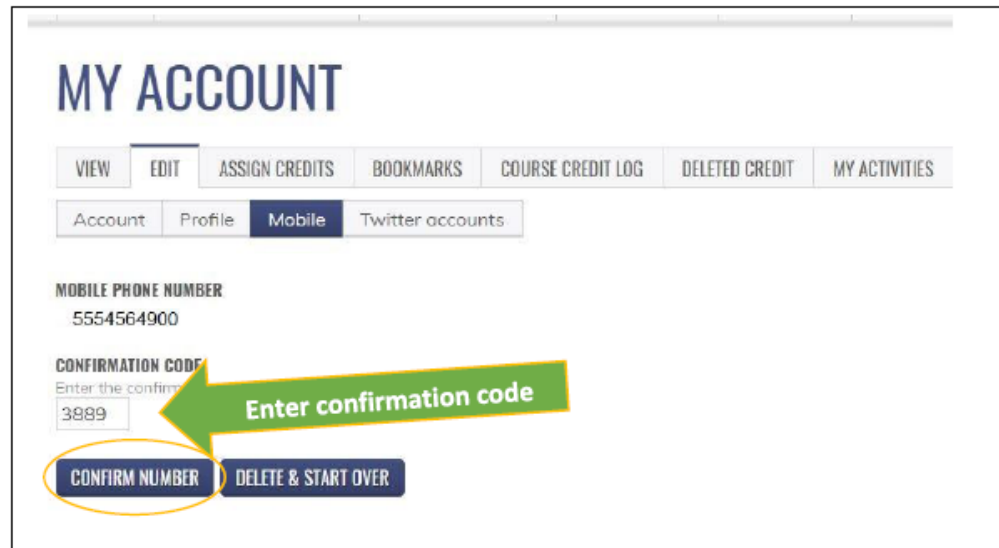
The screenshot shows the 'MY ACCOUNT' page with a navigation bar containing 'VIEW', 'EDIT', 'ASSIGN CREDITS', 'BOOKMARKS', 'COURSE CREDIT LOG', 'MY ACTIVITIES', and 'ORDERS'. Below this is a sub-navigation bar with 'Account', 'Profile', and 'Mobile' tabs. The 'Mobile' tab is highlighted. A green arrow points to the 'Mobile' tab with the text '1. Click MOBILE tab'. Below the tabs is a 'PHONE NUMBER \*' field containing '5554564900'. A green arrow points to this field with the text '2. Enter CELL phone number'. Below the phone number field is a 'COUNTRY' dropdown menu with 'USA / Canada / Dominican Rep. / Puerto Rico' selected. A green arrow points to the 'CONFIRM NUMBER' button with the text '3. Click CONFIRM NUMBER'.

You will receive a confirmation code via text message to the cell number you've entered.

# Confirm your number

\*Enter the confirmation code and click [CONFIRM NUMBER]

**Step 3**



The screenshot shows the 'MY ACCOUNT' page with a navigation bar containing 'VIEW', 'EDIT', 'ASSIGN CREDITS', 'BOOKMARKS', 'COURSE CREDIT LOG', 'DELETED CREDIT', and 'MY ACTIVITIES'. Below this is a sub-navigation bar with 'Account', 'Profile', 'Mobile', and 'Twitter accounts'. The 'Mobile' section is active, showing the 'MOBILE PHONE NUMBER' as 5554564900. Underneath, the 'CONFIRMATION CODE' section has a label 'Enter the confirmation code' and a text input field containing '3889'. A green arrow points from the text 'Enter confirmation code' to the input field. At the bottom of the form are two buttons: 'CONFIRM NUMBER' and 'DELETE & START OVER'. The 'CONFIRM NUMBER' button is circled in yellow.

Your mobile phone number is now recorded in EthosCE and you will be able to report your attendance via text message to **414-206-1776**. Please note that you will be given a specific SMS code to text in at the conclusion of each RSS session that you attend.

# Tips to make claiming CME credit easy

## Tips for successful texting

- 1. Store the Ethos Attendance text number (414-206-1776) in your mobile phone contact list for easy access. Give this number a name that makes sense to you; for example: CME Attendance*
- 2. Be sure that your phone doesn't autocorrect the SMS code. SMS codes are a group of random system generated letters and if the code is "corrected" by your phone it will not work*
- 3. You will receive a confirmation text upon successful completion of texting in the SMS code*
- 4. An incorrect or expired code will be indicated by a failure text*
- 5. Please note that all SMS codes expire 5 days after the date of each session so it is important to text in the code as soon as possible after each session*