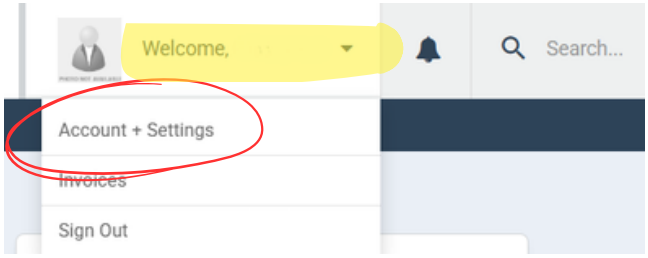
Member Portal and Certificate Instructions for Computers

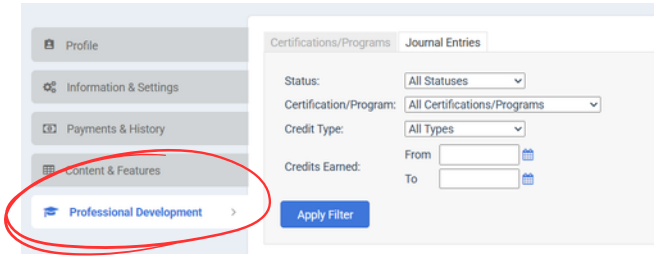
1. Log in to your Member Portal. *(Non-ICS members, please follow the same instructions.)*
    - Click the "Member Login" button located in the top right corner of the ICS website.
    - For your first login, click “Forgot Username/Password” and enter your email address.
    - Check your inbox (and SPAM folder) for the password reset link.
    - Use the link to set up your password and gain access to the portal.
    - Review your profile and update it as needed.





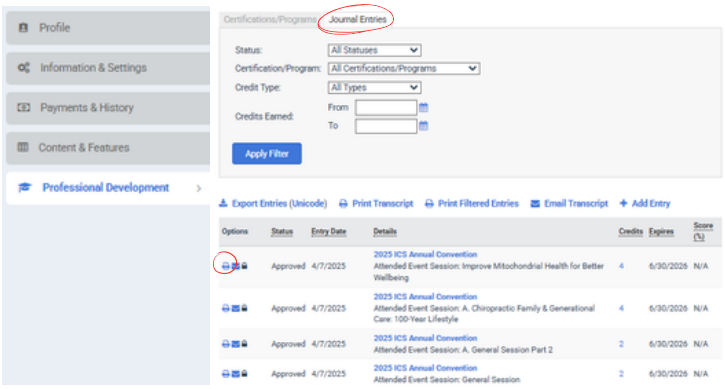
2. Click on “Welcome, [Your Name]” in the upper right-hand corner
3. Click on “Account + Settings”
4. Click on “Professional Development”





Session Certificates

- Individual certificates for each session can be found on the Journal Entries tab.
- Click the printer icon next to each entry to view the certificates.



Event Certificates

- A certificate showing your total credits for the event can be found on the Certifications/Programs tab.
- Click on the certificate icon next to the event name to view the certificate.

