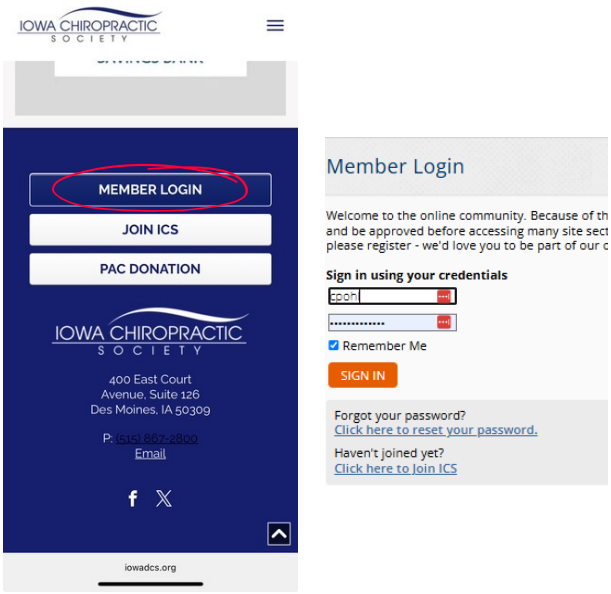
Member Portal and Certificate Instructions for Mobile Devices

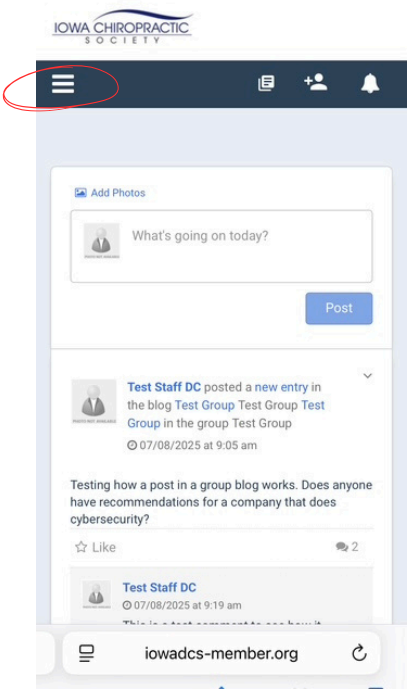
1. Log in to your Member Portal.
(Non-ICS members, please follow the same instructions.)
    - Click the "Member Login" button located at the bottom of the ICS website.
    - For your first login, click “Forgot Username/Password” and enter your email address.
    - Check your inbox (and SPAM folder) 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.

Step 1

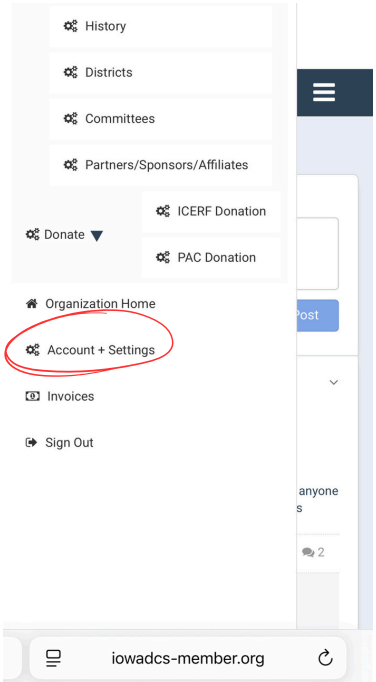


2. Click on the 3 lines in the upper left-hand corner to display the website menus.
3. Scroll down the menu until you find “Account + Settings”.
4. Click on “Account + Settings”.
5. Click on the graduation hat to get to the “Professional Development” section.

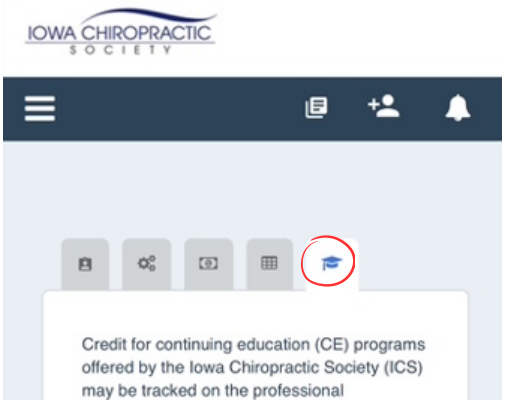
Step 2



Step 4



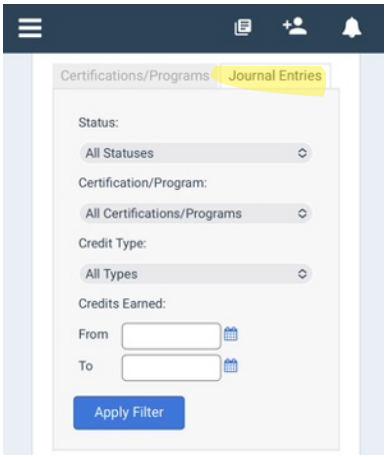
Step 5

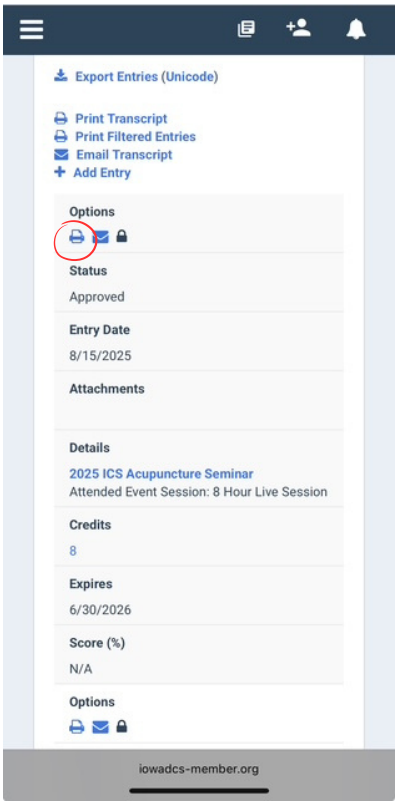


Member Portal and Certificate Instructions for Mobile Devices (continued)

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.

