

## **Upcoming Change to User ID for Continuing Education (CE) Course Providers**

The Insurance Council of Manitoba continues its enhancement of the online <u>licensing portal</u>. While many enhancements will not affect Continuing Education (CE) Course Providers, the User ID for all CE contacts will change in the coming weeks.

Course Providers will continue to log-in to the system to view its programs/courses, and to add, edit, or delete CE courses, as well as update <u>existing</u> CE contact information. If a Course Provider wishes to amend its CE contact, the proposed contact will be required to complete the <u>course provider application</u> and submit it via email to the ICM for approval.

Details about the change to the User ID will be communicated directly to each CE contact in the coming weeks via email. Passwords will remain unchanged.

Until notified, please continue to log-in to the system as usual.