

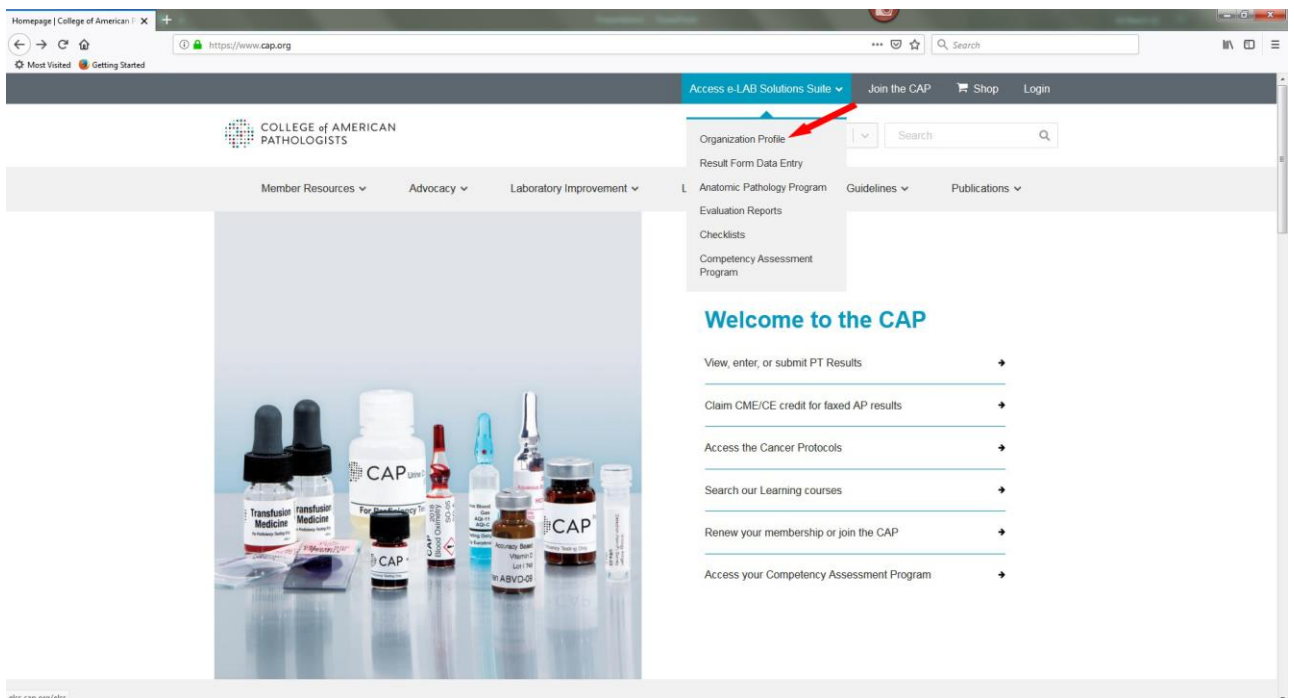


## Organizational Profile: How to Add Examinees for the PAP Program


*Note: adding examinees for PAP PT programs should be done at least three weeks before taking PAP PT.*

Go to [cap.org](https://www.cap.org).

In the upper right corner, click on the “Access e-LAB Solutions Suite” pull-down menu and click on the “Organization Profile” link:



In the new screen, you will need to use your CAP web user ID and password to log in. If you don't remember your CAP web user ID and/or password, you can use the links under the “Need Help?” header to get this information.



COLLEGE of AMERICAN PATHOLOGISTS

Existing Users

your user id

your password

LOG IN >

PASSWORD HINT

---


New Users

CREATE AN ACCOUNT >

Need Help?

[RESET YOUR USER ID AND PASSWORD >](#)  
[EMAIL YOUR USER ID AND TEMPORARY PASSWORD >](#)  
[CONTACT US >](#)

Once you are logged in, you will go directly to the Organization Profile page. At the top of the page is your laboratory's CAP number, name, and address; please verify this is the correct laboratory for whom you want to add a PAP PT program examinee.



COLLEGE of AMERICAN PATHOLOGISTS

**ORGANIZATION PROFILE** [← Back to Staff Admin Tools](#) | [Go to e-LAB Solutions Suite](#)

1001 1001 1001 1001 1001 1001 1001 1001 1001 1001

[Watch the Introduction and General Navigation Demo](#)

Demographics	General Information	Relationships
<a href="#">Basic Details &gt;&gt;</a>	<a href="#">General Questionnaire &gt;&gt;</a>	<a href="#">Licensure and Certification &gt;&gt;</a>
<a href="#">Addresses and Phones &gt;&gt;</a>	<a href="#">FTEs and Annual Test Volumes &gt;&gt;</a>	
<a href="#">Account List &gt;&gt;</a>	<a href="#">Information Systems &gt;&gt;</a>	
<a href="#">Hours of Operation &gt;&gt;</a>		
<a href="#">Travel and Lodging &gt;&gt;</a>		
<a href="#">Security Access &gt;&gt;</a>		

]

In the new screen, move the mouse pointer to the “Roles/Personnel” section in the lower left. Click on the “CAP Program Roles” listing.



## ORGANIZATION PROFILE

[← Back to Staff Admin Tools](#) | [Go to e-LAB Solutions Suite](#)

Email [accred@cap.org](mailto:accred@cap.org) or call (800) 323-4040 (US); +001 (847) 832-7000 (International), for questions about the Organization Profile, Application/reapplication/maintenance processes.

Watch the Introduction and General Navigation Demo

### Demographics

[Basic Details >>](#)

[Addresses and Phones >>](#)

[Account List >>](#)

[Hours of Operation >>](#)

[Travel and Lodging >>](#)

[Security Access >>](#)

### General Information

[General Questionnaire >>](#)

[FTEs and Annual Test Volumes >>](#)

[Information Systems >>](#)

### Relationships

[Licensure and Certification >>](#)

[Inspection Unit >>](#)

### Roles/Personnel

[Staff List >>](#)

#### Roles

[Organizational and Institutional Roles >>](#)

[CAP Program Roles >>](#)

[Pathologists >>](#)

[Section/Department Roles >>](#)

#### Personnel Evaluation Roster

[CLIA Roles >>](#)

[Laboratory Testing Personnel >>](#)

[Non-laboratory Testing Personnel >>](#)

### Sections/Departments

[Section/Department List >>](#)

#### Cytology >>

[Section Details](#)

[Section Activities](#)

### Inspections

[Terms of Accreditation >>](#)

The new screen displays a variety of roles in your laboratory for CAP programs.

The screenshot shows the 'COLLEGE of AMERICAN PATHOLOGISTS' logo at the top left. Below it is the 'ORGANIZATION PROFILE' header with navigation links: '← Back to Staff Admin Tools' and 'Go to e-LAB Solutions Suite'. A breadcrumb trail reads 'Organization Profile Home > Roles/Personnel - Roles - CAP Program Roles'. A red arrow points to the 'CAP Program Roles' section header, which is marked as '\*Required'. Below this header is a 'Watch the CAP Program Roles Demo' button. The main content area is divided into three sections: 'Laboratory Accreditation Program (LAP)', 'Proficiency Testing Program', and 'PAP Program Pathologists'. The LAP section includes 'Accreditation Contact' (with an 'Update' link) and 'PT Monitoring Contact' (with 'Update' and 'Remove' links). The Proficiency Testing Program section includes 'eLAB Solutions Connect Contact (0)' (with an 'ADD' button). The PAP Program Pathologists section includes 'PAP Program Pathologists (0)' (with an 'ADD' button'). At the bottom, a table header is visible with columns: 'Name / CAP Personal ID#', 'Email', 'Phone', 'PTR #', 'Screener Type', and 'Actions'.

Scroll down to the bottom of the screen to the sections entitled “PAP Program Pathologists” and “PAP Program Cytotechnologists.” For this sample laboratory, there are no pathologists but five cytotechnologists listed in the roster; we will add a pathologist. In the appropriate section for the new examinee, click on the “ADD” button.

Organization Chart

**PAP Program Pathologists (0)** ADD

Name CAP Personal ID# ▼	Email	Phone	PTR #	Screener Type	Actions
No Rows To Show					

**PAP Program Cytotechnologists (5)** ADD

[Export to Excel](#) | People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Name CAP Personal ID# ▼	Email	Phone	PTR #	Actions
[Blurred Name]	[Blurred Email]	[Blurred Phone]	[Blurred PTR #]	<a href="#">Remove</a>
[Blurred Name]	[Blurred Email]	[Blurred Phone]	[Blurred PTR #]	<a href="#">Remove</a>
[Blurred Name]	[Blurred Email]	[Blurred Phone]	[Blurred PTR #]	<a href="#">Remove</a>
[Blurred Name]	[Blurred Email]	[Blurred Phone]	[Blurred PTR #]	<a href="#">Remove</a>
[Blurred Name]	[Blurred Email]	[Blurred Phone]	[Blurred PTR #]	<a href="#">Remove</a>


CONTACT & SUPPORT
TERMS & CONDITIONS
SITE MAP
SYSTEM REQUIREMENTS
PRIVACY POLICY

A new window will immediately open. If your examinee is already in your existing list of staff members, select the new examinee, scrolling if necessary.

### Add PAP Program Pathologists

**Select/add a person for this role**

People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Find:  

17 Personnel

Select	Name CAP Personal ID#	Email	Phone	PTR #	Screeener Type
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>				Pending CAP Review	
<input type="radio"/>				Pending CAP	

[Add Person](#)

[Cancel](#)

A new window will immediately appear for that individual. Confirm all information supplied is correct. Once complete, click the "SAVE AND SUBMIT" button

**Add PAP Program Pathologists** \*Required

[<< Back](#)

**Selected Person Details**

**Name:** [Redacted]

**\*Email:** [Redacted]

**Phone:** +1 [Redacted] [Redacted] **Ext:** [Redacted]

XXX XXX-XXXX

**\*PTR #:**  Enter PTR #  Request PTR #

**\*Screener Type:**  Primary  Secondary

**SAVE AND SUBMIT** [Cancel](#)

If your examinee is a new staff member not included in your existing list, in the window to Add PAP program participants, click on the “Add Person” link beneath the table.

### Add PAP Program Pathologists


**Select/add a person for this role**

People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

Find:

17 Personnel

Select	Name CAP Personal ID#	Email	Phone	PTR #	Screeener Type
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>					
<input type="radio"/>				Pending CAP Review	
<input type="radio"/>				Pending CAP	

[Add Person](#) 

[Cancel](#)



A new window will open. In this example, we are adding a new pathologist as an examinee for the PAP program. Complete all required fields. (Note: if you have a CAP Personal ID# for the individual, you can enter that to import information, too.) When done, click on the “SAVE AND SUBMIT” button in the lower left corner.

**Add PAP Program Pathologists** \*Required

[<< Back](#)

**Add Person**

System will automatically retrieve user information if you enter CAP personal ID#. If you are not sure, enter all required fields and save.

People need to be added as PAP Pathologists/PAP Cytotechnologists for all laboratories that should receive their PAP program results.

? CAP Personal ID#:   [Reset](#)

(Or Enter Person Information)

\* Title:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Email:

Phone:    Ext:

Credentials:

AA

AAS

ABFM

ABMGG

\* PTR #:  Enter PTR #  Request PTR #

\* Screener Type:  Primary  Secondary

[Cancel](#)

You have now completed the process to add a PAP examinee in your laboratory’s Organization Profile. You may repeat this process for other pathologists and cytotechnologists as needed. (Note: adding an examinee to your roster does not update your ordered number of result forms for PAP program participation! To update this, please contact the CAP.)