Organizational Profile: How to Add Proctors for the PAP Program

Go to 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.
Once you are logged in, you will go directly to the Organization Profile page. In the new screen, move the mouse pointer to the “Demographics” section on the left. Click on the “Account List” listing.
The new screen displays a list of active accounts connected to your CAP #. Look for the account enrolled in PAP. (In the example below, this is the second account.) Under the far right column labeled “Actions,” click on the “View/Update” link.
The new screen will look something like this:
Scroll down to the “Proctor” heading, which is near the bottom of the list. Click on the “Add” link.
A new window will open. If you are adding a proctor from your existing personnel, under the “Select” column, click the radio button for the individual to add as a proctor.
A new window will immediately appear for that individual. Confirm all information supplied is correct. If the required Email address field is incorrect, you can correct it here. You will also need to confirm that the laboratory director or designee certifies that meets the criteria to be a proctor and can perform the responsibilities of a Proficiency Testing Proctor. Do this by checking the box. (Note: this is also a required field.) Once complete, click the “SAVE AND SUBMIT” button.
You can also add a proctor who is a new person in your laboratory. Instead of selecting an individual from the list in the “Add Proctor” screen, click instead on the “Add Person” link below the table of individuals.

A new window will immediately open; complete all required fields, including the checkbox that confirms that the laboratory director or designee certifies that meets the criteria to be a proctor and can perform the responsibilities of a Proficiency Testing Proctor. (Note: if you have a CAP Personal ID# for the individual, you can enter that to import information, too.) Once complete, click the “SAVE AND SUBMIT” button.

You have now completed the process to add a PAP proctor in your laboratory’s Organization Profile. (Please note that you may repeat this process for other organizational and institutional roles as needed.)