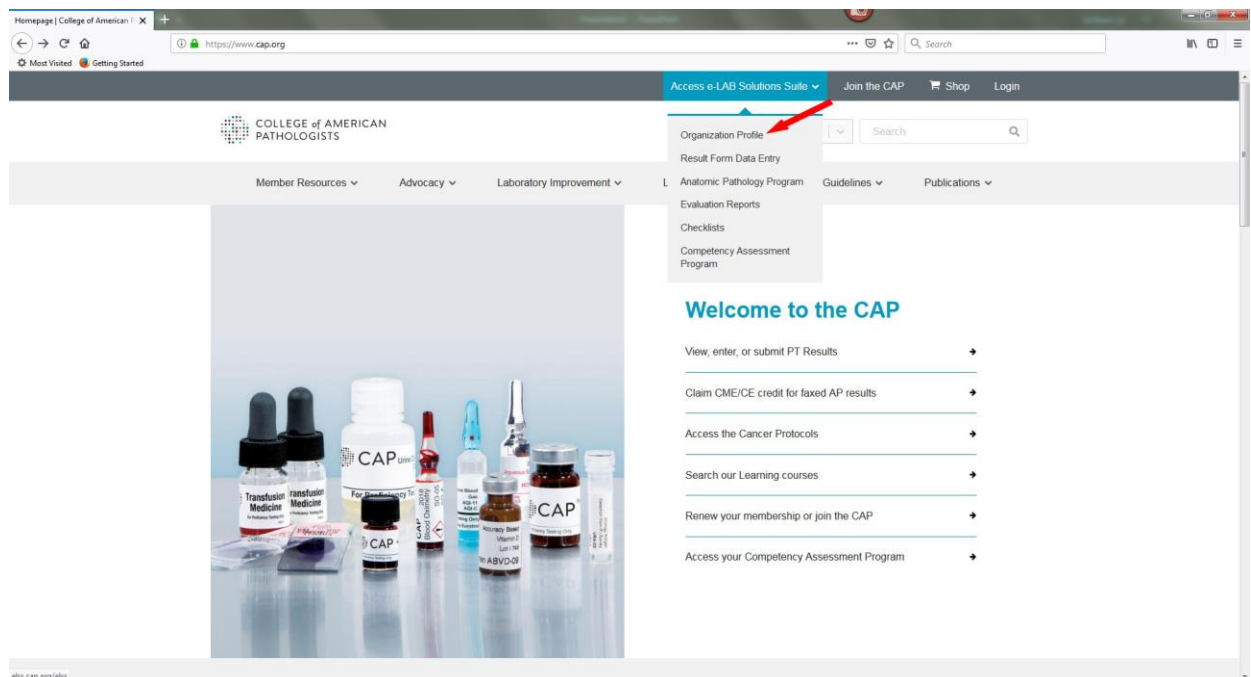




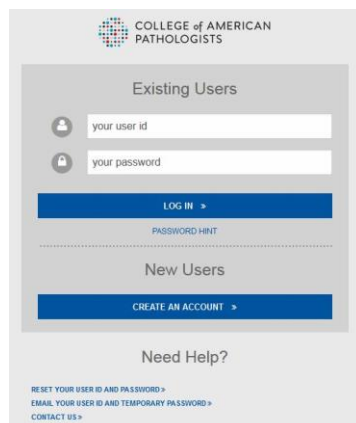
Organizational Profile: How to Add Proctors for the PAP Program

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.



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.

 COLLEGE of AMERICAN PATHOLOGISTS

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

Email 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	General Information	Relationships
Basic Details >>	General Questionnaire >>	Licensure and Certification >>
Addresses and Phones >>	FTEs and Annual Test Volumes >>	Inspection Unit >>
Account List >>	Information Systems >>	
Hours of Operation >>		
Travel and Lodging >>		
Security Access >>		

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.

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Organization Profile Home > Demographics - Account List

Demographics

- Basic Details
- Addresses and Phones
- Account List**
- Hours of Operation
- Travel and Lodging
- Security Access

Account List ⓘ

[Watch the Account List Demo](#)

Find:

2 Accounts 📍 Address | 👤 Contact

Account # Account Description Phone #	Ship To	Bill To	Mail To	Actions
[Blurred]	[Blurred]	[Blurred]	[Blurred]	View/Update
[Blurred]	[Blurred]	[Blurred]	Mail will be addressed to shipping contact at the mailing address	View/Update

The new screen will look something like this:

The screenshot displays the 'ORGANIZATION PROFILE' page for the 'COLLEGE of AMERICAN PATHOLOGISTS'. The page includes a navigation bar with 'Back to Staff Admin Tools' and 'Go to e-LAB Solutions Suite' links. Below the navigation bar, there is a breadcrumb trail: 'Organization Profile Home > Demographics - Accounts > Account Details'. The main content area is titled 'Account Details - [REDACTED]' and is marked as '*Required'. The page is divided into several sections: 'Account Description' with a description field and an 'Update' link; 'Paperless Proficiency Testing Options' with explanatory text and two opt-out options, each with an 'Update' link; and 'Phone/Fax' with fields for phone and fax numbers, each with 'Update' and 'Remove' links. A sidebar on the left shows 'Account Details' as the active menu item.

Scroll down to the “Proctor” heading, which is near the bottom of the list. Click on the “Add” link.

Mail To

* **Address:** [Update](#) **Contact:** Mail will be addressed to shipping contact at the mailing address
(Used for Mailing Evaluations/Other Reports)

Ordering ?

Contact: [Update](#)

Proctor

2 Contact(s) [Add](#) | [Remove](#)

Find:

[Update](#) [Update](#)

Dunning

0 Contact(s): [Add](#)

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.

Add Proctor

Account #: [blurred]
Description: [blurred]
Current person in role: [blurred]

Select/add a person for this role

Find:

15 Personnel

Select	Name CAP Personal ID#	Email	Phone	Fax
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]

[Add Person](#)

[Cancel](#)

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.

Add Proctor * Required

Account #: [blurred]
Description: [blurred]
Current person in role: [blurred]

[<< Back](#)

Selected Person Details

Name: [blurred]

* Email:

Phone: Ext:
xxx xxx-xxxx

Fax: Ext: No fax #
xxx xxx-xxxx

* The laboratory director or designee has certified that the selected individual meet the criteria and is capable of performing the responsibilities of CAP Proficiency Testing Proctor.

[Cancel](#)

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.

Add Proctor

Account #: [blurred]
Description: [blurred]
Current person in role: [blurred]

Select/add a person for this role

Find:

15 Personnel

Select	Name CAP Personal ID#	Email	Phone	Fax
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]
<input type="radio"/>	[blurred]	[blurred]	[blurred]	[blurred]

[Add Person](#)

SAVE AND SUBMIT [Cancel](#)

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.)