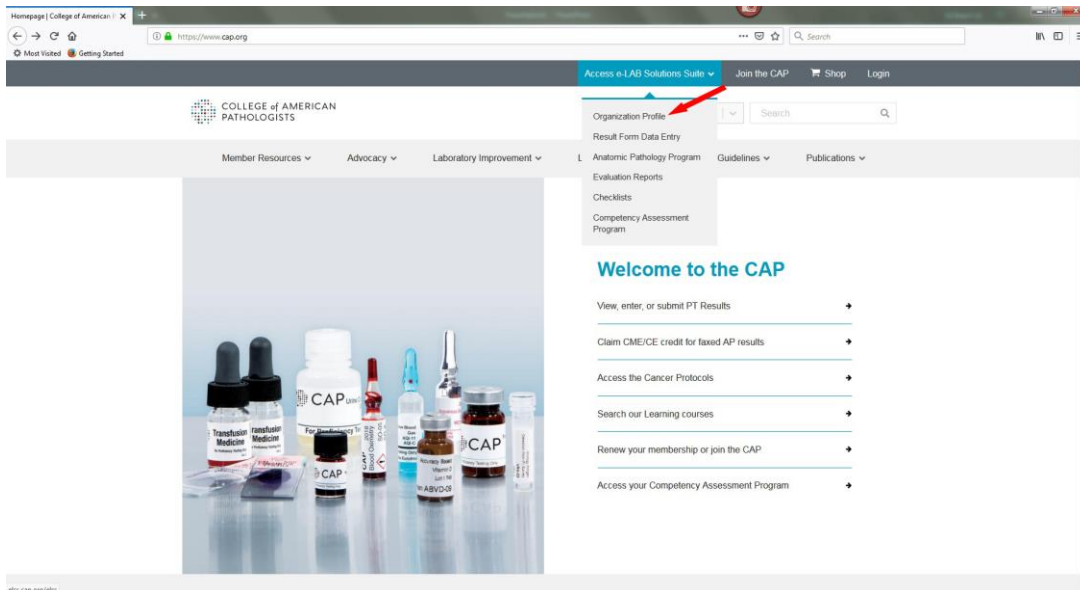# Organizational Profile: How to Update Proctor Contact Details for the PAP Program

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.
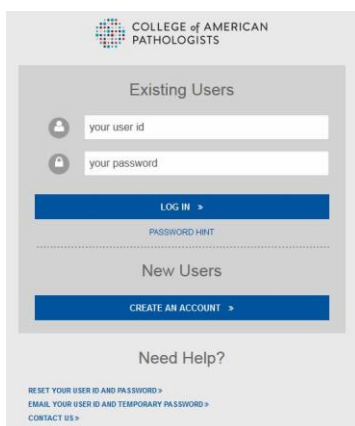
Once you are logged in, you will go directly to the Organization Profile page. In the
new screen, move the mouse pointer to the "Demographics" section on the left.
Click on the "Account List" listing.

[

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:

COLLEGE of AMERICAN PATHOLOGISTS

ORGANIZATION PROFILE

← Back to Staff Admin Tools | Go to e-LAB Solutions Suite

Organization Profile Home > Demographics - Accounts > Account Details

Audit History

⊖ Account Details

Account Details -

*Required

Account Description

Description: Update

Paperless Proficiency Testing Options

Online access to the current and previous two years of evaluations and associated participant summaries are available online for your laboratory. Summarized performance information is also available via the online Performance Analytics Dashboard. Proficiency testing can be ordered using CAP's online store. A current catalog for Surveys and Anatomic Pathology Education Programs, including quality management tools, is available within the online store.

* Opt out of receiving paper proficiency testing evaluations, including participant summaries? No

Update

* Opt out of receiving paper order renewal packet? No

Phone/Fax

*Phone: Update   Fax: Update | Remove

Scroll down to the "Proctor" heading, which is near the bottom of the list. You will find the proctors for the PAP program listed here. In this example, there are two proctors already listed. Next to each proctor's name is an "Update" link. Click on that link.

A new window will open displaying the proctor's name, email address, telephone number, and fax number. You can update the email address or telephone/fax numbers here in this window. (Please note that an email address is the only required field.) Once you have made your edits, click on the "SAVE AND SUBMIT BUTTON." If you have no edits, you can click on the "Cancel" hyperlink.

You can repeat this process for any proctor listed.

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