

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.

| | COLLEGE of AMERICAN PATHOLOGISTS |
|------------|--|
| | Existing Users |
| 0 | your user id |
| 0 | your password |
| | LOG IN 🚿 |
| | PASSWORD HINT |
| | New Users |
| | CREATE AN ACCOUNT > |
| | Need Help? |
| SET YOUR U | SER ID AND PASSWORD > SER ID AND TEMPORARY PASSWORD > |

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.

| ORGANIZATION PROFILE | | ← Back to Staff Admin Tools Go to e-LAB Solutions : |
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| mail <u>accred@cap org</u> or call (800) 323-4040 (L V Watch the Introduction and General N/ | JS); +001 (847) 832-7000 (International), for questions about the Orga avigation Demo | nization Profile, Application/reapplication/maintenance processes. |
| Demographics | | Retutorismpa |
| Demographics Basic Details >> | General Questionnaire >> | Licensure and Certification >> |
| Demographics Basic Details >> Addresses and Phones >> | General Questionnaire >> FTEs and Annual Test Volumes >> | Licensure and Certification >> |
| Demographics Basic Details >> Addresses and Phones >> Account List >> | General Questionnaire >> FTEs and Annual Test Volumes >> Information Systems >> | Licensure and Certification >> Inspection Unit >> |

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.

| COLLEGE PATHOLO | of AMERICAN GISTS | | | | | |
|----------------------------------|--|------------|---------------------|---|-----------------------------|--|
| ORGANIZATION PRO | OFILE | | | ← Back to Staff Admin Tools | Go to e-LAB Solutions Suite | |
| Organization Profile Home > Demo | graphics - Account List | 10.00 | Constant of Section | - the state | | |
| Demographics | Account List | 9 | | | | |
| Basic Details | Watch the Account List Demo | | | | | |
| Addresses and Phones | Find: | | | | | |
| Account List | 2 Accounts | | | | | |
| Hours of Operation | Account # Account Description Phone #+ | Ship To | Bill To | Mail To | Actions | |
| Travel and Lodging | | 9 | Q | | View/Update | |
| Security Access | 1 - (1 - 1) | Street, S. | | | | |
| | | | | Mail will be addressed to shipping contact at the mailing address | View/Update | |
| | | | | | | |

The new screen will look something like this:

| ORGANIZATION P | ROFILE | ← Back to Staff Admin Tools Go to e-LAB Solutions Suite |
|--------------------------------|--|---|
| and the state of the | | |
| Organization Profile Home > De | emographics - 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 evaluat laboratory. Summarized performance information is also availal Proficiency testing can be ordered using CAP's online store. A Programs, including quality management tools, is available with * Opt out of receiving paper proficiency testing evaluation | tions and associated participant summaries are available online for your bie via the online Performance Analytics Dashboard. current catalog for Surveys and Anatomic Pathology Education in the online store. |
| | summaries? No | |
| | * Opt out of receiving paper order renewal packet? No | |
| | * Opt out of receiving paper order renewal packet? No Phone/Fax | |

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.

| Mail To | | | |
|--|------------------|----------|---|
| * Address: | Update | Contact: | Mail will be addressed to shipping contact at the mailing address |
| (Used for Mailing Evaluations/Other Reports) | | | maning address |
| Ordering 💡 | | | |
| Contact: | <u>Update</u> | | |
| Proctor | | | i i i i i i i i i i i i i i i i i i i |
| 2 Contact(s) | Add Remove | | |
| Find: | | | |
| Update | AND PARTY OF THE | Upo | iate |
| Dunning | | | |
| 0 Contact(s): | Add | | |

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.

| | | | | | × |
|--|-----------|-----------|------------|------|-----------|
| Update Proctor | | | | | *Required |
| Account #: | | | | | |
| Description: | | | | | |
| Current person in | | | | | |
| role: | | | | | |
| Update person deta Name: *Email: Phone: | ils (Emai | il, Phone | , Fax) | Ext | |
| | +1 | <u> </u> | | | |
| | | XXXX | 3000-30000 | | |
| Fax: | +1 | * | | Ext: | |
| | | | | | |
| | | and the | 1000 10000 | | |
| | | | | | |
| New York Contract over the Contract of Contract | | | | | |
| SAVE AND SUBMIT | ancel | | | | 2 |
| | | | | | |
| | | | | | =2 |

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.)