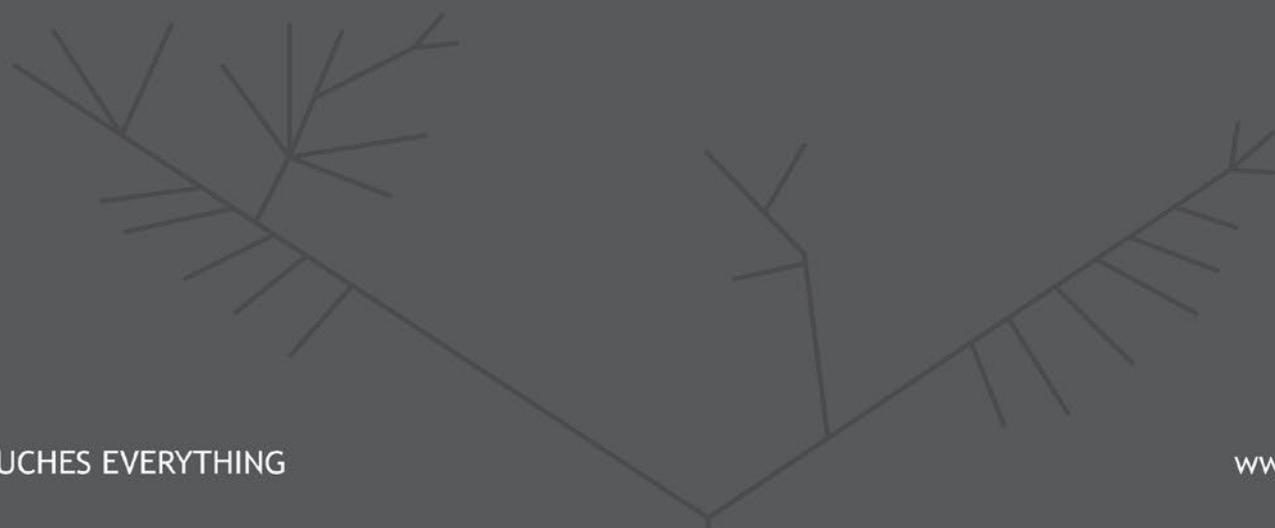




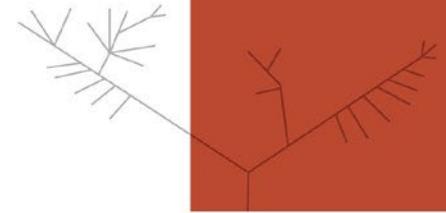
AMERICAN
SOCIETY FOR
MICROBIOLOGY

Welcome to LabCap

*A Global Public Health Programs
Platform*



Welcome Screen



Manage Your Profile

Log-in to your existing profile:

E-mail

Password

[Log In](#)

Forget Your Password?

E-mail

[Send Password Reset Link](#)

Please add "info@labcap.org" to your address book so that emails from us are not marked as spam or junk.

Security Information

ASM uses a secure certificate (SSL) for confidential encrypted communication between you and our server. [Learn more about SSL certificates here](#). You should see a locked icon in either the bar at the bottom of your browser or in the URL bar. You can click on the image to the left to confirm this site is secure. In addition, any fields with a lock icon are also encrypted when saved in our database for added security.

First Time User?

[Click here](#) to be redirected to the "Get Involved" page.



[Click here to start the process](#)



Getting Started



LabCap in action / Photo by Dr. Palmira Ventosilla

Get Involved

In the world's richest countries, infectious diseases now account for only one out of 10 deaths, yet in resource-limited countries six in 10 still die of infectious diseases, according to the World Health Organization (WHO). Half of these deaths could be prevented.

The American Society for Microbiology (ASM), through its LabCap Program, is ensuring the quality-assured implementation of new and existing diagnostic tools in resource-limited countries through onsite training and technical assistance. ASM is strengthening clinical microbiology laboratories by mobilizing its members to build human resource capacity for laboratory diagnosis of infectious diseases.

Are you ready to join us?

Click to confirm.



Become an ASM member. [Click here](#) to explore ASM membership opportunities.

- [Learn more](#) about the ASM LabCap program.
- Read first-hand [Stories from the Field](#) from ASM LabCap consultants.
- Review the ASM LabCap [consultant description](#).

- I have reviewed the ASM LabCap [program description](#) and [consultant description](#). I confirm that I meet the requirements specified and wish to apply for the ASM LabCap program by completing my online profile at [LabCap.org](#).

[Complete My Profile](#)



[Click to proceed to next page](#)

Questions? Please [contact](#) ASM LabCap staff.

"You cannot hope to build a better world without improving the individuals. To that end each of us must work for his own improvement and at the same time share a general responsibility for all humanity, our particular duty being to aid those to whom we think we can be most useful."
—Marie Curie

Please read both PDFs for a full review of the consultant opportunity.



Creating Your Online Profile



Enter your email address and a unique, 8-20 character password



Completing Your Online Profile

For First Time Users:

To create an online profile on LabCap.org:

- Enter your unique email address and an 8-20 character password in the fields below and select "Register".
- You will then receive an email confirmation from "info@labcap.org" containing a validation link.
- Follow the validation link back to the LabCap.org to begin completing your profile.

ASM staff will search profiles regularly to select candidates for further consideration. Active ASM members are given selection preference.

Only complete profiles (completed within 2 weeks of registration) will remain in the database and considered for future assignments.

E-mail

Password

[Register](#)

Forget Your Password?

E-mail

[Send Password Reset Link](#)

Please add "info@labcap.org" to your address book so that emails from us are not marked as spam or junk.

Problems?

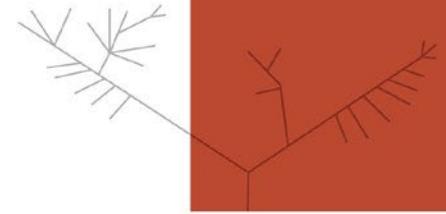
- If you did not receive your initial email confirmation: enter your email address and select "Resend Activation".
- If you have forgotten your password: enter your email address and select "E-mail Password".

Security Information

ASM uses a secure certificate (SSL) for confidential encrypted communication between you and our server. [Learn more about SSL certificates here.](#) You should see a locked icon in either the bar at the bottom of your browser or in the URL bar. You can click on the image to the left to confirm this site is secure. In addition, any fields with a lock icon  are also encrypted when saved in our database for added security.



Confirmation Screen



Log In

Please confirm that you would like to **CREATE A NEW RECORD** for the email address **lglymph3@yahoo.com**

I made a typo in my email address, go back.

[Yes, Create a New Record for lglymph3@yahoo.com](#)



Click to continue the process



Confirmation Screen Welcome



[Your Profile](#)

[Change Login](#)

[Log Off](#)

Welcome!

This indicates your level and tasks.

Validated

Complete Volunteer Profile

You have not completed your [Volunteer Profile](#). Please [click here](#) to complete it.



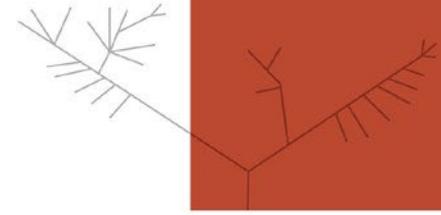
Complete the
Volunteer profile



AMERICAN
SOCIETY FOR
MICROBIOLOGY

Volunteer Profile

Personal Information



Your Profile

Change Login

Log Off

Volunteer Profile - Personal Information

Please enter all required information. Fields with red "lights" are required and not filled in. As you enter each, it will be validated and saved. The light will turn green when the requirement is met. You may click on any tab at the top to switch between sections, or use the red "Next" button at the bottom as each panel is completed.

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

You can also output a PDF file of your profile at any time.

Personal Information | Education/Skills | Areas of Expertise | Employment/International

Personal Information

Primary E-mail	lglymph3@yahoo.com
<input checked="" type="checkbox"/> E-mail Type	Please Choose
<input checked="" type="checkbox"/> Last Name	<input type="text"/>
<input checked="" type="checkbox"/> First Name	<input type="text"/>
<input checked="" type="checkbox"/> Gender	<input type="radio"/> Female <input type="radio"/> Male
<input checked="" type="checkbox"/> Date of Birth	<input type="text"/> (m/d/yyyy)
<input checked="" type="checkbox"/> Country of Current Residence	Please Choose
<input checked="" type="checkbox"/> Addresses	Add Address
<input checked="" type="checkbox"/> Phone Numbers	Add Phone
Other E-mails	Add E-mail

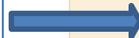
CV & Cover Letter

Please upload PDF, JPG, PNG, DOC, or DOCX files only. 1MB max file size.
(CV required, Cover Letter strongly preferred)

<input checked="" type="checkbox"/> CV	<input type="button" value="Choose File"/> No file chosen
Cover Letter	<input type="button" value="Choose File"/> No file chosen
Upload File(s)	

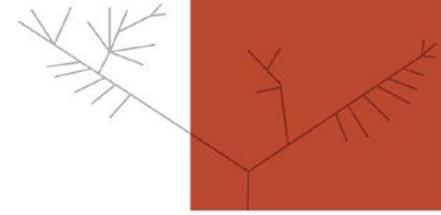
[Next - Education/Skills](#)

Complete all fields.
Once complete, click
Education/Skills tab to
continue.



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MICROBIOLOGY

Volunteer Profile Education/Skills



Complete all fields. Once complete, click Areas of Expertise tab to continue.



Your Profile
Change Login
Log Off

Volunteer Profile - Education/Skills

Please enter all required information. Fields with red "lights" are required and not filled in. As you enter each, it will be validated and saved. The light will turn green when the requirement is met. You may click on any tab at the top to switch between section, or use the red "Next" button at the bottom when each panel is completed.

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

You can also output a PDF file of your profile at any time.

Personal Information | **Education/Skills** | Areas of Expertise | Employment/International

Education

Highest Degree Please Choose

	Year	Institution	Degree/Diploma/Certificate
<input checked="" type="checkbox"/> Education			
Certifications			

Language Skills

Please choose your level of familiarity with any language you speak, read, or write. For at least one language, you must choose options for all three.

	Speaking	Reading	Writing
English	None	None	None
French	None	None	None
Hindi	None	None	None
Mandarin	None	None	None
Portuguese	None	None	None
Spanish	None	None	None
Other	Language: <input type="text"/>		
	None	None	None
Other	Language: <input type="text"/>		
	None	None	None
Other	Language: <input type="text"/>		
	None	None	None

Computer Skills

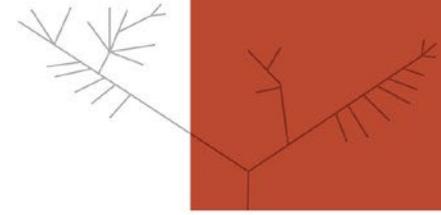
Yes No MSWord
 Yes No MSExcel
 Yes No MSPowerpoint/other presentation program
 Yes No Internet-e-mail

Next - Areas of Expertise



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MICROBIOLOGY

Volunteer Profile Areas of Expertise



Your Profile
Change Login
Log Off

Volunteer Profile - Areas of Expertise

Please enter all required information. Fields with red "lights" are required and not filled in. As you enter each, it will be validated and saved. The light will turn green when the requirement is met. You may click on any tab at the top to switch between sections, or use the red "Next" button at the bottom as each panel is completed.

Please **DO NOT** use the browser's forward or back buttons and do not bookmark pages inside the process.

You can also output a PDF file of your profile at any time.

Personal Information | Education/Skills | **Areas of Expertise** | Employment/International

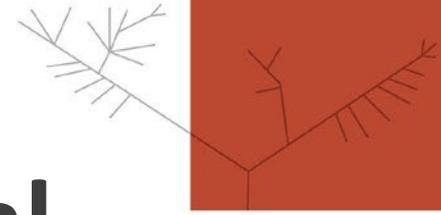
Areas of Expertise

- Yes No Bacteriology 1 - Experience, from the clinical and/or diagnostic point of view, with the following diseases/pathogens
- Yes No Bacteriology 2 - Specimen collection, processing & transport, etc.
- Yes No Mycobacteriology - Specimen collection, processing & transport, etc.
- Yes No Mycology 1 - Experience, from the clinical and/or diagnostic point of view, with the following diseases/pathogens
- Yes No Mycology 2 - Specimen collection, processing & transport, etc.
- Yes No Parasitology - Specimen collection, processing & transport, etc.
- Yes No Virology 1 - Experience, from the clinical and/or diagnostic point of view, with the following diseases/pathogens
- Yes No Virology 2 - Specimen collection, processing & transport, etc.
- Yes No Other Competences
- Yes No Laboratory Skills

Next - Employment/International

Please check yes or no for all required fields. When complete, click Employment/International tab to continue.

Volunteer Profile Employment/International



Your Profile
Change Login
Log Off

Volunteer Profile - Employment/International
Please enter all required information. Fields with red "lights" are required and not filled in. As you enter each, it will be validated and saved. The light will turn green when the requirement is met. You may click on any tab at the top to switch between section, or use the red "Next" button at the bottom as each panel is completed.
Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.
You can also output a PDF file of your profile at any time.

Personal Information | Education/Skills | Areas of Expertise | **Employment/International**

Employment History
Positions List the last three positions held.
[Add Position](#)

Have you ever worked as a consultant before? Yes No

International Experience

Have you ever worked outside of your home country (e.g. short-term assignments, management responsibility, extensive business travel)? Yes No
Describe:
List Specific Countries

Have you ever lived and/or worked outside your home country on a long term basis (more than 6 months)? Yes No
Describe

Availability to Travel

Maximum amount of time you can be away from your permanent job or residence? days
 Lead time required before accepting an assignment? days

[Finished - Submit Application](#)

Please check yes or no for all required fields.

Click submit



Contact Us
1752 N St. NW
Washington, DC 20036
(202) 737-3600
service@asmusa.org

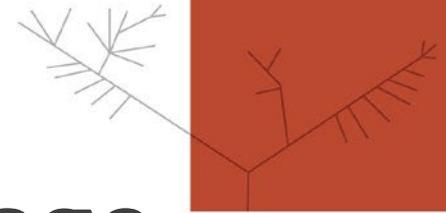
Newsroom
Work at ASM
Public Outreach
Listservs

Connect With ASM
Facebook
Twitter
Instagram
LinkedIn
YouTube
iTunes



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Volunteer Profile Completion Success Message



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Your Profile

Change Login

Log Off

Welcome!

This indicates your level and tasks.

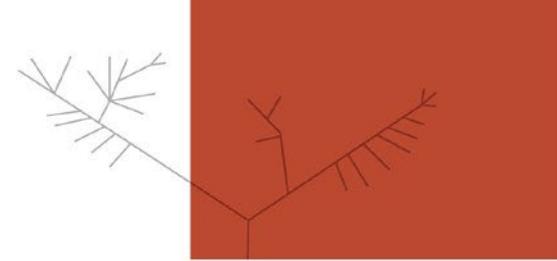
- ✓ Validated
- ✓ Volunteer Profile Complete

Thank you for completing your [Volunteer Profile](#). It is being reviewed, and you will be contacted when approved or if any changes are necessary.



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MICROBIOLOGY

Profile Approval



An ASM staff member will review your profile. Upon approval, you will receive an email notification.

Reply Reply All Forward IM



Thu 5/23/2019 3:51 PM

Timohy No name <lglymph3@yahoo.com>

Fw: ASM LabCap Profile Status

To: Glymph, Timothy III

[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Thursday, May 23, 2019, 3:48 PM, LabCap Information <info@labcap.org> wrote:

Congratulations! Your volunteer profile has been approved. You may now log in and complete and submit your consultant profile.

<http://www.labcap.org>

Consultant Profile Access



Your Profile

Change Login

Log Off

Welcome!

This indicates your level and tasks.

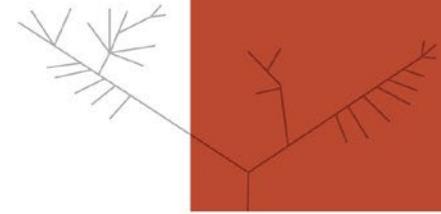
- Validated
- Volunteer Profile Complete
- Complete Consultant Profile

You have not completed your [Consultant Profile](#). Please [click here](#) to complete it.



Click and complete
consultant profile

Consultant Profile Travel Information



AMERICAN SOCIETY FOR MICROBIOLOGY

Search [] Menu []

Your Profile
Change Login
Log Off

Consultant Profile - Additional Information

Please enter all required information. Fields with red "lights" are required and not filled in. As you enter each, it will be validated and saved. The light will turn green when the requirement is met. You may click on any tab at the top to switch between sections, or use the red "Next" button at the bottom as each panel is completed.

Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

You can also output a PDF file of your profile at any time.

Personal Information | Education/Skills | Areas of Expertise | Employment/International | Additional Information | **Travel Information**

Travel Information

Frequent Flyer Info [Add Freq Flyer Info](#)

Passport Information

Country of Birth

Name as it Appears on Passport
New air travel regulations require the name on your ticketed flight itinerary to match your passport name exactly as it appears. Mismatches will result in delayed departures.

First

Middle

Last

Number

Place of Issue

Date of Issue

Authority Issuing

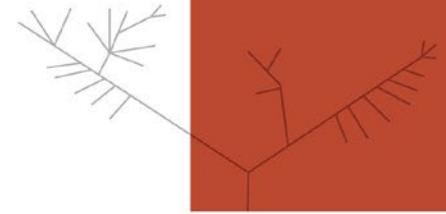
Date of Expiration

Finished - Submit Application

Complete all fields

Click finish to submit your application

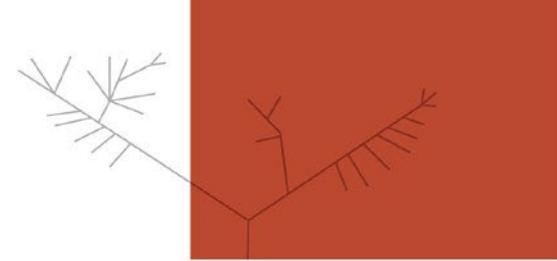
Proof of Submission



Upon successful submission, this screen will appear.

A screenshot of the American Society for Microbiology (ASM) user interface. The top left features the ASM logo (a red square with a white microscope) and the text "AMERICAN SOCIETY FOR MICROBIOLOGY". To the right of the logo are search and menu icons. The main content area is a white box with a light orange sidebar on the left containing links for "Your Profile", "Your Projects", "Change Login", and "Log Off". The "Your Projects" section is active, displaying the heading "Your Projects" and a sub-heading "All Projects and Assignments". Below this, there is a red bar with the text "All Projects and Assignments" and a grey bar with the instruction "Click on any assignment to VIEW and DOWNLOAD its documents and settings." There are also tabs for "Projects" and "Timesheets" above the red bar.

Profile Approved



An ASM staff member will review your profile. Upon approval, you will receive an email notification.

 Reply  Reply All  Forward  IM



Thu 5/23/2019 5:12 PM

Timohy No name <lglymph3@yahoo.com>

Fw: ASM LabCap Profile Status

To  Glymph, Timothy III



[Sent from Yahoo Mail for iPhone](#)

Begin forwarded message:

On Thursday, May 23, 2019, 5:11 PM, LabCap Information <info@labcap.org> wrote:

Your ASM consultant profile has been approved. Your status as ASM consultant is contingent on signing a contract with ASM. An ASM staff member will follow up with contract details when appropriate. Thank you.



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MICROBIOLOGY

Access Your Assignments

Your Profile
Your Projects

Change Login

Log Off



Download
Instructions

Your Projects

You may update your [profile information](#) at any time.

Please **DO NOT** use the browser's forward or back buttons and do not bookmark pages inside the process.

Projects

Timesheets

All Projects and Assignments

Click on any assignment to **VIEW** and **DOWNLOAD** its documents and settings.

TEST5 - hourly rate

- [TEST5 - Hourly Rate](#) - In Algeria from 6/1/2019 to 6/1/2019

TEST4 - flat rate

- [TEST4 - flat rate](#) - In Algeria from 6/1/2019 to 7/31/2019

TEST3 - monthly rate

- [TEST3](#) - In Algeria from 6/7/2019 to 6/21/2019

TEST2

- [TEST2](#) - In Mozambique from 3/11/2019 to 3/29/2019

TEST1

- [TEST1](#) - In Algeria from 6/6/2019 to 6/13/2019

ASM staff will populate your projects and assignments. Once populated, click on any assignment to access it.



SOCIETY FOR
MICROBIOLOGY

Access Timesheet and/or Expense Report Entry

Your Profile
Your Projects

Change Login

Log Off

Welcome to Labcap
A Global Public Health Programs Platform

Download Instructions

Your Projects

You may update your [profile information](#) at any time.

Please **DO NOT** use the browser's forward or back buttons and do not bookmark pages inside the process.

Projects

Cash Advance

Assignment Docs

Timesheets

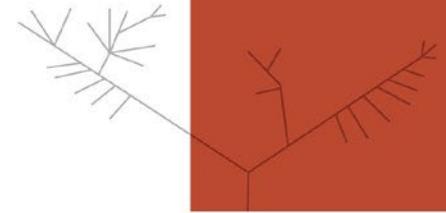
Expense Reports

TEST5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

Click the timesheet tab to create a timesheet.

Click the Expense Report tab to upload the consultant ER and supporting documents.

Timesheet Entry



Projects Cash Advance Assignment Docs **Timesheets** Expense Reports

TEST5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

Current Timesheet - [[View Past Timesheets](#)]

1. Please enter each date separately with the "Rate of Pay" to be received.
2. Hit **"Add"** or **"Update"** for each individual line.
3. When you are finished with a full complete timesheet, type your name as your electronic signature.
4. Hit "Submit Complete Timesheet" when you are done. **Once submitted, you cannot edit entries.**

Date (m/d/yyyy)	Hourly Rate	Num Hours		Day	Total
<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>		
6/7/2020	\$ 25.00	5.00	<input type="button" value="Update"/>	\$125.00	\$125.00
6/8/2020	\$ 25.00	1.00	<input type="button" value="Update"/>	\$25.00	\$150.00

Enter the date worked, the rate of pay, and the number of hours. (If your rate is per day, the "Hours" column will not appear.)

Click Update to save the entry.

Type your name. This will serve as your electronic signature.

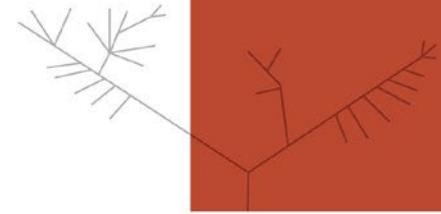
When you are finished with a full complete timesheet, type your name as your electronic signature and hit "Submit Complete Timesheet". **Once submitted, you cannot edit entries.**

Type Your Name:

(Add and Update all time first.)

When you have entered all time worked, click Submit. Once you have submitted, you cannot change entries.

Timesheet Submission Confirmation



Your Projects

You may update your [profile information](#) at any time.

Please **DO NOT** use the browser's forward or back buttons and do not bookmark pages inside the process.

Projects Cash Advance Assignment Docs **Timesheets** Expense Reports

TEST5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

Past Time Sheets - [[View Current Timesheets](#)]

Information below is for reference only and is not editable.

Timesheet Submitted 2/8/2023 at 12:45 PM

Date	Hourly Rate	Num Hours	Day	Total
6/7/2020	25.00	5.00	\$125.00	\$125.00
6/8/2020	25.00	1.00	\$25.00	\$150.00

[Create Timesheet PDF](#)

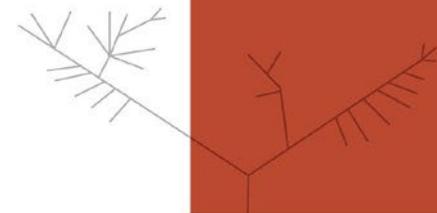


Click to create a downloadable PDF for your records.



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Expense Report Entry



Line 1: Expense Report Upload Line:

1. Enter the last day of the month in the date field.
2. Choose "Miscellaneous" as the expense type.
3. Enter the amount 0.00 in the Amount field.
4. Type "Expense Report Excel" in the Details field.
5. Upload the completed Consultant Expense Report.
6. Click Add Expense.

Supporting Document Upload Line(s):

1. Enter the date that corresponds to the date on the supporting document.
2. Choose "Miscellaneous" as the expense type.
3. Enter the amount 0.00 in the Amount Field.
4. In the Details field, enter the receipt number that corresponds to the supporting document receipt number. ****Make sure this number is also noted on the supporting document itself.
5. Upload the supporting document.
6. Click Add Expense.

Date (m/d/yyyy)	Expense Type	Amount (USD)	Total
<input type="text"/>	Choose Type	\$ <input type="text"/>	
Details: <input type="text"/>			
Receipt: <input type="button" value="Choose File"/> No file chosen			<input type="button" value="Add Expense"/>
5/31/2020	Miscellaneous	\$ 0.00	
Details: Expense Report Excel			
Receipt: Test ER_May2021.xlsx <input type="checkbox"/> Delete File (No Undo)			<input type="button" value="Update Expense"/> \$0.00
5/1/2021	Miscellaneous	\$ 0.00	
Details: 1			
Receipt: Notes.docx <input type="checkbox"/> Delete File (No Undo)			<input type="button" value="Update Expense"/> \$0.00
5/25/2021	Miscellaneous	\$ 0.00	
Details: 2			
Receipt: Web Image Sizing.jpg <input type="checkbox"/> Delete File (No Undo)			<input type="button" value="Update Expense"/> \$0.00



Expense Report Entry (cont.)

When Excel expense report and all supporting documents have been uploaded, tick the "I Understand" box.

All travel expenses reimbursed by federal grants must be supported by a receipt. There is no exception for lost receipts or small dollar amounts. A credit card charge slip is not considered a receipt unless it lists the detail of the items purchased. For restaurant meals this will be the detailed food and beverage receipt. Alcoholic beverages shown on restaurant receipts can not be charged to the federal grant. Alcoholic beverages and any expenses not supported by a receipt will be deleted. **No receipts = no reimbursement.**

I Understand a receipt is required for each expense. Original receipts must be submitted to ASM. After completion of this report, an email will follow with information on how to submit your receipts.

Please fill in the the exchange rate(s) used and description before completing your expense report. If no exchange rate is used, type "none" in the field.

Type "None" in this field. The exchange rate (if applicable) is captured in the Excel report.

Type your name to serve as your electronic signature.

When you are finished with a full complete expense report, type your name as your electronic signature and hit "Submit Complete Expense Report". **Once submitted, you cannot edit entries.**

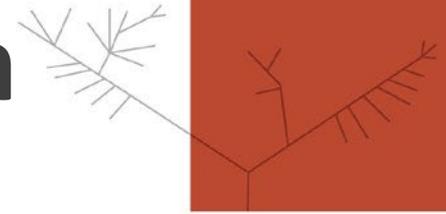
Type Your Name:

A new window will contain the PDF of this expense report. Your browser might block this popup window. If it does, please allow popups for this site. You can recreate the PDF from the past expenses as well.

Click to submit expense report. Once submitted, you cannot make changes.

Submit Complete Expense Report (Add and Update all expenses first.)

Expense Report Submission Confirmation



Please DO NOT use the browser's forward or back buttons and do not bookmark pages inside the process.

Projects

Cash Advance

Assignment Docs

Timesheets

Expense Reports

TEST5 - Hourly Rate - In Algeria from 6/1/2019 to 6/1/2019 - [CHANGE]

Past Expense Reports - [[View Current Expense Reports](#)]

Information below is for reference only and is not editable.

Expense Report Submitted 2/8/2023 at 1:05 PM

Date (m/d/yyyy)	Expense Type	Amount	Receipt	Total
5/31/2020	Miscellaneous Expense Report Excel	\$0.00	Test ER_May2021.xlsx	\$0.00
5/1/2021	Miscellaneous 1	\$0.00	Notes.docx	\$0.00
5/25/2021	Miscellaneous 2	\$0.00	Web Image Sizing.jpg	\$0.00

[View PDF](#)



Click to create a downloadable PDF for your records.



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