Getting the Most Out of the Proficiency Sample Program: A Guide to Our Online Features and Tools

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Samples, data, ratings…Oh My! It can be a challenge to keep everything straight when enrolled in the AASHTO re:source Proficiency Sample Program (PSP). If your laboratory is already registered at www.AASHTOresource.org, you know how it can help you keep track of everything PSP-related. This article will cover some of the features on our website that will make participation in the Proficiency Sample Program a bit more manageable.

Registration
We encourage all labs that are not currently registered on the website to please do so. To register your laboratory, go to www.AASHTOresource.org, click "Register Your Laboratory," and submit the completed form. You will then be e-mailed a one-time use access code and pass key. You will use this information to sign on to our website for the first time. Once signed in, you will be prompted to enter your e-mail address and create a password to gain future access to the site. Being a registered laboratory allows you to use the features of our website to their fullest!

Features to Make Your Life Easier

The features available on our website are aimed at having all of your PSP information at the tip of your fingers. Information such as the PSP schedule, reports, and fees are found on the "Proficiency Sample" section. Some features that you may find helpful on our website include the ability to:

- Submit sample data online
- Update your laboratory's contact and shipping information
- View current enrollments
- Create new enrollments
- View current or past PSP ratings
- Request Extra Proficiency Samples
- Track packages
- View invoices
- View data sheets and instructions

Why Submit Data Online?
Submitting data online is a whiz, and offers a lot of benefits over submitting data via fax or mail.

Reduce the risk of errors. There are "rules" programmed into the online data forms to reduce the risk of misplaced decimal places or other errors. For example, if a specific gravity of *26.8* is accidentally entered instead of *2.68*, the software flags this number as erroneous and asks for a correction before proceeding.   In addition, you can verify your entries and print out the confirmation page for your records.

Be assured that we have received your data. When submitting your data online, you will automatically receive a confirmation e-mail acknowledging that we have received your submission. You'll be able to rest easy, knowing that your data was received by AASHTO re:source before the cut-off date.

Make as many changes as you'd like. Notice a mistake or a typo? No problem. If you need to make any changes before the closing date, you can go back to the data submittal page and overwrite your previous entry. This option is located at the very bottom of the confirmation page.

E-mail Updates
AASHTO re:source makes it easy to keep track sample shipments, due dates, and reports by providing you with email updates along the way.   To ensure that these announcements are delivered promptly to your inbox, please make sure to add psp@aashtoresource.org to your e-mail whitelist, or safe sender list. You will receive up to four e-mails per sample round:

1. An e-mail is sent one week before the samples are shipped to let you know that your samples are on the way.
2. Two weeks after the samples have been shipped, an e-mail will be sent asking labs who have not received their samples to notify us in order to have a replacement sent.
3. If you haven't submitted your data one week before the posted closing date for a sample, you will receive an e-mail notifying you that the closing date is approaching.
4. Finally, when the results have been analyzed, an e-mail will be sent announcing the report's availability on the website.

By using all of the features on our website, you can streamline your activity in the AASHTO re:source Proficiency Sample Program.

Do you use these on-line PSP features? Let us know what you think by submitting feedback.
Editor's Note: This article was updated in June 2016 to ensure the more accurate information is presented.