

# Accessing Registered User Details v4.4

The CTRP system maintains records of each registered user. Each record contains the following categories of information:

- General Registration Information - All account registration information
- Site administrator organization - All organizations for which the selected user is a site administrator
- Accrual submission access - All trials and participating sites to which the selected user can submit accrual data
- Trials owned - All trial records owned by the selected user
- Trials submitted - All trials submitted by the selected user

## How to Access Registered User Details

1. On the main menu, click **Registered User Details**.  
The Registered User page displays a drop-drop list that contains the names of all persons registered as users in the CTRP.

Registered User Details

Select a User:

2. Select the user from the drop-down list.

Selecting Names







To locate a name in the list, type the first initial of the person's last name, and then select the name.

The User Details page displays all information pertaining to the selected user.

Site Administrator Organization																
PO ID				Name												
154378				National Cancer Institute												
Accrual Submission Access																
- NCI-2009-00908 A Phase II Trial of Avastin and Temozolimus following Tyrosine Kinase Inhibitor Failure in Patients with Advanced Renal Cell Carcinoma																
National Cancer Institute																
Trial(s) Owned																
One item found.1																
NCI Trial Identifier	CTEP ID	DCP ID	Official Title	Milestone	Admin Milestone	Scientific Milestone	Processing Status	Processing Status Date	Record Verification Date	Onhold Reasons	Onhold Dates	Submission Type	Checked Out for Admin. Use by	Checked Out for Scientific Use by	Action	View TSR
NCI-2012-00380			Trial registration search for on-hold trials	Submission Received Date			Submitted	05/10/2012				O	CTRPDOC1	CTRPDOC1	<a href="#">Validate</a>	
Export options: <a href="#">CSV</a>   <a href="#">Excel</a>																
Trial(s) Submitted																

3. To view and/or process trials, click the **NCI Identifier** link in any of the records.
4. To view organization details, click the organization/participating sites link in the **Accrual Submission Access** section, or the **PO ID** link in the **Site Administrator Organization** section.

5. To show/hide the participating sites in the **Accrual Submission Access** section, click the plus symbol ( + ) to display them, and the minus symbol ( - ) to hide them, as per the figure below.

Accrual Submission Access	
	<a href="#">NCI-2012-00225</a> Desensitizing Distressing Recollections in Cancer Patients
	<a href="#">NCI-2009-00838</a> Randomized, Double-Blinded Phase II Trial of Esomeprazole ve
	<a href="#">NCI-2011-00200</a> Phase I Study of Oral Clofarabine Consolidation in Adults Aged
	<a href="#">NCI-2012-00233</a> Phase II Trial of nab-Paclitaxel, Cisplatin, and 5-FU (ACF) as In <a href="#">National Cancer Institute</a>
	<a href="#">NCI-2012-00293</a> A Randomized Phase II Study of Bevacizumab/mFOLFOX6 Ver <a href="#">Thomas Jefferson University</a> <a href="#">UAB Comprehensive Cancer Center</a> <a href="#">USC/Norris Comprehensive Cancer Center</a>
	<a href="#">NCI-2009-00908</a> A Phase II Trial of Avastin and Temozolomide following Tyrosine <a href="#">National Cancer Institute</a>

6. To process a trial, click the action-type link in the **Action** column.
7. To export the records, scroll to the bottom of each section of the page, and next to **Export Options**, click either the **CSV** (comma-separated values) or **Excel** links.