## 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.

he Registered User page displays a drop-drop l	ist that contains the names of all perso	ons registered as users in the CTRP.
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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 Administra	ator Org	janizal	tion													
POID					Name											
154376 National Cencer Institute																
A securit Submission Assess																
Accrual Submi	ACCION SOUTHINSTOL ACCESS															
- NCI-2009-0090	8 A Pha	se II T	rial of Avastin	and Temsirol	imus followir	g Tyrosine H	Kinase Inhibito	or Failure in Pa	atients with Ad	vanced Rei	nal Cell C	arcinoma				
Nationa	Netional 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				0	CTRPDOC1	CTRPDOC1	<u>Validate</u>	
Export options: C	SV   Exe	<u>cel</u>														
Trial(s) Submit	ted															

- 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
+ CI-2012-00225 Desensitizing Distressing Recollections in Cancer Patients
+ NCI-2009-00838 Randomized, Double-Blinded Phase II Trial of Esomeprazole ve
+ NCI-2011-00200 Phase I Study of Oral Clofarabine Consolidation in Adults Aged
<ul> <li><u>ICI-2012-00233</u> Phase II Trial of nab-Paclitaxel, Cisplatin, and 5-FU (ACF) as In <u>National Cancer Institute</u></li> </ul>
- NCI-2012-00293 A Randomized Phase II Study of Bevacizumab/mFOLFOX6 Ve
Thomas Jefferson University
UAB Comprehensive Cancer Center
USC/Norris Comprehensive Cancer Center
- NCI-2009-00908 A Phase II Trial of Avastin and Temsirolimus following Tyrosine
National Cancer Institute

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.