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

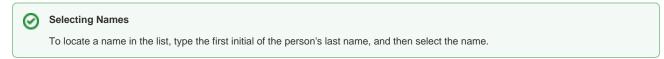
How to Access Registered User Details

1. On the main menu, click Registered User Details.

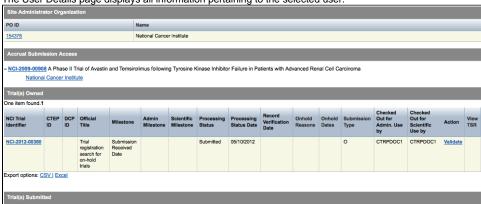
The Registered User page displays a drop-drop list that contains the names of all persons registered as users in the CTRP.



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



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



- 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
- ICI-2012-00233 Phase II Trial of nab-Paclitaxel, Cisplatin, and 5-FU (ACF) as In

 National Cancer Institute
- NCI-2012-00293 A Randomized Phase II Study of Bevacizumab/mFOLFOX6 Ver

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.