

Managing Your User Account Profile

You can update your account information after you have registered for an account and have logged in to Registration.



Changing your Organizational Affiliation results in loss of privileges

If you change your organizational affiliation, the system revokes your existing Site Admin and Accrual Submission privileges.

How to Edit Your Account Information

1. Visit the CTRP Registration home page at <https://trials.nci.nih.gov>.
2. Log in using your CTRP account and navigate to the CTRP Registration application.
3. On the top right corner of any page, click **Your Username > My Account**.
The My Account page appears, populated with the information you previously supplied for your account.
4. In the **Your Account Profile** section, make any changes as necessary, and then click **Save**.

Keep your account up to date

The PRS organization name is required for uploading trial records to ClinicalTrials.gov via a system-generated file. The PRS organization name you include in your profile is included in that file. This precludes having to update the PRS name in the file. Therefore it is very important for you to update your account whenever there is a change in PRS.