

# Granting and Revoking Administrative Rights - Include v4.4

The Site Administrator for a site is the CTRP user with the following qualities:

- The CTRO or another Site Administrator has granted the user profile the administrative rights.
- The user profile is affiliated with that site (an organization family or a single organization that does not belong to an organization family).

The relationships between Site Administrators and trials in a single site are as follows:

- An organization:
  - Can have one original Site Administrator.
  - Can have many Site Administrators appointed by the original Site Administrator.
  - Can be the lead organization for many trials.
  - Can be the affiliated organization for many users who can submit and own trials.
- A trial:
  - Can have one submitter.
  - Can have one organization affiliation, defined by the lead organization.
  - Can have many trial owners.
- Trial ownership:
  - Can be implicit. By default, if a Site Administrator's affiliated organization is the lead organization for a trial, that Site Administrator is an implicit owner of that trial.
  - Can be explicit. By default, the trial submitter is the only explicit trial owner. A Site Administrator can grant ownership of a trial to more users and can remove trial ownership from the original submitter and other users. (Refer to [Managing Trial Ownership](#).) If you add a Site Administrator as an owner of a trial, that Site Administrator has explicit ownership of that trial, rather than just implicit ownership.
- A Site Administrator can do the following:
  - Display trial ownership
  - Manage trial ownership
  - Manage site record ownership
  - Manage accrual access
  - Manage the administrative rights of other users in the organization
  - Revoke own administrative rights



## Site administrators do not receive system-generated emails automatically

The system sends generated emails (including TSRs) to a Site Administrator only if the Site Administrator's affiliated organization is the trial's lead organization, or if the Site Administrator is the trial submitter and/or trial owner. The Site Administrator can also manage email notification globally. For instructions, refer to [Managing Registration Email Notifications](#).

As a Site Administrator, you can grant and revoke administrative rights to other users in your organization. (You can grant/revoke administrative rights to users who have a CTRP account and whose organizational affiliation is the same as your own.) Site Administrators are the only Registration users who can access the Site Administration menu.

## How to Grant and Revoke Site Administrative Rights

1. On the toolbar, click **Administration > Site Administration**. The Site Administration page appears, listing Registration users and indicating which ones have previously been granted administrative rights.

### Site Administration

☐ Hide Search Criteria

#### Search Results

First Name	Last Name	E-Mail	Allow as Site Admin?
Isabelle	Autissier	anthonel@mail.nih.gov	<input checked="" type="checkbox"/>
Laura	Stackhouse	example@example.com	<input type="checkbox"/>
Teresa	Melton	example@example.com	<input type="checkbox"/>
Valerie	Kordowski	example@example.com	<input type="checkbox"/>

2. Search for the Registration user for whom you want to adjust administrative rights: Specify the user by first name, last name, or email address, and then click **Search**. The user's name appears in the **Search Results** list.
  - a. To promote the user to Site Administrator, select the check box in the **Allow as Site Admin?** column.



As a Site Administrator, you can revoke your own administrative rights. Use caution if you do so because you can not promote yourself thereafter.

- b. To revoke administrative access, clear the check box in the **Allow as Site Admin?** column.
3. Click **Save**.