

Requesting Organization Admin Rights - Include v4.4

You can request Admin rights for your affiliated organization to take advantage of the following features:

- **Site administration** - Accept or reject requests for Admin rights from other users within your organization
- **Trial ownership management** - Assign and unassign ownership of trials associated with your organization to other registered users within your organization
- **Accrual access** - Assign and unassign access to Accrual to registered users within your organization
- **Program code management** - Manage the set of program codes and program code assignments for your organization family. For details, refer to [Managing Program Codes](#).



Condition for Admin Requests

The **Request for Admin Access** check-box on the **My Account** page is displayed only if no one else in your organization is an administrator.

How to Request Admin Rights

1. Visit the CTRP Registration home page at <https://trials.nci.nih.gov/registration>.
2. Log in.
3. On the top right corner of any page, click **Your Username > My Account**. The My Account page displays all of your Registration account information.
4. Verify that you have indicated your current organization affiliation.
5. If you need to update your affiliated organization, click **Look Up** and select the appropriate organization from the list of search results. To search for an organization, follow the instructions in [Looking up Registered Organizations](#). (If your trial's affiliated organization is not listed, you can ask the CTRO to create the organization record. To do so, follow the instructions in [Requesting Creation of an Organization Record](#).)



Once organization affiliation is established, the system displays one of the following:

- If no one in your organization has site administrative (Admin) access, the My Account page displays a check box that enables you to request Admin privileges.
- If at least one other person in your organization currently has a Site Admin role, the system displays the View Admins link, which enables you to display the name(s) of the current Admin(s).

6. Request Admin privileges as follows:

- If the **Request for Admin Access** check box is available, select it. The system sends you an email message from the CTRO once your request has been approved or rejected.
- If the **View Admins** link is available, select it and examine the resulting information. Request administration authority from a current site administrator.