

Managing Registration Email Notifications

The CTRP system can automatically send you an email message whenever some aspect of a trial you have submitted or own has changed. For example, the system would notify you when the CTRO has accepted a trial that you submitted. It would send another message when the Trial Summary Report (TSR) is available for review. You can choose to receive all messages or none of them.

How to Manage Registration Email Messages

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 displays all of your Registration account information.
4. You have the following choices:
 - To receive all system messages, set **Receive Email Notifications** to **Yes**.
 - To opt out, set **Receive Email Notifications** to **No**.
5. Click **Save**.