

# Assigning and Unassigning Accrual Access by Organization Family - Include v4.4

As a Site Administrator, you can assign a user accrual access globally by organization family. You can grant users rights to submit accruals for all trials in CTRP that have been submitted or will be submitted by any site that is a member of the organization family.

1. On the toolbar, click **Administration > Accrual Access > Manage**. The Manage Accrual Access page appears.
2. Select **Make user an Org Family Submitter**.

**Manage Accrual Access**

Affiliated Site: **Children's Hospital Boston**

Member of Family(s): **Dana-Farber/Harvard Cancer Center**

Assign/Unassign Accrual submission privilege to users affiliated with this site:

**Select Assignment Type**

☐ Assign user access to individual trials ?

☐ Make user a Site Submitter ?

☒ Make user an Org Family Submitter ?

Select a user

**Assign/Unassign**

3. Select the user from the **Select a user** drop-down list.
4. To assign access, click **Assign**.
5. To unassign access, click **Unassign**.