

Updating Your CTRP Account - Include v4.4

Keep your account up to date to ensure that the system maintains accurate contact and affiliated organization information.

How to Update Your Account

1. Visit the CTRP Registration home page at <https://trials.nci.nih.gov/pa>.
2. Log in.
3. On the main menu, click **My Account**. The My Account Details page displays your current account information. You can update all fields other than your *Login* name.

The screenshot shows a web form titled "My Account Details". The form contains the following fields and buttons:

Field Label	Current Value
Login Name	CTRPDOC1
First Name	Isabelle
Last Name	Autissier
Organization	Southwest Oncology Group
Phone Number	123-123-1234
Email	iautissier@swo.org

Buttons: "Look Up" (with a magnifying glass icon) and "Save" (with a floppy disk icon).

4. Update the details as necessary.
 - a. To update your affiliated organization click **Look Up Org**, and search for the organization as per the instructions in [Searching for Organizations](#).