

# 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.

My Account Details	
Login Name	CTRPDOC1
First Name	<input type="text" value="Isabelle"/>
Last Name	<input type="text" value="Autissier"/>
Organization	<input type="text" value="Southwest Oncology Group"/> <input type="button" value="Look Up"/>
Phone Number	<input type="text" value="123-123-1234"/>
Email	<input type="text" value="iautissier@swo.org"/>
<input type="button" value="Save"/>	

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](#).