Accessing the Clinical Patient Management System (CPMS)

This document explains how to request access to **CPMS**. To be able to start the first requirement is an **EU Login**. In order to register for one first go to https://cpms.ern-net.eu/login/ and click on the link **to create an EU login**

Secure Login

You can Login to the CPMS ERN through the EU Login Authentication Service.

➡️ Login via EU Login

- Only authenticated users (EU Login) can access or request access to CPMS. To create an EU Login click here.
- Only authorised users (SAAS) can access CPMS. To request authorisation to use CPMS click here.
- To access or request access to the ERN Collaborative Platform (ECP) click here.

Once you arrive at the site fill in the information in each of the boxes and click on **Create an account** at the end

Help for external users
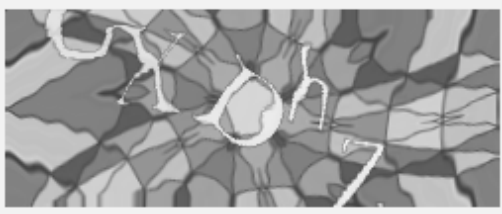
First name

Last name

E-mail

Confirm e-mail

E-mail language

English (en)

Enter the code

☐ By checking this box, you acknowledge that you have read and understood the privacy statement

Create an account

Once the EU Login has been created you are ready to request access to CPMS. Go back to the login page for CPMS on https://cpms.ern-net.eu/login/. This time click on the link to **request authorisation to use CPMS**

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➜) Login via EU Login

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- Only authorised users (SAAS) can access CPMS. To request authorisation to use CPMS click here.
- To access or request access to the ERN Collaborative Platform (ECP) click here.

Once you arrive at the site click on the **Request access** button

Saas - Authorization System

European Commission

European Commission > DG Health and Food Safety > Saas

| Home |
| Request access | User Data details |

Select an application ▾

On the page that appears select **CPMS** in the Application box

New application access

1 Select application	2 Select organisation	3 Select access profile	4 Recap and Submission

Application	[No value selected]
	AAC
	AAC - Food Fraud
	Cosmetic Products Notification Portal
	Cosmetic Products Notification Portal (readonly)
	CPMS
	EIPAHA
	Euceg reporting
	EUCoding
	European Reference Networks

Once selected click on **Step 2 : Select an organisation**, to proceed
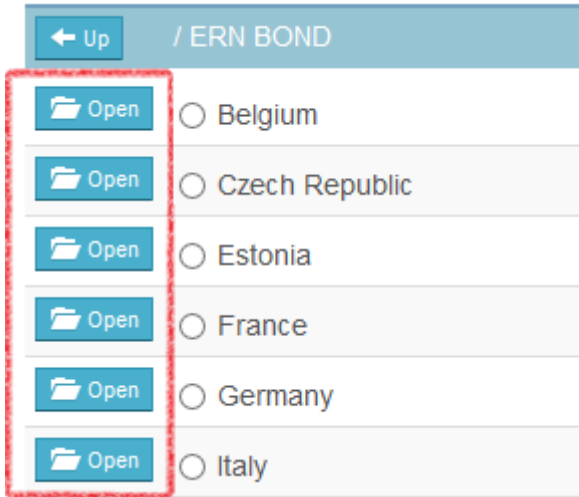
Step 2 : select an organisation →

On the **Select Organization** page you need to select which ERN you wish to request access for by clicking on **Open** next to it. *You do not need to click in the circle until the very last step when you select your healthcare provider*

New application access

1 Select application	2 Select organisation	3 Select access profile	4 Recap and Submission

Please choose your Department:

Internal Organisation

⦿

Or one of the Organisations below:

*Organisations

| 25 ▾ records per page |

| / |

Open	○ ERKNet
Open	○ ERN BOND
Open	○ ERN CRANIO

!It is technically possible to proceed to step 3 after just selecting the ERN. Please note that doing this will result in the request being rejected. No account can be activated without selecting the Country and Healthcare Provider. Please see below

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After clicking **Open** you need to select which country your Healthcare Provider is located in. Again you select this by clicking **Open**
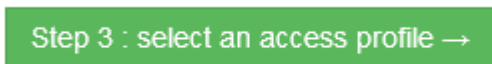

Finally you select your HealthCare provider by clicking in the small circle next to its name

Showing 1 to 2 of 2 entries

Once selected you click on **Step 3 : select an access profile** to continue

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On the **Select access profile** page you need to select which type of access profile you are requesting. You do this by clicking in small box next to it. Multiple roles can be selected

Create user access

1 Create user	2 Select organisation	3 Select access profile	4 Recap and Submission

*Access Profile

Name	Status	Description
☐ Coordinator		handles requests for assistance from ERN and has access to KPIs
☐ Dispatcher		handles requests for assistance on behalf of Coordinator
☐ HP		healthcare professional available to participate in or lead panels
☐ Researcher		can create or consult queries or reports on the anonymised data from the ERN
☐ user		Don't select user profile

When done you click on **Step 4 : type a comment** to continue

Step 4 : type a comment →

On the final page you will see a summary of what you have selected in previous steps. You can write a comment to the person who is going to validate the access request. *This is not mandatory*

New application access

1 Select application	2 Select organisation	3 Select access profile	4 Recap and Submission

Summary

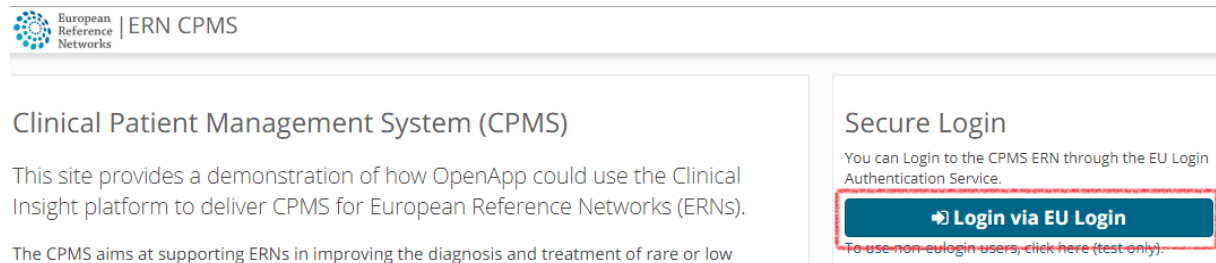| **Application**	CPMS
Organisation	BE01 - Universitair Ziekenhuis Antwerpen
Access Profile	user

Comments

Before submitting
A request to get access to an application will be validated by the administrators, this is a manual process and can take a few days.

When you are ready click on **Submit request access**

Submit request access

Clicking the Submit request access button will notify the coordinator of the ERN you requested access to and he or she will either accept or reject the request.

Once the access has been accepted you can access CPMS by going to https://cpms.ern-net.eu/login/ and selecting **Login via EU Login**

If you have any question in regards to this procedure please do not hesitate to contact the helpdesk

SANTE-ERN-CPMS-ITSUPPORT@ec.europa.eu

ec.europa.eu/health/ern
@EU_health

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