# REGISTRATION GUIDE
## CLINICAL PATIENT MANAGEMENT SYSTEM

# CPMS Registration – 2 steps

☐ 1. Create an EU-LogIn:

https://webgate.ec.europa.eu/cas/eim/external/register.cgi

☐ 2. Request access to CPMS (one among many information tools of the EU)
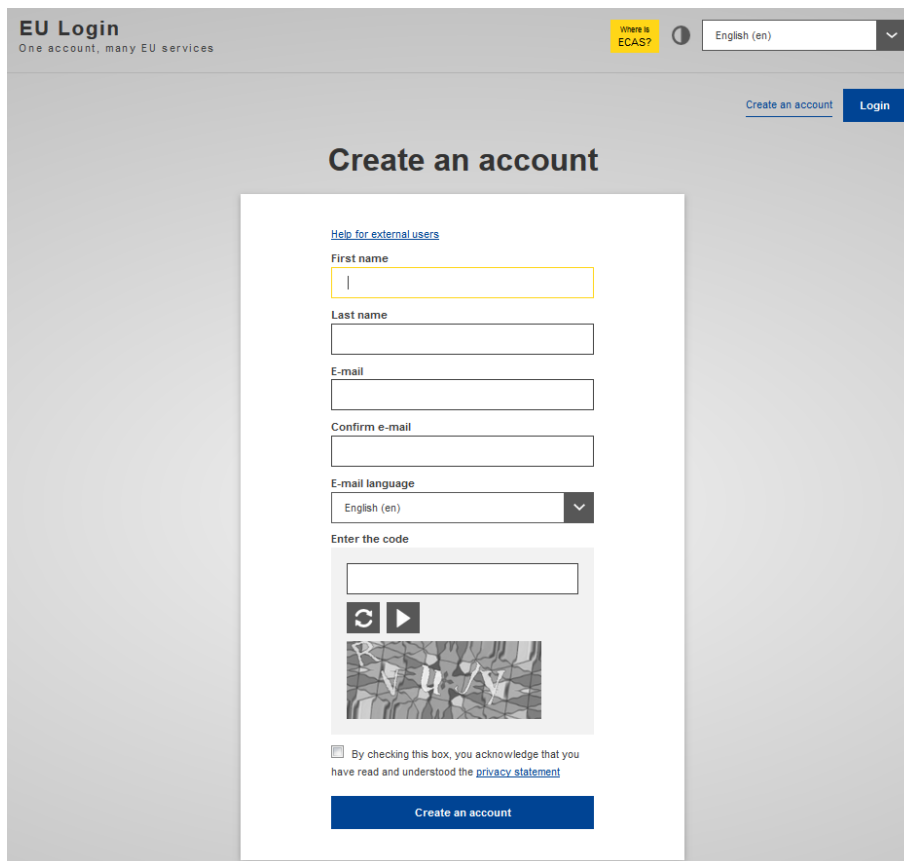
# CPMS Registration – 2 steps

☐ 1. EU-Login ✓

☐ **2.** Request access to CPMS: https://cpms.ern-net.eu/login/

# CPMS access request

☐ Select the CPMS application

# CPMS access request

☐ Select the CPMS application

# CPMS access request

□ Select organisation

# CPMS access request

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□ Select country

# CPMS access request

□ Select Institution

**New application access**

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

*Organisations

25 ▾ records per page                                         Search: [            ]

← Up / ERN-RND - Neurological Diseases / Germany

○ 0000 Guest Access                                          Details ➜

○ DE03 - Klinikum der Universität München                    Details ➜

**1. Choose your institution** ➜  ● DE22 - Universitätsklinikum Tübingen                       Details ➜

○ DE30 - Universitätsklinikum Bonn                           Details ➜

○ DE36 - Universitätsklinikum Ulm                            Details ➜

○ DE42 - Universitätsklinikum Schleswig-Holstein             Details ➜

Showing 1 to 6 of 6 entries                                  « 1 »

Organisation marked with (request submitted) can already be used to request access.

**2. Proceed to step 3**

← Step 1 : select an application        Cancel        Step 3 : select an access profile →

# CPMS access request

☐ Select access profile

## New application access

| 1 Select application | 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 |

1. Choose 'HP-Healthcare professional'
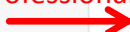
2. Proceed to step 4

← Step 2 : select an organisation     Cancel     Step 4 : type a comment →

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□ Submit the request

## New application access

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

**Summary**

| Application | CPMS |
| --- | --- |
| Organisation | DE22 - Universitätsklinikum Tübingen |
| Access Profile | healthcare professional |

Comments

It would be useful is to write your speciality:
e.g. Geneticist / pediatric neurologist / neuroradiologist

**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.

← Step 3 : select an access profile          Cancel          Submit request access

# CPMS login (credentials)

□ Once you have submitted the request it takes about 2-3 days until your request has been approved and your account has been activated.

□ The CPMS login (user authentication) is a 3-factor authentication  (e.g. email + password + SMS). This kind of identity management checks if the account is related to a real person not to a robot.

□ In order that the CPMS 'knows' you, you have to enter your mobile phone number in your EU-account:

http://ec.europa.eu/research/participants/portal/desktop/en/home.html
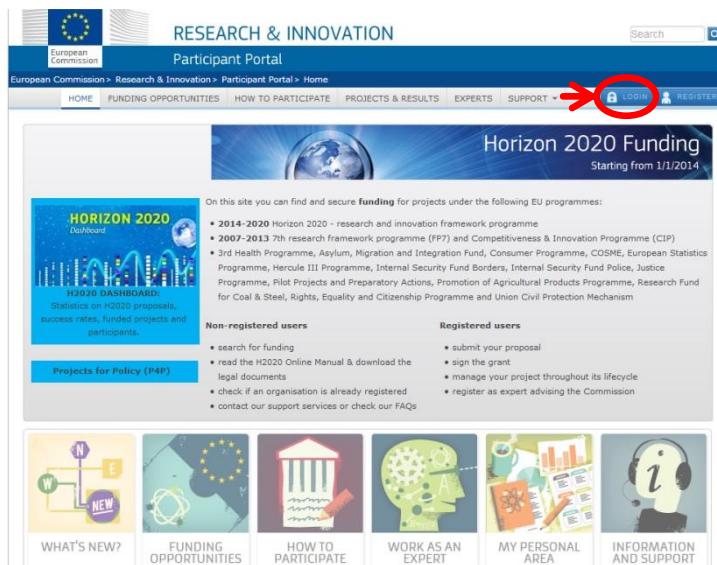
# EU –Account (mobile phone)

☐ Go to 'My Account' and enter your mobile number in the section 'Manage my mobile phone numbers'

# CPMS login

☐ To login into CPMS go to: https://cpms.ern-net.eu/login/

# CPMS login (credentials)

**First** authentication (email address + password)

**Second** authentication (Mobile phone number + SMS challenge)

ERN-CPMS requires you to authenticate

## Sign in to continue

Welcome back

➡ **Your-email@adress.com**
(External)

Sign in with a different e-mail address?

**Password**

●●●●●●●●●●●

Lost your password?

**Choose your verification method**

Mobile Phone + SMS

Mobile phone

International format including country code, e.g. for Belgium: +32 123 45 67 89

**Sign in**

ERN-CPMS requires you to authenticate

## Sign in to continue

## Authentication by SMS text challenge

Enter the *challenge* sent to your mobile phone by SMS text message. It might take several minutes for the message to reach your mobile phone.

**Mobile phone number**

**SMS text challenge**

**Sign in**

# CPMS Preferences (Thematic Areas)

□ The first time you login, please fill the thematic areas you are interested in. This doesn't mean that you have to participate in all of them, but you will be informed if case discussions take place and can decide if you would like to participate.

□ Go to ERN Dashboard →'Preferences'→ Select the thematic areas of your interest