### **CPMS REGISTRATION**



## **Getting started with CPMS**

Create your account today!

#### **Requirements:**

- device (phone, notebook) connected to WiFi
- Access to your emails.



## 1. Access the EU-Login page:

## https://webgate.ec.europa.eu/cas/login

EU-Login page

<b>EU Login</b> One account, many EU services		0	English (en)
	Create an account		Create an account
	Help for external users First name I Last name		
	E-mail Confirm e-mail		
	E-mail language English (en)		
	By checking this box, you acknowledge that you have read and understood the privacy statement Create an account Cancel		



#### What is the EU-Login?

One Login – many EU services. Not only CPMS, but also the ERN Collaborative Platform uses this login.

Already got an EU-Login? Stay with us to set up your 2-factor authentification



# 2. Fill in your information to create an account:

First name Last name E-mail Confirm e-mail E-mail language English (en)	Help for external u	<u>isers</u>	
Last name E-mail Confirm e-mail E-mail language English (en)	First name		
Last name E-mail Confirm e-mail E-mail language English (en)	T		
E-mail Confirm e-mail E-mail language English (en)	Last name		
E-mail Confirm e-mail E-mail language English (en)			
Confirm e-mail E-mail language English (en)	E-mail		
Confirm e-mail E-mail language English (en)			
E-mail language	Confirm e-mail		 
E-mail language			
English (en)	E-mail language		
0 ( )	English (en)		$\sim$

# 3. You now received an email to set your password:



New password
Please choose your new password.
n00axup3 (External) New password
Confirm new password
Submit



4. Go to "My Account" to set up 2-factor authentification



# 4. Select "Manage my mobile phone number"

#### **Desktop view** Mobile view **My Account** My Account My account details Configure my account My account details Configure my account Delete my account Delete my account •0 Manage my mobile devices Manage my Security Manage n Manage my mobile nobile Keys and Trusted devic phone numbers Platforms Manage my Security Keys and •0 Trusted Platforms Manage my mobile phone numbers Display my sessions Delete all my devices Manage my elDs You can view the sessions opened and eID (PANIC) for visited applications. Manage my elDs Display my sessions You can view the sessions opened for visited applications.

# 5. Add your phone number to receive verification codes via SMS





## **EU-Login DONE!**

After creating your CPMS account, you can enter CPMS using **Mobile Phone + SMS verification**:

Choose your verification method







## STEP 2 – CREATE YOUR CPMS ACCOUNT

#### To access the CPMS account creation:

a) Scan QR Code :



#### b) Visit **<u>cpms.ern-net.eu</u>** & request authorisation:

#### OR

#### Secure Login

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

#### Login via EU Login

#### Video: Getting Set-Up and Logged In to CPMS

- Only ERN members and ERN guest users can be authorised users of the CPMS.
- To access the CPMS you need to have an EU login. To create an EU login, click here.
- To request authorisation to use the CPMS, click here.
- To request access to the ERN Collaborative Platform (ECP) to exchange non clinical data with the other members of your ERN, click here.
- For more information on the European Reference Networks, please visit ec.europa.eu.

c) Go here directly: https://webgate.ec.europa.eu/saas/requestAccess/application/741/create.html

**CPMS** access page



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#### 1. Select the CPMS application







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#### 2a. Select organization: ERN-RND

	1 Select application 2	Select organisation         3         Select access profile         4         Recap and Submission	
	*Organisations	25 v records per page Search:	
		/	Details O
Choose 'ERN-RND' then click , open' →		COVID-19	Details O
		CRANIO - Craniofacial anomalies and ear, nose and throat disorders	Details O
		ERKNet - Kidney Diseases	Details O
	ND' then click	Copen ERN-EYE - Eye Diseases	Details O
		Copen ERN-LUNG - Respiratory Diseases	Details O
	en' →	ERN-RND - Neurological Diseases	Details O
		Copen ERN-SKIN - Skin Disorders	Details 🖸
		Copen ERNICA - Inherited and Congenital Anomalies	Details 🗨
		EURACAN - Adult Cancers	Details O
		EURO-NMD - Neuromuscular Diseases	Details O
Network Neurolocial Diseases (Re-RIO)		Copen Endo-ERN - Endocrine Conditions	Details O



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#### 2b. Select organization: country

#### New application access

*Organisations		
	25    ✓ records per page	Search:
	/ ERN-RND - Neurological Diseases	
	🚖 open 🛛 Austria	Details
	🚖 Open Belgium	Details
	🚖 open 🛛 Bulgaria	Details C
	🚖 open Croatia	Details C
	🚖 Open Cyprus	Details C
	Czech Republic	Details C
	🚘 Open Denmark	Details <b>C</b>
	🚖 Open Estonia	Details <b>C</b>
	😑 Open Finland	Details <b>C</b>
	France	Details
		Details <b>C</b>
	Greece Greece	Details C
	😑 Open Hungary	Details
	😑 Open Iceland	Details
	😑 Open Ireland	Details
	🗲 Open Italy	Details
	🗁 Open 🛛 Latvia	Details

Choose <u>your</u> 'Country' then click **,OPEN** 





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2. Proceed

to step 3

#### 2c. Select organization: Institution

#### New application access

		25 v records per page	Search:	
		← Up / ERN-RND - Neurological Diseases / Germany		
1 Choose		O 0000 Guest Access		Details O
		O DE03 - Klinikum der Universität München		Details O
Vour		O DE05 - Medizinische Hochschule Hannover		Details Ο
<u>your</u>		DE22 - University Hospital and Faculty of Medicine Tubingen		Details Ο
institution		O DE27 - Universitätsklinikum Würzburg		Details O
IIStitution		O DE29 - RWTH Aachen University Hospital		Details 🔿
		O DE30 - Universitätsklinikum Bonn		Details O
		O DE36 - Universitätsklinikum Ulm		Details O
		O DE42 - Universitätsklinikum Schleswig-Holstein		Details O
		O DE47 - Katholisches Klinikum Bochum; St. Josef-Hospital; Univers	tätsklinikum der Ruhr-Universität Bochum	Details O
		Showing 1 to 10 of 10 entries		« 1 »
	Organisation marked with (reque	lest submitted) can already be used to request access.		



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#### 3. Select access profile

Network

#### New application access 1 Select application 2 Select organisation 3 Select access profile 4 Recap and Submission \*Access Profile Name Status Description handles requests for assistance from ERN and has access to KPIs Coordinator 1. Choose handles requests for assistance on behalf of Coordinator Dispatcher 'HP-Healthcare healthcare professional available to participate in or lead panels HP Professional' can create or consult queries or reports on the anonymised data from the ERN Researcher Step 4 : type a comment -← Step 2 : select an organisation Cancel European 2. Proceed to step 4 Reference



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#### 2. Submit the request

#### New application access

1 Select application	2 Select organisation	3 Select access profile	Recap and Submission			
Summary Application Organisation Access Profile	CPMS DE22 - Universitätskliniku Coordinator	ım Tübingen				
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.						
← Step 3 : select an access	profile	с	ancel	(	Submit request access	



**CPMS** LOGIN



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## **Thank you!**

#### Your CPMS account will be active in 1 – 2 days. You can then log into CPMS here: <u>https://cpms.ern-net.eu/login/</u>

#### Reference Networks

Reference Network

#### Clinical Patient Management System (CPMS)

The CPMS aims at supporting ERNs in improving the diagnosis and treatment of rare or low prevalence complex diseases across national borders of Member States in Europe.

The CPMS is a secure Software as a Service (SaaS) that enables health professionals to enroll patients using comprehensive data models. Health professionals can use the CPMS to collaborate actively and share patient within and across ERNs.

The CPMS is supported by Virtual Communication Tools and DICOM viewers to facilitate the interaction between clinicians. Reporting tools are among the functionality of the system to seamlessly empower users to generate reports of interest for administrative and clinical purposes.

The site may change as we endeavour to incorporate suggestions from our Clinical Advisors, particularly in the area of Graphics and Reporting.

#### **?** -

#### 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.
- For more information about the European Reference Networks for Rare Disease, please visit ec.europa.eu.