



Accessing the Clinical Patient Management System (CPMS) as an ERN Guest user. Version 1.1 – July 4th 2019

There are two kinds of guests.

- a) **Expert guest** : This guest cannot enroll patients and cannot start panels. He/she can only be invited by a coordinator to participate in a panel

- b) **Enrolling guest** : This guest will have access to the guest virtual centre and can enroll a patient and subsequently open a panel for this patient. The guest cannot lead the panel so as soon as the panel is moved to panel selection the guest becomes a guest in the panel and the ern coordinator will assemble the panel and appoints a lead.

1. Guest Access (EXPERT GUEST)

This document explains how to request access to **CPMS** as a **Guest**. 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](#)

To use non-eulogin users, [click here \(test only\)](#).

- [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.

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

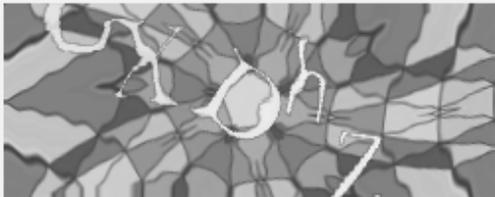
Confirm e-mail

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 is 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**

Secure Login

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

[➔ Login via EU Login](#)

To use non-eulogin users, click here (test only).

- Video: Getting Set-Up and Logged In to CPMS
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- 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.**
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Once you arrive at the site click on the **Request access** button

European Commission

Saas - Authorization System

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

The screenshot shows a multi-step process with four tabs: 1. Select application (active), 2. Select organisation, 3. Select access profile, and 4. Recap and Submission. Below the tabs is a form with a label 'Application' and a dropdown menu. The dropdown menu is open, showing a list of applications: [No value selected], AAC, AAC - Food Fraud, Cosmetic Products Notification Portal, Cosmetic Products Notification Portal (readonly), CPMS (highlighted with a red box), EIPAHA, Euceg reporting, EUCoding, and European Reference Networks.

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

Step 2 : select an organisation →

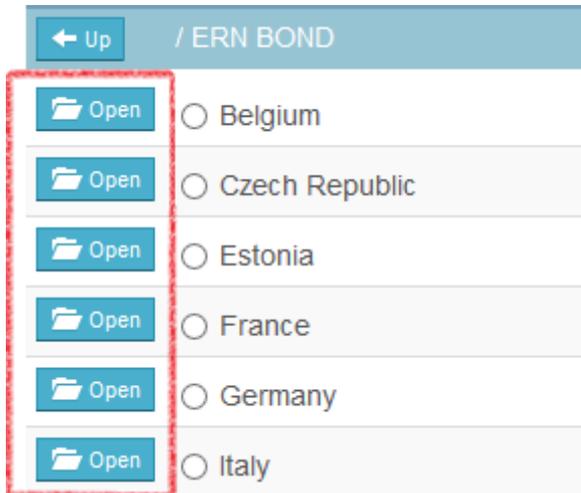
On the **Select Organization** page you need to select which ERN you wish to request access for by clicking on **Open** next to it. **You do not need to click in the circle until you come to select the guest access*

New application access

The screenshot shows the 'Select organisation' step of the process. It has four tabs: 1. Select application, 2. Select organisation (active), 3. Select access profile, and 4. Recap and Submission. The main content area is titled 'Please choose your Department:' and includes a radio button for 'Internal Organisation'. Below this, it says 'Or one of the Organisations below:' and '*Organisations'. There is a dropdown menu for 'records per page' set to 25. A table lists three organizations: ERKNet, ERN BOND, and ERN CRANIO. Each organization has a radio button and a blue 'Open' button next to it. The 'Open' buttons are highlighted with a red box.

! 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 Guest account can be activated without selecting 0000 Guest Access

After clicking Open, you need to select which country you are from. Again, you select this by clicking **Open**



The screenshot shows a navigation menu for 'ERN BOND'. At the top, there is a blue bar with a back arrow and 'Up' on the left, and '/ ERN BOND' on the right. Below this, a list of countries is displayed, each with a blue 'Open' button on the left and the country name on the right. The 'Open' buttons for Belgium, Czech Republic, Estonia, France, Germany, and Italy are highlighted by a red dashed box.

Country
Belgium
Czech Republic
Estonia
France
Germany
Italy

After clicking **Open**, you need to select **0000 Guest Access**



The screenshot shows a selection screen for 'BOND - Bone Disorders / Belgium'. At the top, there is a blue bar with a back arrow and 'Up' on the left, and '/ BOND - Bone Disorders / Belgium' on the right. Below this, there are three radio button options. The first option, '0000 Guest Access', is selected and highlighted by a red dashed box. The other two options are 'BE01 - Universitair Ziekenhuis Antwerpen' and 'BE06 - University Hospital Ghent'.

Option
<input checked="" type="radio"/> 0000 Guest Access
<input type="radio"/> BE01 - Universitair Ziekenhuis Antwerpen
<input type="radio"/> BE06 - University Hospital Ghent

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

Step 3 : select an access profile →

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.

***For guest access the HP role should always be the only one selected**

Create user access

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

*Access Profile

Name	Status	Description
<input type="checkbox"/> Coordinator		handles requests for assistance from ERN and has access to KPIs
<input type="checkbox"/> Dispatcher		handles requests for assistance on behalf of Coordinator
<input type="checkbox"/> HP		healthcare professional available to participate in or lead panels
<input type="checkbox"/> Researcher		can create or consult queries or reports on the anonymised data from the ERN
<input type="checkbox"/> 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**



2. Guest Access (ENROLLING GUEST)

The main difference of the Enrolling Guest vs the Expert guest is:

The Enrolling Guest has access to the Guest Virtual Centre and can therefore enroll patients.

The procedure to request access as an Enrolling guest is exactly the same one as described in 1. Guest Access (EXPERT GUEST) plus an additional step afterwards.

To request access as an Enrolling guest :

- A) Follow step 1**
- B) Mail the CPMS helpdesk to request access as an enrolling Guest.**

The CPMS Helpdesk Team will add the Guest Virtual Centre role in the profile of the Guest User.

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](#)