


Request access to CPMS via SAAS **-Guest account-**

- Go to <https://cpms.ern-net.eu/login/>
- Click on 'To request authorisation to use the CPMS, click here' (see below)

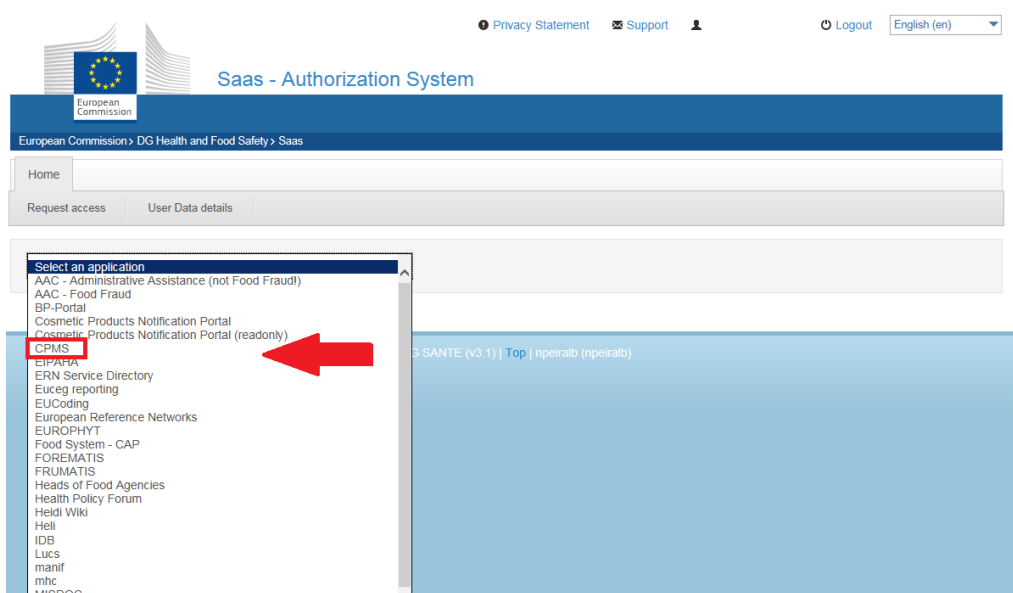
Secure Login

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.


- Login with your EU account and password.
- Click on 'Select an application' and on 'CPMS' (see below)



- Step 2: Select organisation → ENDO-ERN (**important! click on 'open'**) → select your country (**important! click on 'open'**) → select the option guest account (click in the small open circle)

Step 2 : select an organisation →



So click 2 times on  instead of the small open circle!, otherwise your request will be denied!

- Select access profile → select which type of access profile you are requesting (mostly HP) →

Step 3 : select an access profile →

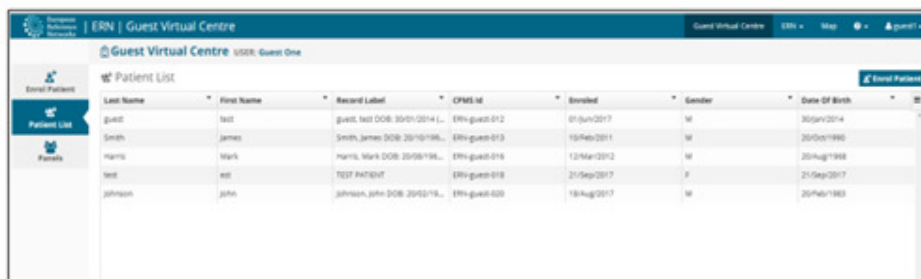
- Type a comment (not mandatory)
- When you are ready click on **'Submit request access'**
- After logging in and after registration you will be able to login to the CPMS Guest Virtual Center. This can take a couple of days. Your password is your EU login password.

- You can also find more information about the Guest Virtual Center in the official CPMS User Guide

4.4. Guest Dashboard

As an uncommon user, Guest or an external Health Professional may be given access to **enrol** patients and seek assistance from an ERN. Unlike typical users in CPMS, Guest HP will be assigned to a “Guest Virtual Centre” as virtual **centre**.

The “guest” Dashboard allows guest **users** to enrol their patients and participate in panels they create themselves



The screenshot shows the 'Guest Virtual Centre' interface. On the left is a sidebar with 'Enrol Patient', 'Patient List', and 'Panels'. The main area displays a 'Patient List' table with columns: Last Name, First Name, Record Label, CPMS ID, Enrolled, Gender, and Date Of Birth. There are also buttons for 'Enrol Patient' and 'Enrol Patients'.

Last Name	First Name	Record Label	CPMS ID	Enrolled	Gender	Date Of Birth
guest	test	guest, test DOB: 30/01/2014 L...	ERN-guest-012	01-Jun-2017	M	30-Jan-2014
Smith	James	Smith, James DOB: 20/10/1985...	ERN-guest-013	10-Feb-2011	M	20-Oct-1985
Harris	Mark	Harris, Mark DOB: 20/08/1985...	ERN-guest-016	12-Mar-2012	M	20-Aug-1988
test	test	TEST PATIENT	ERN-guest-018	21-Sep-2017	F	21-Sep-2017
Johnson	John	Johnson, John DOB: 20/02/19...	ERN-guest-020	18-Aug-2017	M	20-Feb-1983

Figure 7: Guest Dashboard

When the ERN Coordinator accepts the guest's invitation, they assign a lead and grant them access to the ERN dashboard as a guest. The guest will not have access to an actual Healthcare Provider (Centre) inside CPMS. Instead they will be given access to a Virtual Centre inside the ERN they requested access to. They can enrol Patients, see a list of already enrolled patients and also any open Panels. The Guest user can open a panel and will be part of it. Note that it is not possible for a guest user to act as the lead of a panel.

Important: A guest user is a member of CPMS for 90 days. Then if he/she is not participating to a panel, the account will be deactivated.



The screenshot shows the 'EpicARE : Epilepsies' dashboard for 'USER: Doctor One'. It includes sections for 'Panel Invitations', 'Urgent Panels', 'Contributing Panels', 'Member Tasklist', and 'My Meetings'.

Panel ID	Date	Nickname
#140	08/05/2017	Guest: test, TEST DOB: 04/05/2000 (male)