


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. After logging in, click on 'Step 2: select an organisation' (see below)

European Commission

Saas - Authorization System

CPMS

European Commission > DG Health and Food Safety > Saas

Home

Request access User Data details

The Commission shall process personal data information pursuant to Regulation 45/2001 EC on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

New application access

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

Application CPMS

Cancel

Step 2 : select an organisation →

- Click on 'Open' in front of the right ERN (Endo-ERN) (see below)

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

*Organisations

25 records per page Search:

Open	BOND - Bone Disorders	Details
Open	COVID-19	Details
Open	CRANIO - Craniofacial anomalies and ear, nose and throat disorders	Details
Open	ERKNet - Kidney Diseases	Details
Open	ERN-EYE - Eye Diseases	Details
Open	ERN-LUNG - Respiratory Diseases	Details
Open	ERN-RND - Neurological Diseases	Details
Open	ERN-SKIN - Skin Disorders	Details
Open	ERNICA - Inherited and Congenital Anomalies	Details
Open	EURACAN - Adult Cancers	Details
Open	EURO-NMD - Neuromuscular Diseases	Details
Open	Endo-ERN - Endocrine Conditions	Details
Open	EpiCARE - Epilepsies	Details

- Click on 'Open' in front of the name of your country (see below)

New application access

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

*Organisations

25 records per page Search:

← Up / Endo-ERN - Endocrine Conditions

<input type="button" value="Open"/>	Austria	Details
<input type="button" value="Open"/>	Belgium	Details
<input type="button" value="Open"/>	Bulgaria	Details
<input type="button" value="Open"/>	Croatia	Details
<input type="button" value="Open"/>	Cyprus	Details
<input type="button" value="Open"/>	Czech Republic	Details
<input type="button" value="Open"/>	Denmark	Details
<input type="button" value="Open"/>	Estonia	Details
<input type="button" value="Open"/>	Finland	Details
<input type="button" value="Open"/>	France	Details
<input type="button" value="Open"/>	Germany	Details

- Select 'Guest Access' by clicking in the small open circle, and on 'Step 3: select an access profile' (see below)

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

*Organisations

25 records per page Search:

← Up / Endo-ERN - Endocrine Conditions / Netherlands

<input type="radio"/>	0000 Guest Access	Details
<input type="radio"/>	NL01 - Amsterdam University Medical Centres	Details
<input type="radio"/>	NL02 - University Medical Centre Groningen	Details
<input type="radio"/>	NL03 - Erasmus MC University Medical Center Rotterdam	Details
<input checked="" type="radio"/>	NL05 - Leiden University Medical Center	Details
<input type="radio"/>	NL06 - Maastricht University Medical Center	Details
<input type="radio"/>	NL07 - Máxima Medical Center Veldhoven	Details
<input type="radio"/>	NL09 - Radboud University Nijmegen Medical Centre	Details
<input type="radio"/>	NL13 - University Medical Center Utrecht	Details

Showing 1 to 9 of 9 entries

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

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

- Select which type of access profile you are requesting (mostly only HP, so you have to remove the other V's in the tickboxes) and click on 'Step 4: type a comment' (see below)

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

*Access Profile

Name	Status	Description
<input checked="" type="checkbox"/> Coordinator	active	handles requests for assistance from ERN and has access to KPIs
<input checked="" type="checkbox"/> Dispatcher	active	handles requests for assistance on behalf of Coordinator
<input checked="" type="checkbox"/> HP	active	healthcare professional available to participate in or lead panels
<input checked="" type="checkbox"/> Panel Manager ERN	active	Assists panel lead with managing panels at ERN level
<input checked="" type="checkbox"/> Panel Manager HCP	active	Assists panel lead with managing panels at HCP level
<input type="checkbox"/> Researcher		can create or consult queries or reports on the anonymised data from the ERN

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

- Type a comment (not mandatory) and click on 'Submit request access' (see below)

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

Summary

Application CPMS

Organisation NL05 - Leiden University Medical Center

Access Profile
Coordinator
Dispatcher
HP
Panel Manager ERN
Panel Manager HCP

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 Cancel 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

Last Name	First Name	Record Label	CPMS ID	Enrolled	Gender	Date of Birth
guest	test	guest, test DOB: 20/01/2014 L...	ERN-guest-012	01-Jun-2017	M	20-Jan-2014
Smith	James	Smith, James DOB: 20/10/198...	ERN-guest-013	16-Mar-2011	M	20-Dec-1980
Harris	Mark	Harris, Mark DOB: 20/08/198...	ERN-guest-016	12-May-2012	M	20-Aug-1988
test	test	TEST PATIENT	ERN-guest-019	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.

Panel ID	Date	Nickname
#142	08/05/2017	GUEST, test DOB: 04/05/2000(male)

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