



Network
 Endocrine Conditions
 (Fndo-FRN)

# 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

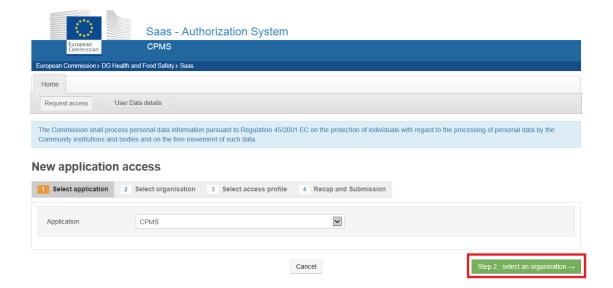
You can Login to the CPMS ERN through the EU Login Authentication Service.

## Login via EU Login

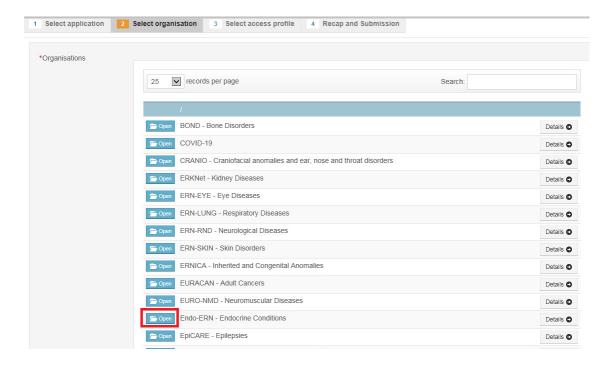
- Video: Getting Set-Up and Logged In to CPMS
- Only ERN members and ERN guest users can be authorised users of the CPMS.
- To access the CPMS you need to have an EU login. To create an EU login, click here.
- To request authorisation to use the CPMS click here.



- 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)

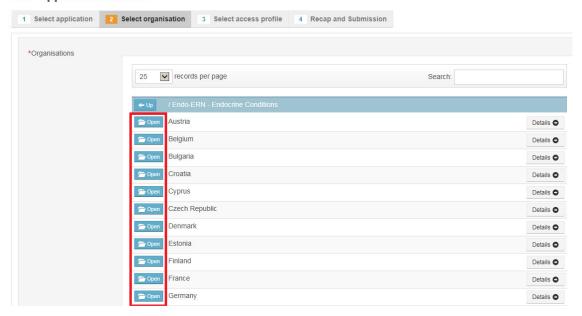


Click on 'Open' in front of the right ERN (Endo-ERN) (see below)

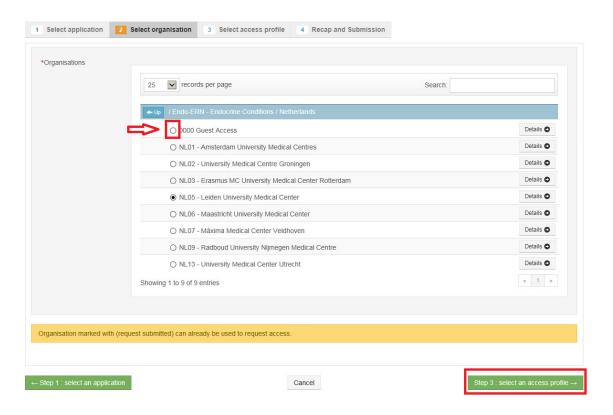


Click on 'Open' in front of the name of your country (see below)

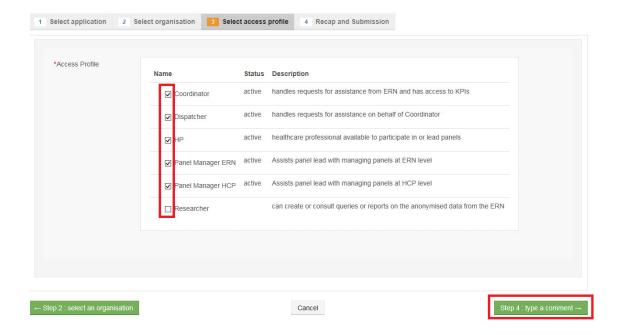
### **New application access**



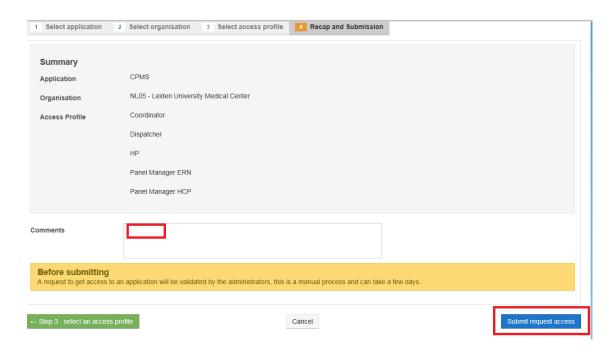
 Select 'Guest Access' by clicking in the small open circle, and on 'Step 3: select an access profile' (see below)



 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)



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



- 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



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.

