

ACCESS ERN-CPMS

Access to the ERN-CPMS system is strictly regulated to protect the data privacy rights of the patients.

An EU Login account is required for access to the system – the **click here** links on the *Login* page provide access to the EU Login site from where an account can be created, or authorisation to use the CPMS can be requested. See the EU Login guide for details – <https://ecas.ec.europa.eu/cas/help.html>.

Guest accounts can be request by Network Coordinators.

A user's access to ERN-CPMS features is determined by their role within the System – see the [Roles and Rights](#) section of the Appendix for details – and the Centre and Network that they belong to.

LOGIN TO ERN-CPMS

 <https://cpms.ern-net.eu>

In compliance with the guidelines published by The European Union Agency for Network and Information Security (ENISA), login to the ERN-CPMS system is protected by a Two-Factor Authentication mechanism.

1. Click **Login via EU Login** and provide a valid email address in the box provided.
 - o Follow the on-screen instructions to complete the first step of login authentication.
2. Select a **Verification method** for the second step of the authentication.
 - o Follow the on-screen instructions to complete the login process.

See the EU Login guide for details – <https://ecas.ec.europa.eu/cas/help.html>.

FIRST TIME LOGIN

The first time the user accesses the ERN-CPMS system they will be prompted to Accept the confirmation of the Professional Code of Conduct.

The user ERN preferences are set to None by default. It is recommended that the user updates the areas of interest as soon as possible after first logging in to ensure they are correctly available to other ERN users when setting up panels or scheduling meetings. . See the [ERN Preferences](#) section below for more details.

NON-EU USERS (TEST ONLY)

Users that do not have an EU Login profile and must login with a password.

1. Click the **To use non-eulogin users, click here (test only)** link below the Login via EU Login button to open the login page.
 - o Type the Username and Password in the boxes provided.
2. Click **Secure Login** to complete the login.

Note This feature is for test purposes only; please contact the support team for login details – see the [ERN-CPMS Desk](#) section above for details.

GUEST VIRTUAL CENTRE

As an occasional user, an external Health Professional may be given Guest access to the ERN-CPMS system to enrol patients and seek assistance. Unlike typical users in the ERN-CPMS system a Guest user does not belong to a Centre but is assigned to a private Guest Virtual Centre as their home Centre.

The Guest Virtual Centre does not have a dashboard; the default page for the Guest Virtual Centre is the *Patient List* page. Guest users can enrol patients, view patients and participate in panels using the links in the *Side Menu*.

The ERN Dashboard for a Guest user contains slightly fewer blocks than a user with full Health Professional permission due to their limited role.

See the [Roles and Rights](#) appendix for details.