

# How to become part of CPMS

## Registration Guide

# General Remarks

- It is important to finish all 4 steps for successful completion
- We recommend to use the latest browser versions of Chrome, Firefox or Safari
- Important weblinks can be found on slide 18

# Process Overview

- **Step 1:** Create EU Login
- **Step 2:** Link Mobile Number to EU Login
  - CPMS uses 2-factor authentication to ensure maximum security when dealing with patient data
- **Step 3:** Request CPMS Access
- **Step 4:** First Login

# Navigation

- No EU Login yet → continue to next page
- Already have an EU Login Account → [Link Mobile Number](#)
- Mobile Number already linked to EU Login → [Request CPMS Access](#)
- Already have a CPMS Account → [activate EU Login App](#)

# Step 1: Create EU Login

Go to the EU Login sign-up page

<https://webgate.ec.europa.eu/cas/eim/external/register.cgi>



Enter your details to create an account →

### Create an account

[Help for external users](#)

First name

Last name

E-mail

Confirm e-mail

E-mail language

☐ By checking this box, you acknowledge that you have read and understood the [privacy statement](#)

# Step 1: Create EU Login

→ You will receive a confirmation email

Dear ...,

You have been registered in EU Login.

Your email address is ...@... .

To create your password, follow the link below:

[this link](#)

You have a maximum of 5 min, starting from the time that this message was sent, to create your password, but you are encouraged to do so immediately if possible. After this time, you can make another request by following the same link: you will then need to re-enter your username and confirm your request.

If the above link does not work, you can copy the following address (make sure the complete address is copied!) and paste it into your browser's address bar:

<https://ecas.ec.europa.eu/cas/mt/initialisePasswordLogin.cgi/xxx...>

Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

Note that it may take up to 5 minutes after reception of this mail before the above-mentioned site will recognize your registration.

Sent to you by EU Login

## New password

Please choose your new password.

n...  
(External)

New password

Confirm new password

Submit

Passwords cannot include your username and must contain at least 8 characters chosen from at least three of the following four character groups (white space permitted):

- Upper Case: A to Z
- Lower Case: a to z
- Numeric: 0 to 9
- Special Characters: !"#%&'()\*+,-./:;<=>?@[\\]^\_`{|}~

Examples: SEN5RbaW GwOzMg9m U(nuCuwh

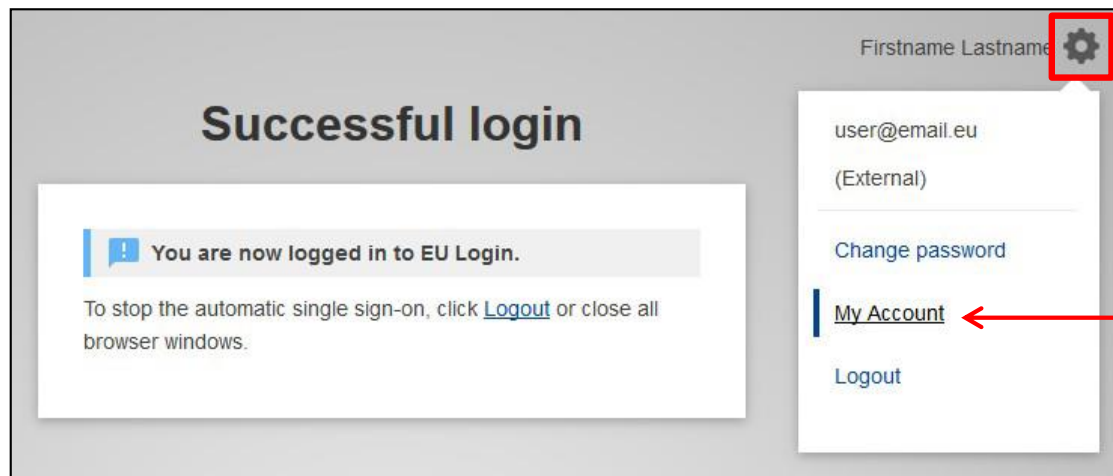
[\[Generate other sample passwords\]](#)

Click on this link in the email to set your unique password

# Step 2: Link Mobile Phone Number

Log in to EU webgate with EU login credentials

- <https://webgate.ec.europa.eu/cas>

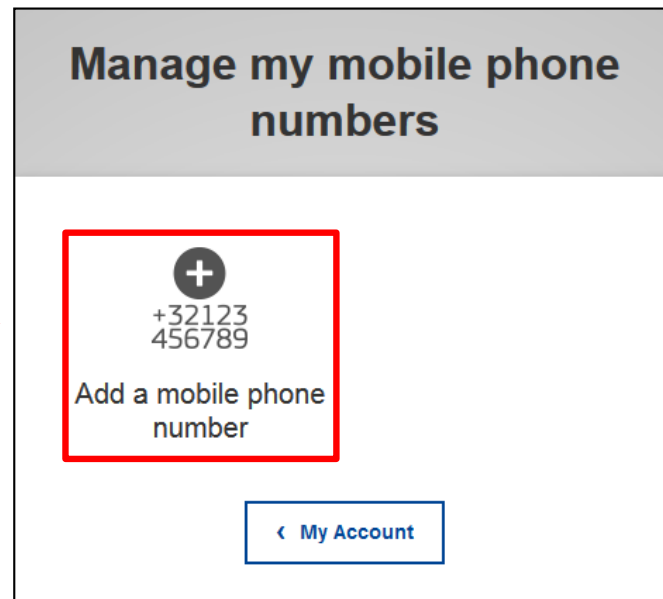
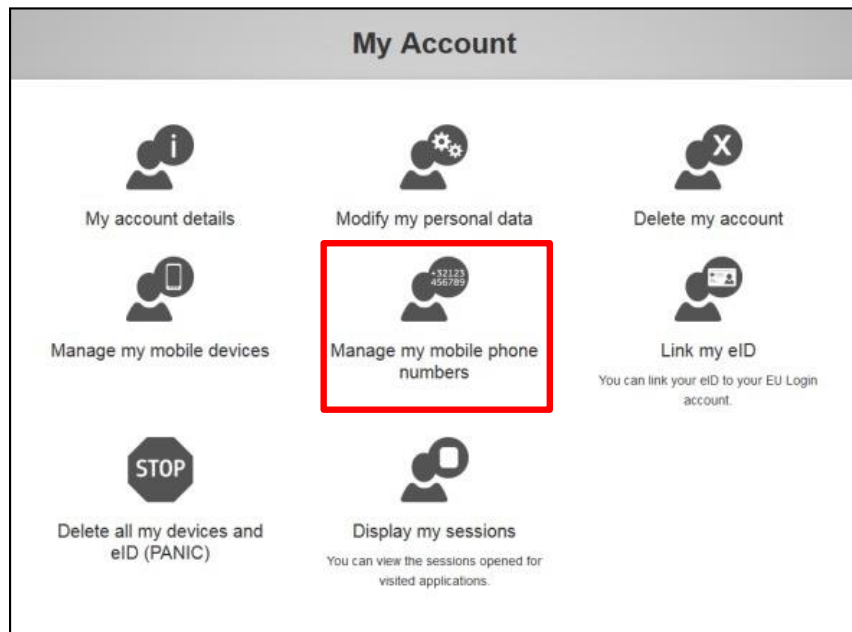


Hover mouse over the gear symbol

Click on "My Account"

# Step 2: Link Mobile Phone Number

At your account page, go to “Manage my mobile phone numbers” and add your number





# Step 2: Link Mobile Phone Number

Input phone number as shown on the screen

## Add a mobile phone number


**Mobile phone number**

International format including country code, e.g. for Belgium: +32 123 45 67 89

**Add** **Cancel**



## Challenge code for adding a mobile phone number, sent by text message

 Please enter the *challenge code* that was texted to your mobile phone.

It might take up to 8 minutes for the message to reach your mobile phone.

**Mobile phone number**

**Text message challenge code**

**Finalise** **Cancel**



Number successfully registered

# EU Login App

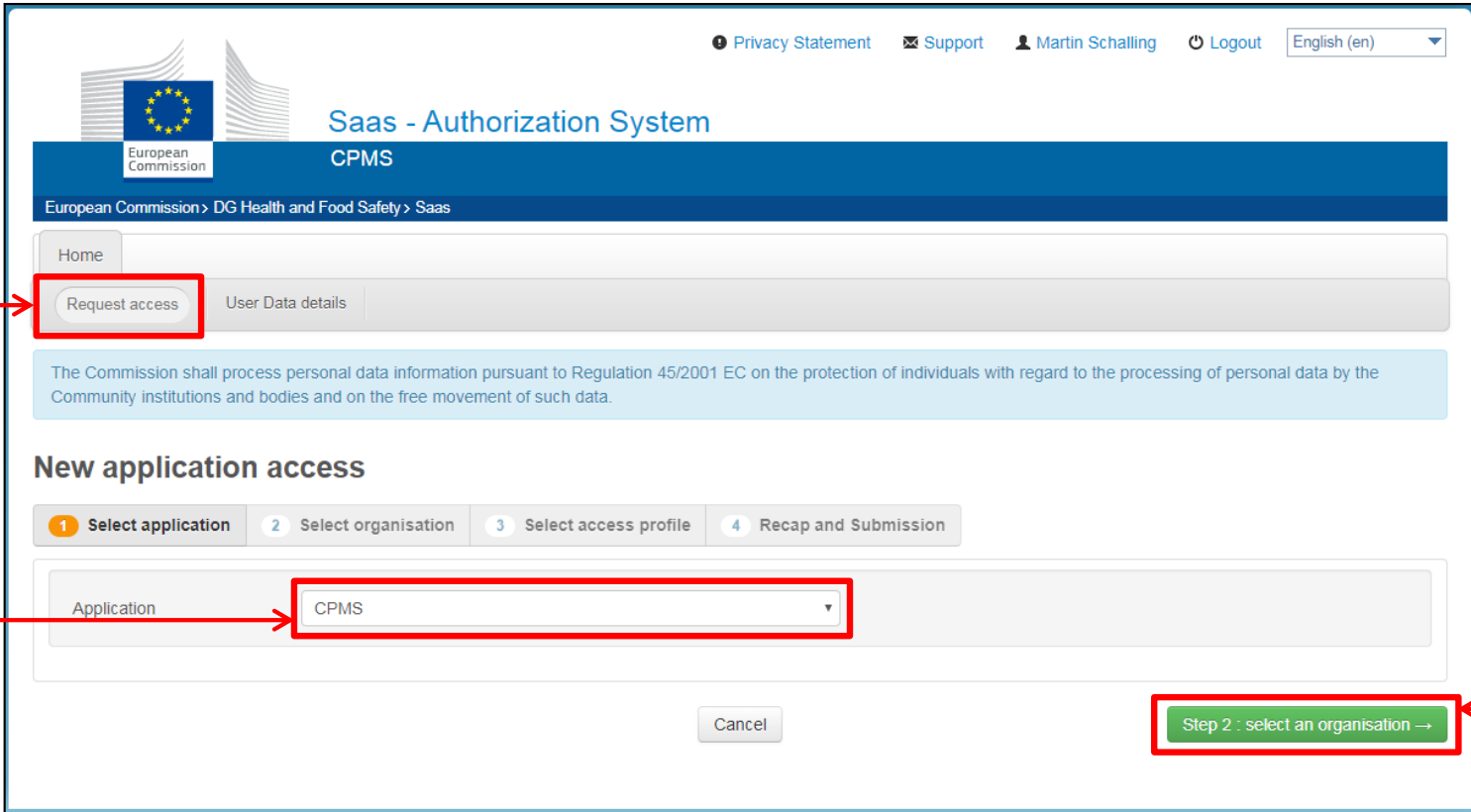
- To use 2FA (2-factor authentication) with your EU Login Account, a Mobile Device needs to be linked
- By default, you will receive text messages with an alphanumerical code to verify any login attempt
- Alternatively, the EU Login App can be used
- Detailed instructions can be found from [slide 20](#) on

# Step 3: Request CPMS Access

Go to SAAS and log in with your EU account

- <https://webgate.ec.europa.eu/saas/home/roleNone/application/0/list.html>

# Step 3: Request CPMS Access



The screenshot shows the 'Saas - Authorization System' interface. At the top, there are links for 'Privacy Statement', 'Support', 'Martin Schalling', and 'Logout', along with a language dropdown set to 'English (en)'. The main header includes the European Commission logo and the text 'CPMS'. Below this, a breadcrumb trail reads 'European Commission > DG Health and Food Safety > Saas'. A navigation bar contains 'Home', 'Request access' (highlighted with a red box and labeled '1. click'), and 'User Data details'. A light blue informational banner states: '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.' The section 'New application access' features a progress bar with four steps: '1 Select application' (active), '2 Select organisation', '3 Select access profile', and '4 Recap and Submission'. Below the progress bar, the 'Application' dropdown menu is set to 'CPMS' (highlighted with a red box and labeled '2. select'). At the bottom, there is a 'Cancel' button and a green button labeled 'Step 2 : select an organisation →' (highlighted with a red box and labeled '3. click').

# Step 3: Request CPMS Access

Select PaedCAN by clicking “Open”



# Step 3: Request CPMS Access

## New application access

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

\*Organisations

25 records per page

Search:

← Up / PaedCAN - Paediatric Cancer

	Austria	
	Belgium	
	Bulgaria	
	Croatia	
	Cyprus	
	Czech Republic	
	Denmark	
	Estonia	
	Finland	
	France	
	Germany	
	Greece	
	Hungary	

Select your country by clicking “Open”

# Step 3: Request CPMS Access

Select your Healthcare provider by clicking on the adjacent small circle

If you are requesting Guest Access (i.e. are not situated in an ERN member institution), please Select 0000 Guest Access on top

**New application access**

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

\*Organisations

25 records per page Search:

[← Up](#) / PaedCAN - Paediatric Cancer / Italy

<input checked="" type="radio"/> 000 Guest Access	<a href="#">Details</a>
<input type="radio"/> 007 - AO Padua	<a href="#">Details</a>
<input type="radio"/> 018 - AOU Siena	<a href="#">Details</a>
<input type="radio"/> 020 - AO City of Health and Science - Turin	<a href="#">Details</a>
<input type="radio"/> 021 - AOU - Perugia	<a href="#">Details</a>
<input type="radio"/> 037 - Foundation IRCCS Polyclinic San Matteo, Pavia	<a href="#">Details</a>
<input type="radio"/> 050 - IRCCS Institute Giannina Gaslini - Genoa	<a href="#">Details</a>
<input type="radio"/> 053 - AOU Meyer - Florence	<a href="#">Details</a>
<input type="radio"/> 058 - Pediatric hospital Bambino Gesù, Rome	<a href="#">Details</a>
<input type="radio"/> 067 - MBBM Foundation pediatrics S.Gerardo hospital, Monza	<a href="#">Details</a>

Showing 1 to 10 of 10 entries

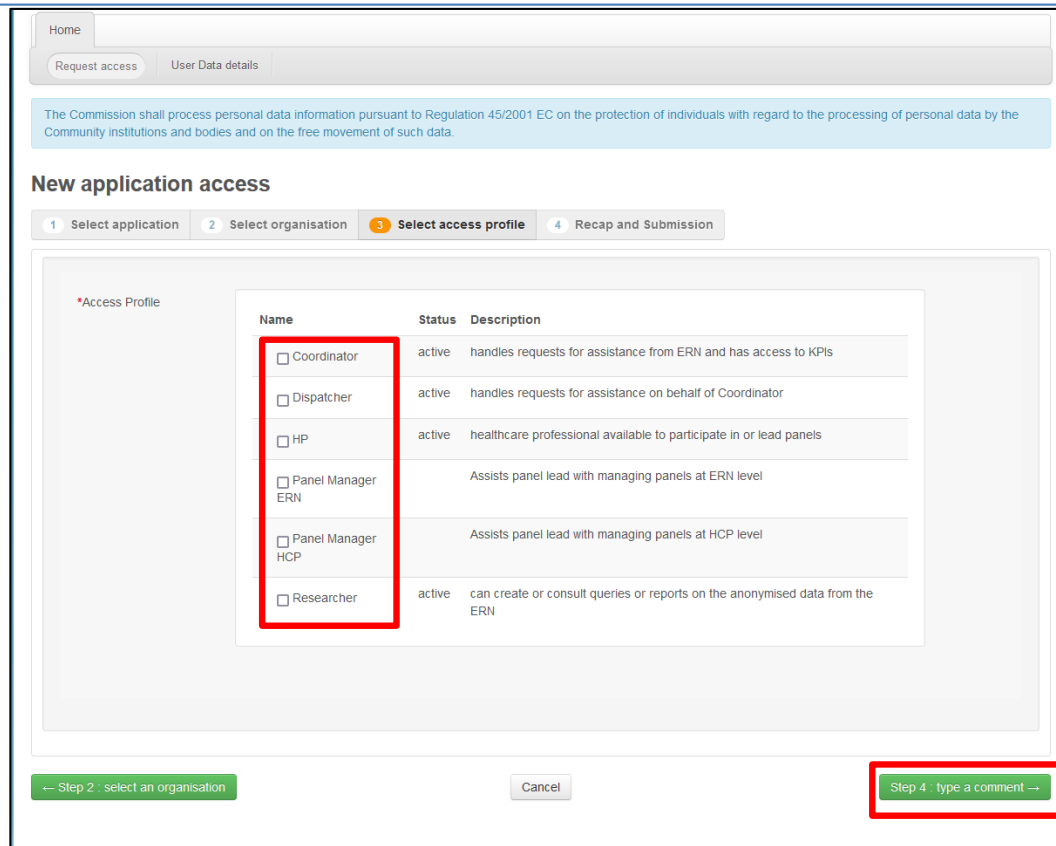
Organisation marked with (request submitted) can already be used to request access.

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

→ continue

# Step 3: Request CPMS Access

Select your type of access profile.  
If you are unsure which one to choose, contact the CPMS Helpdesk.



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

\*Access Profile

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

continue



# Step 3: Request CPMS Access

## New application access

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

### Summary

**Application** CPMS  
**Organisation** IT37 - Foundation IRCCS Polyclinic San Matteo, Pavia  
**Access Profile** HP

### Comments

**This is optional, no comment is necessary**

### 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** →

**Submit request access**

## Step 4: First Login

- In order to be searchable in CPMS, any user must log in once to set their field of expertise
- Log in here <https://cpms.ern-net.eu/login/>
- Set preferences as prompted (also see next slide)
- **Registration complete!**

More details about the registration process can be found in the CPMS User Guide on pages 7-11

# Step 4: Set Preferences

1. Click on ERN

2. Click on ERN Preferences

3. Describe your function/profession in the bracket

4. Select your fields of expertise

5. Confirm

# Important Links

- EU webgate
  - <https://webgate.ec.europa.eu/cas>
- SAAS
  - <https://webgate.ec.europa.eu/saas/home/roleNone/application/0/list.html>
- CPMS login
  - <https://cpms.ern-net.eu/login/>
- PaedCAN CPMS Helpdesk (operational support)
  - [cpmshelpdesk@paedcan.ern-net.eu](mailto:cpmshelpdesk@paedcan.ern-net.eu)
- IT support (for any technical questions/issues)
  - [sante-ern-cpms-itsupport@ec.europa.eu](mailto:sante-ern-cpms-itsupport@ec.europa.eu)

# Supplemental: The EU Login App

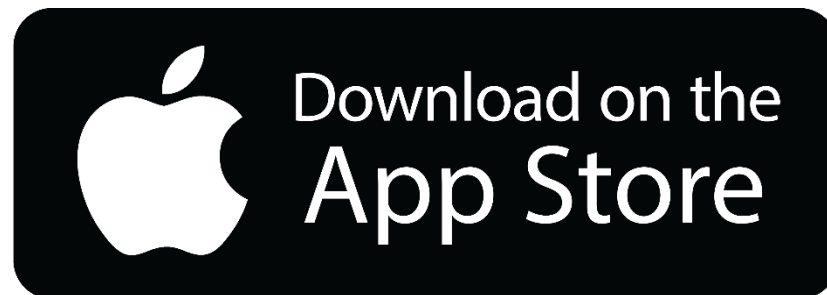
- The easiest way to log in to CPMS with 2-factor authentication (2FA) is via the **EU Login App**
- This App is provided by the EC and is available for all major mobile platforms
- The app can be used after having added a mobile device to your EU login
- The setup needs to be done once only

# EU Login App Setup

- **Step 1:** Download the EU Login app on your Mobile Device
- **Step 2:** Add a Mobile Device to your EU Login Account
- **Step 3:** Initialise the App
- **Step 4:** Use EU Login App

# Step 1: Download the EU Login app on your Mobile Device

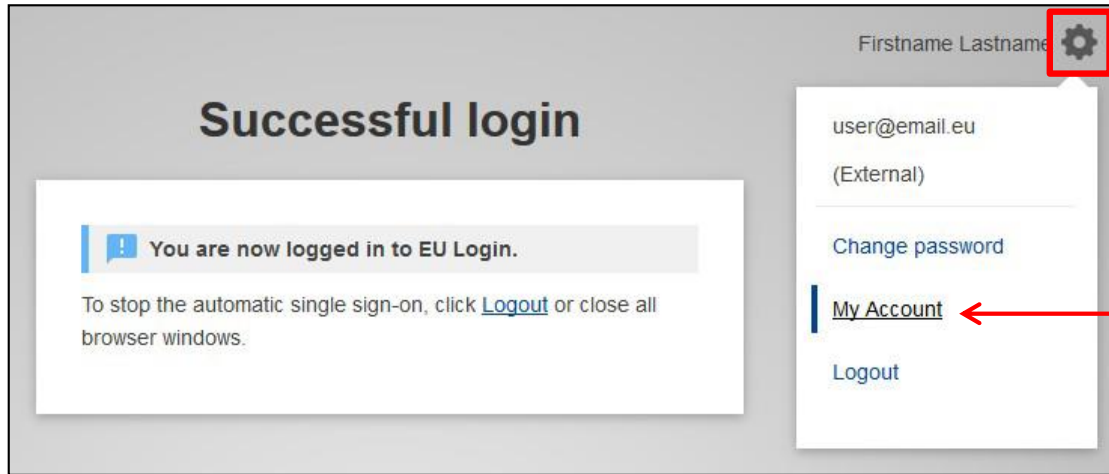
Search for „EU Login“ on your mobile device's app store or go to one of those links



# Step 2: Add a Mobile Device to your EU Login Account

Log in to EU webgate with EU login credentials

- <https://webgate.ec.europa.eu/cas>



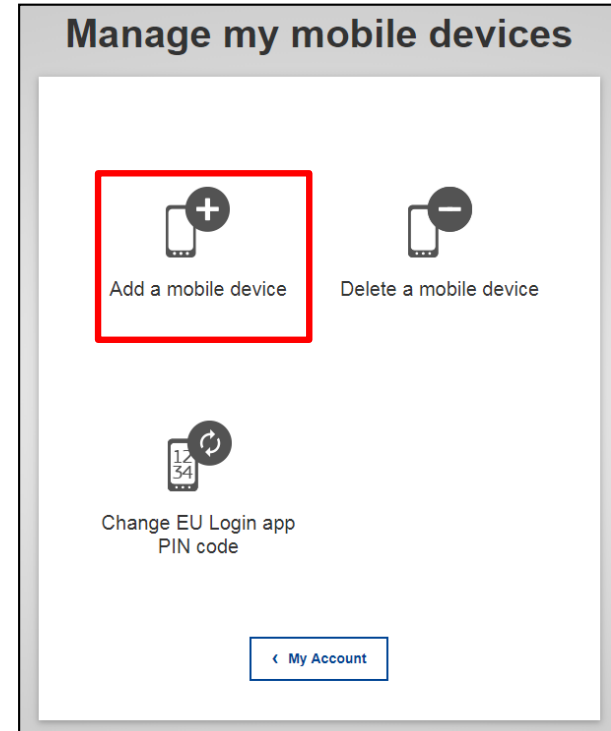
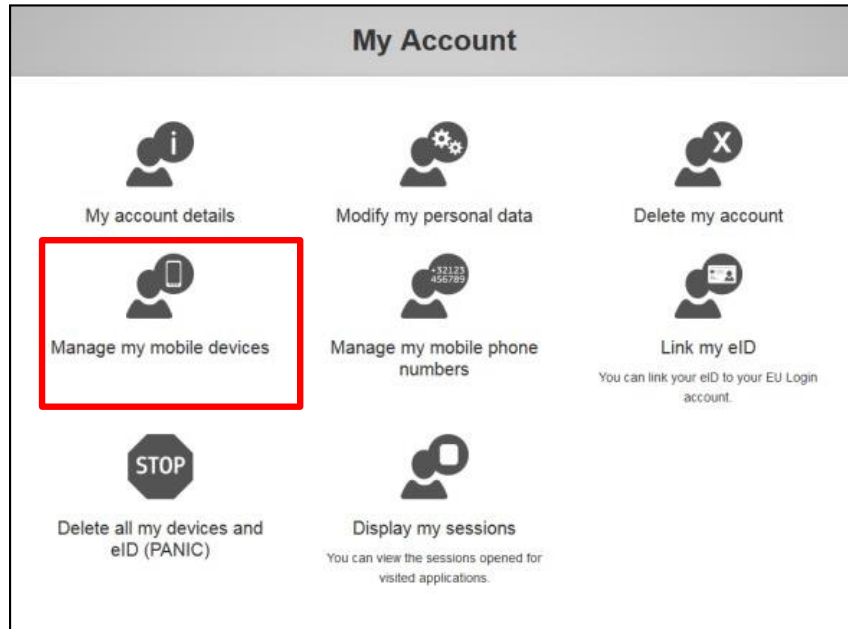
Hover mouse over the gear symbol

Click on "My Account"



# Step 2: Add a Mobile Device to your EU Login Account

At your account page, go to “Manage my mobile devices” and add your phone



# Step 2: Add a Mobile Device to your EU Login Account


**Sign in to continue**

✓ Adding a mobile device requires stronger authentication

Username or e-mail address

Password

Choose your verification method

 **Mobile Phone + SMS**  
Send a text message to a registered mobile phone number for a multi-factor authentication. ✓

Mobile phone

International format including country code, e.g. for Belgium: +32 123 45 67 89

**Sign in** Cancel

Adding a Mobile Device requires 2FA:

- Enter the email-address and password associated with your EU Login.
- Enter the mobile phone number of the device you want to use the EU Login App on (it is recommended to use the phone with the number associated with your EU Login Account from [slide 8](#))

# Step 2: Add a Mobile Device to your EU Login Account

Fill out the fields and click submit

### Add a mobile device

Please give a name to identify your mobile device and a PIN code to use for it.

**Your device name**

**Your 4 digit PIN code**

You will be required to enter this PIN code on your mobile device to use the EU Login mobile app.

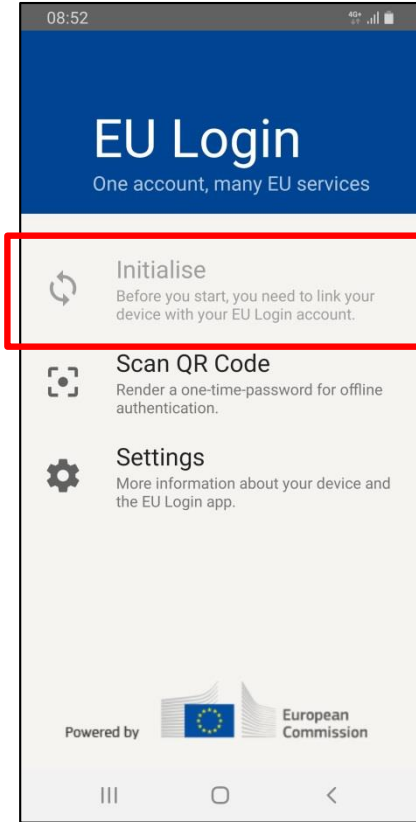
**Confirm your PIN code**

Choose something easy, like „Work Phone“

Your PIN for future use

Repeat the PIN here


# Step 3: Initialise the App



- In the EU Login app on your phone, select „Initialise“ to scan the QR code with the camera
- In the App, you will get a Code to finish the registration device
- Input the Code as prompted on the computer and you should be good to go

**QR code authentication.**

Please scan the QR code with your ECAS mobile app and type in the generated code below.



Code generated by your app

**Sign in**

# Step 4: Use EU Login App

ERN-CPMS requires you to authenticate

## Sign in to continue

Welcome  
martin.schalling@ccri.at  
(External)


[Sign in with a different e-mail address?](#)

Password

[Lost your password?](#)

Choose your verification method

EU Login Mobile App PIN Code ▼



**Sign in**

When logging in to CPMS, enter your password and select the option to use the EU Login Mobile App PIN Code. When you do so, you will get a notification on your phone to put in the PIN you chose on page 3. No more text messages needed 😊

If your phone uses biometrics (e.g. fingerprint, face recognition), this method can be chosen on the phone instead of entering the PIN.

[Go to back to Registration Guide](#)