

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

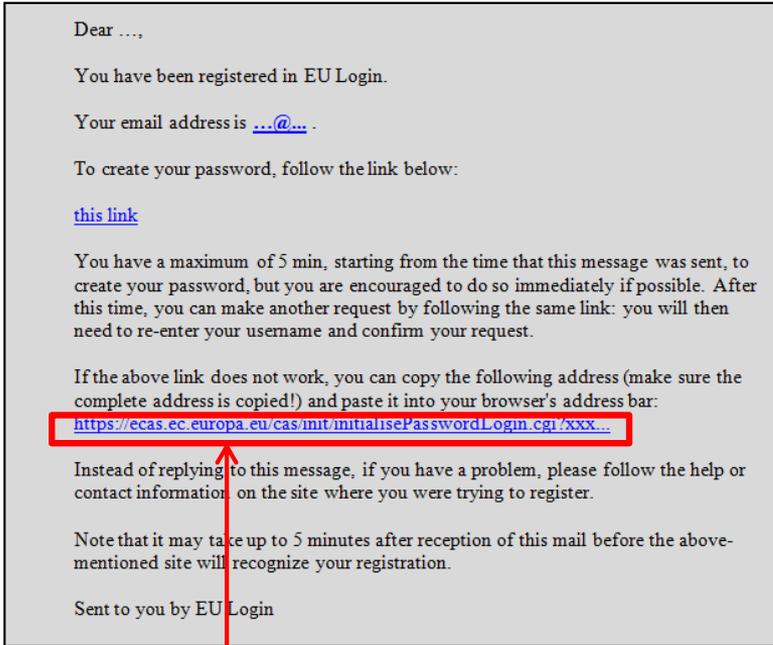
Confirm e-mail

E-mail language
English (en)

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



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

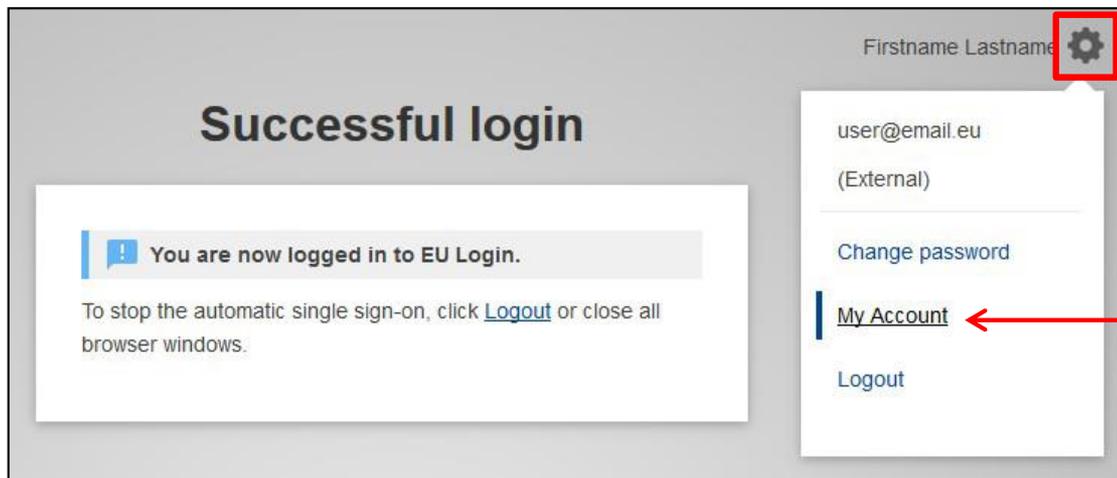
[\[Generate other sample passwords\]](#)

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>



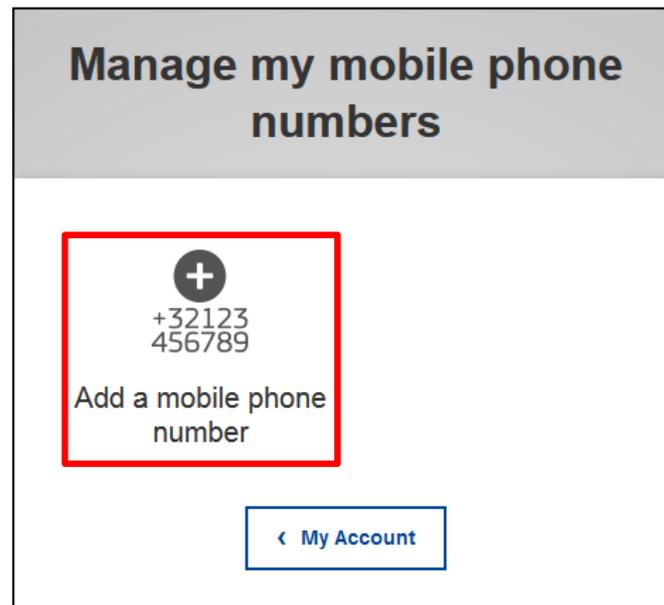
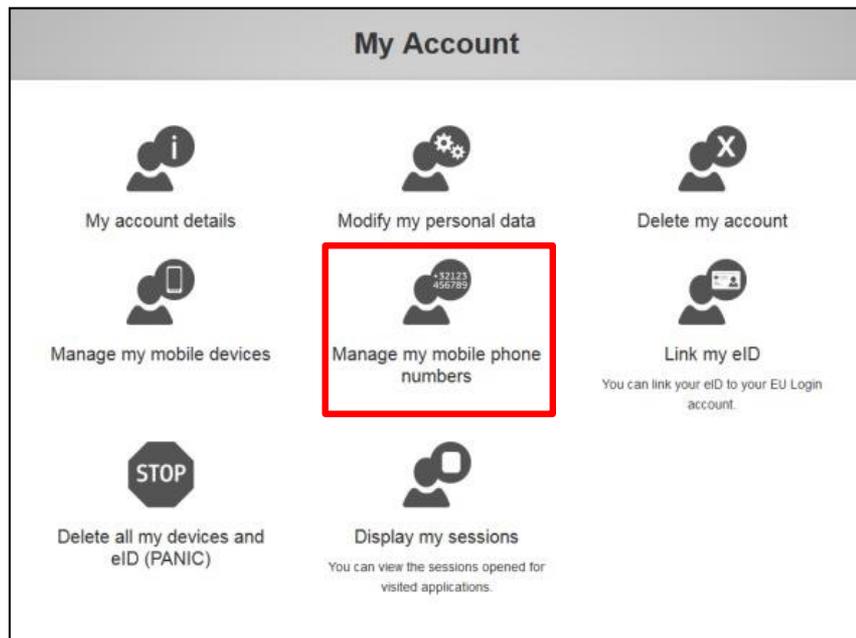
Hover mouse over the gear symbol



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

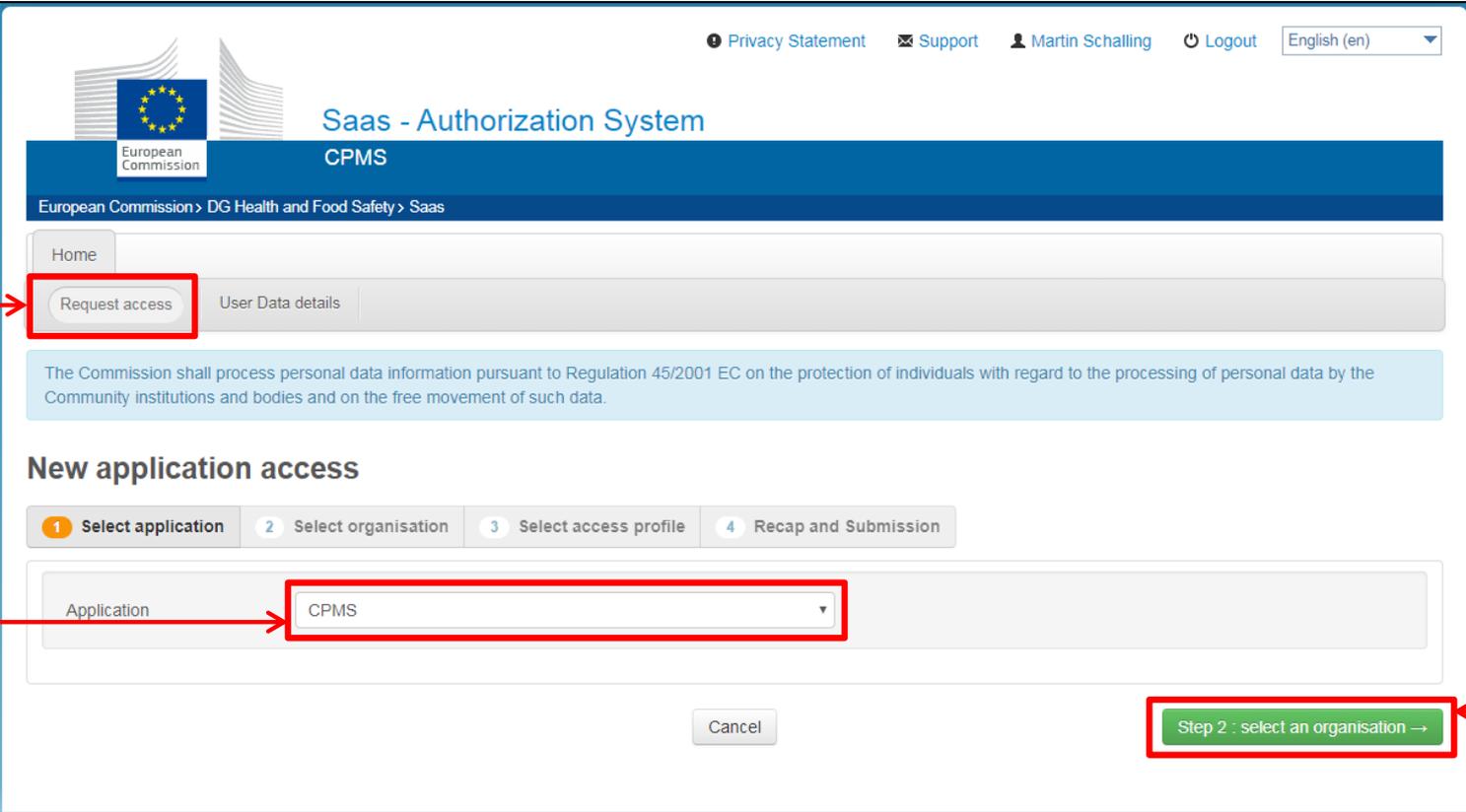
- To use 2FA (2-factor authentication) with your EU Login Account, a Mobile Device needs to be linked
- By default, you will receive text messages with an alphanumerical code to verify any login attempt
- Alternatively, the EU Login App can be used
- Detailed instructions can be found from [slide 20](#) 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 'Saas - Authorization System' and 'CPMS'. Below this is a breadcrumb trail: 'European Commission > DG Health and Food Safety > Saas'. A navigation bar contains 'Home', 'Request access', and 'User Data details'. A red box highlights the 'Request access' button, with a red arrow pointing to it from the text '1. click'. Below the navigation bar is a light blue information box about data processing. The main section is titled 'New application access' and features a progress indicator with four steps: '1. Select application', '2. Select organisation', '3. Select access profile', and '4. Recap and Submission'. The 'Application' dropdown menu is highlighted with a red box and a red arrow from the text '2. select', with 'CPMS' selected. At the bottom right, a green button labeled 'Step 2 : select an organisation ->' is highlighted with a red box and a red arrow from the text '3. click'. A 'Cancel' button is also visible.

Step 3: Request CPMS Access

Select PaedCAN by clicking “Open”



The screenshot shows a list of European Reference Networks (ERNs) with their respective 'Open' buttons highlighted in red. The list includes:

- ITHACA - Intellectual Disability and Congenital Malformations
- MetabERN - Hereditary Metabolic Disorders
- PaedCAN - Paediatric Cancer
- RARE-LIVER - Hepatological Diseases
- RITA - Immunodeficiency, Autoinflammatory and Autoimmune Diseases

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

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

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

Showing 1 to 10 of 10 entries

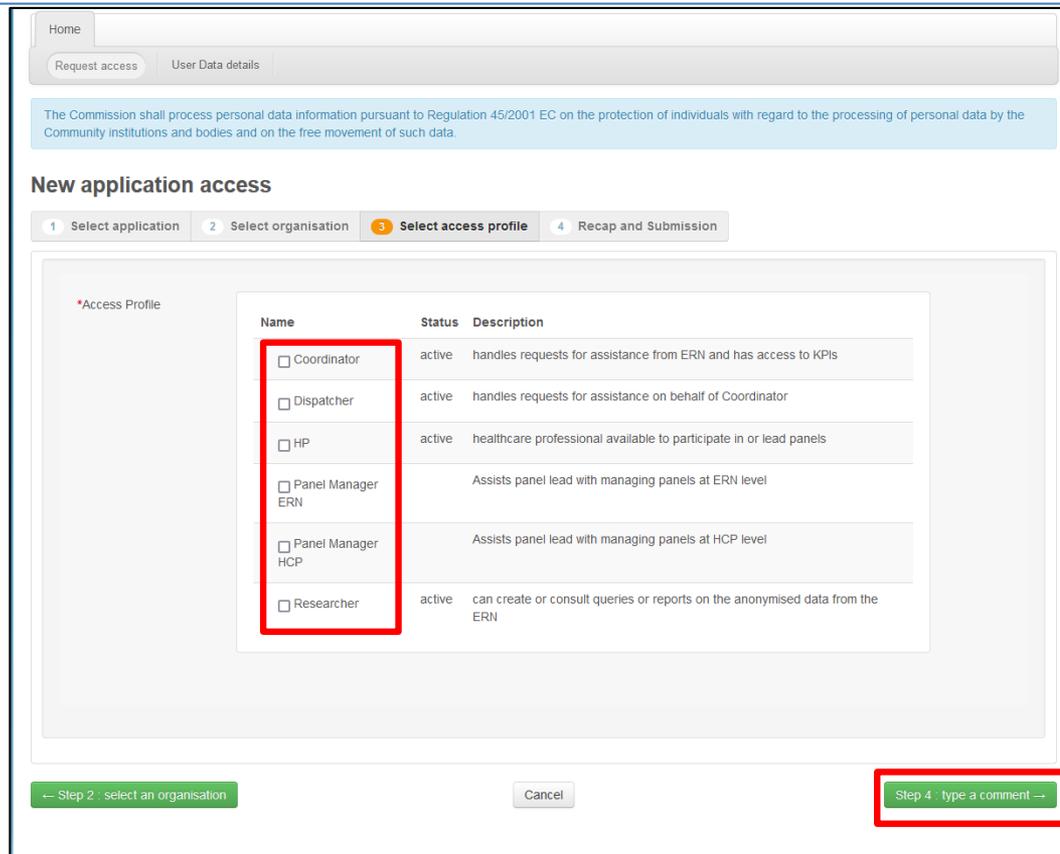
Organisation marked with (request submitted) can already be used to request access.

← 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 →

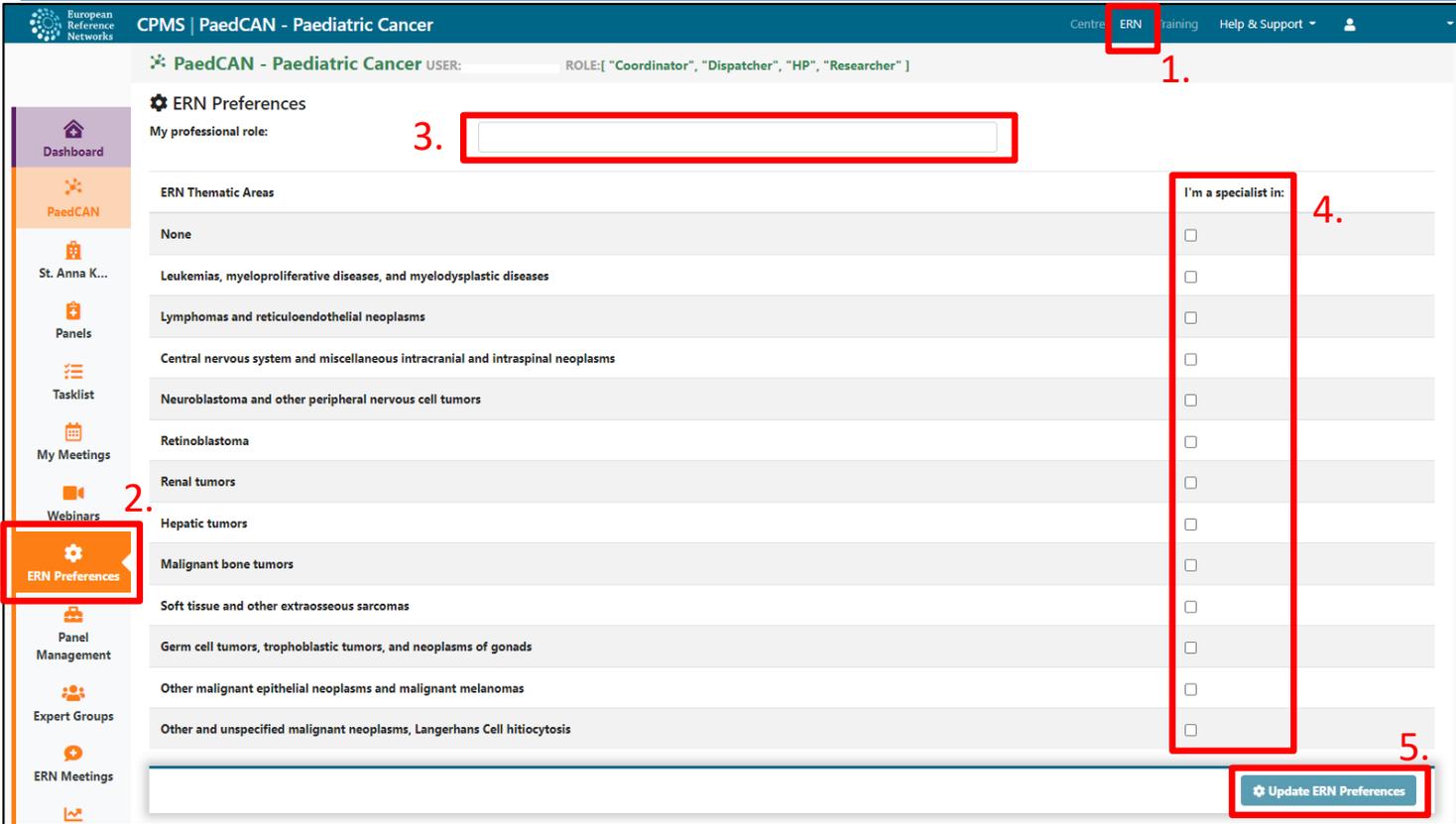
Submit request access

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



CPMS | PaedCAN - Paediatric Cancer

Centre: **ERN** training Help & Support

PaedCAN - Paediatric Cancer USER: ROLE: ["Coordinator", "Dispatcher", "HP", "Researcher"]

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

Update ERN 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
- IT support (for any technical questions/issues)
 - 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

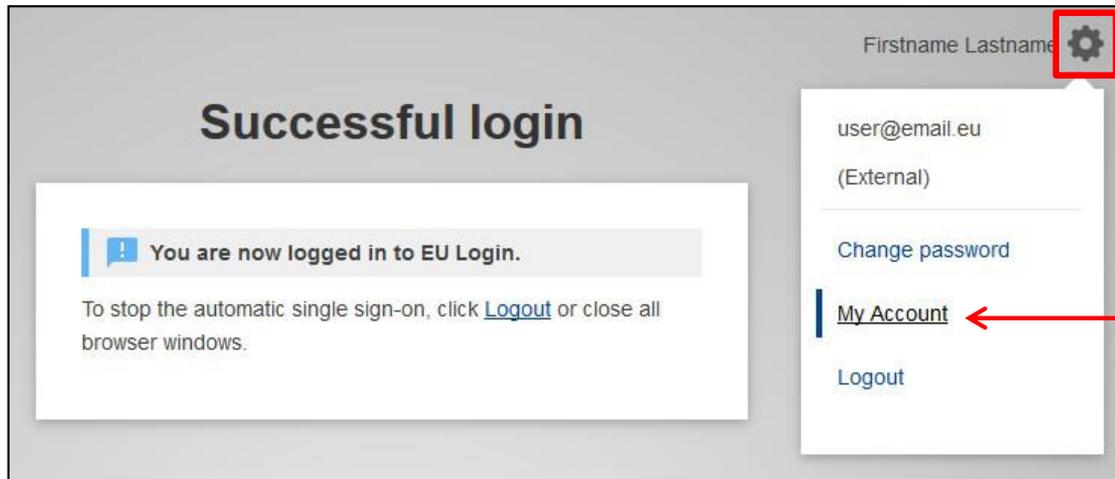
Search for „EU Login“ on your mobile device’s app store or go to one of those links



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>

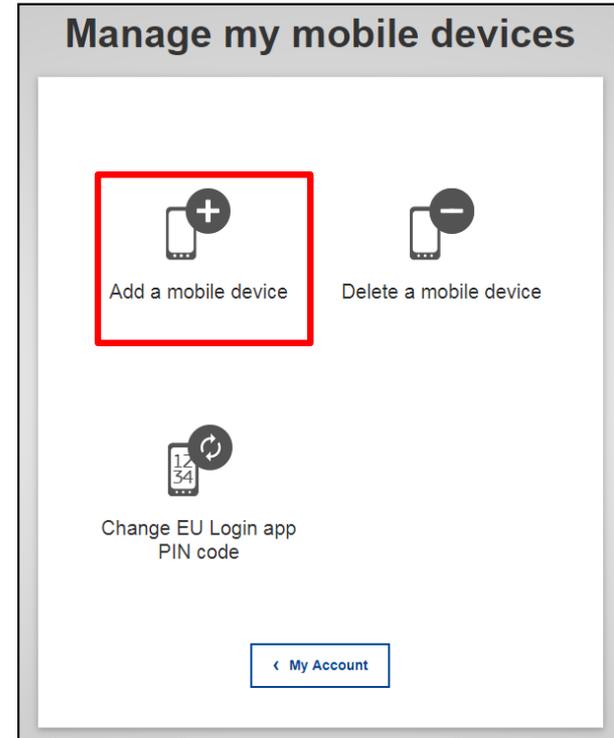
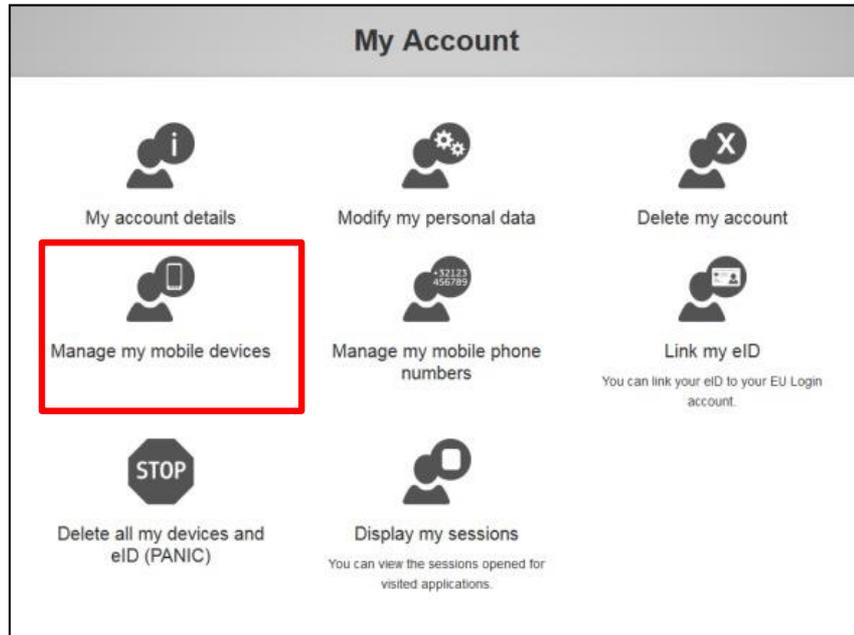


Hover mouse over the gear symbol

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

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.

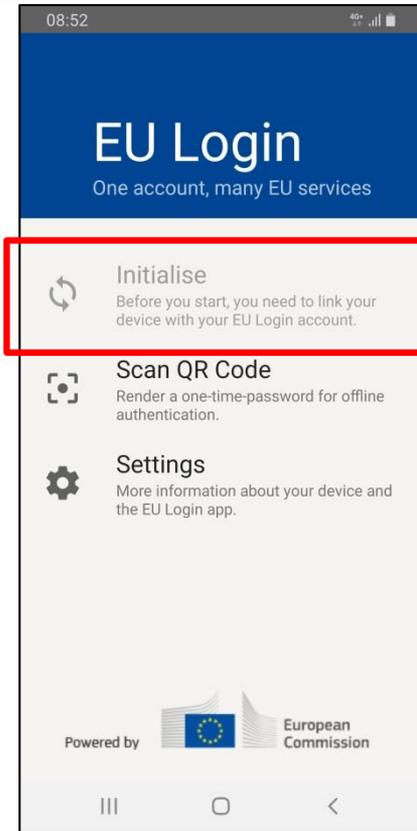
Confirm your PIN code

← Choose something easy, like „Work Phone“

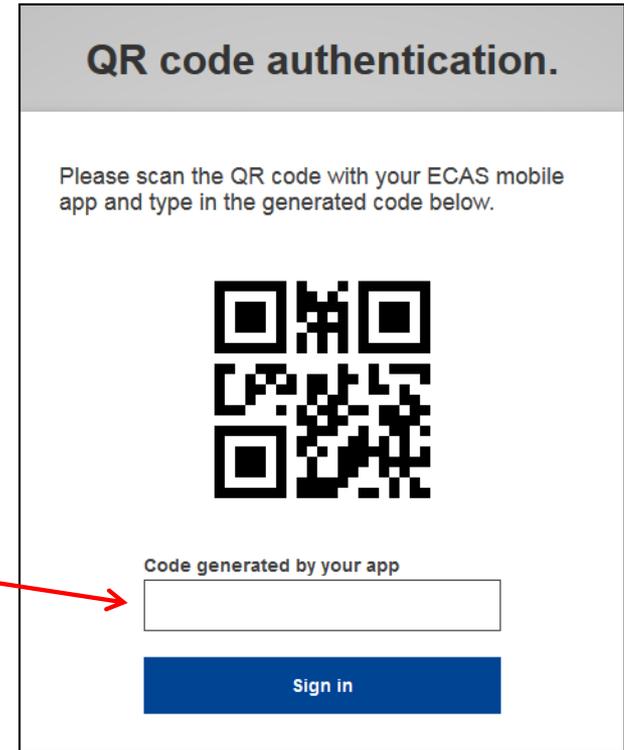
← Your PIN for future use

← 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



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](#)