

# Instructions to access CPMS

Draft v.08.03.2023

## Table of Contents

<b>1.</b>	<b><u>AIM.....</u></b>	<b><u>2</u></b>
<b>2.</b>	<b><u>EU LOGIN SETUP .....</u></b>	<b><u>2</u></b>
<b>2.1.</b>	<b>CREATING AN ACCOUNT .....</b>	<b>2</b>
<b>2.2.</b>	<b>EU LOGIN CONFIRMATION.....</b>	<b>2</b>
<b>2.3.</b>	<b>CREATE A PASSWORD .....</b>	<b>3</b>
<b>2.4.</b>	<b>SIGN IN TO YOUR EU LOGIN ACCOUNT .....</b>	<b>3</b>
<b>3.</b>	<b><u>TWO LEVEL AUTHENTICATION SETUP.....</u></b>	<b><u>3</u></b>
<b>3.1.</b>	<b>MOBILE + SMS SETUP.....</b>	<b>4</b>
<b>3.2.</b>	<b>EU-APP .....</b>	<b>4</b>
<b>3.3.</b>	<b>SIGN IN WITH THE EU-APP PIN CODE .....</b>	<b>5</b>
<b>3.4.</b>	<b>SIGN IN WITH THE EU-APP QR CODE .....</b>	<b>5</b>
<b>4.</b>	<b><u>CPMS ACCESS REQUEST .....</u></b>	<b><u>6</u></b>
<b>4.1.</b>	<b>LOGIN TO THE AUTHORIZATION SYSTEM.....</b>	<b>6</b>
<b>4.2.</b>	<b>STEP 1: SELECT APPLICATION.....</b>	<b>7</b>
<b>4.3.</b>	<b>STEP 2: SELECT ORGANISATION.....</b>	<b>7</b>
<b>4.4.</b>	<b>STEP 3: SELECT ACCESS PROFILE .....</b>	<b>7</b>
<b>4.5.</b>	<b>STEP 4: RECAP AND SUBMISSION.....</b>	<b>7</b>
<b>5.</b>	<b><u>FIRST LOGIN .....</u></b>	<b><u>7</u></b>

## 1. AIM

- The guidance below walks you through getting access to CPMS.
- Since access to the CPMS is strictly regulated to protect the data privacy rights of the patients, an authenticated EU Login is required to request authorisation (SAAS) to use CPMS. Therefore, we first guide you through the process of creating an EU Login.
- Afterward, you demonstrate how to apply for CPMS.

## 2. EU LOGIN SETUP

### 2.1. Creating an account

- **Note:** When using EU systems and CPMS, we recommend using **Google Chrome** or **Mozilla Firefox** as a web browser.
- To create an EU Login use the following link to register: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
- Use of your institutional email address is preferred.
- After you complete the form click **“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](#)

Create an account

Cancel

### 2.2. EU Login confirmation

- You will receive, after a few minutes, a confirmation email on the registered email address with a link to setup your password.
- Click **“this link”** to setup your password.

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/init/initialisePasswordLogin.cgi?xxx...>

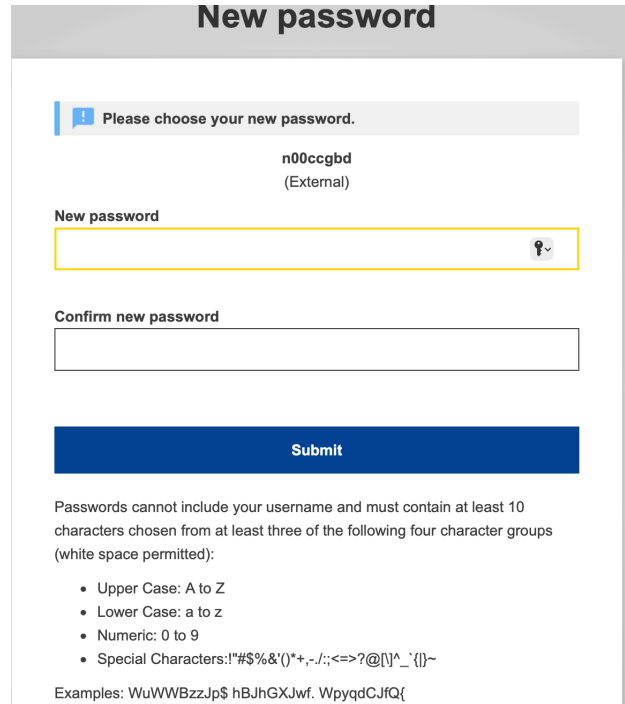
Instead of replying to this message, if you have a problem, please follow the help or contact information on the site where you were trying to register.

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

### 2.3. Create a password

- Choose a password according to the restrictions shown.
- Now, retype your password to confirm.
- Click **“Submit”** and proceed to sign in.



**New password**

Please choose your new password.

n00ccgbd  
(External)

New password

Confirm new password

**Submit**

Passwords cannot include your username and must contain at least 10 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: WuWWBzzJp\$ hBJhGXJwf. WpyqdCJfQ{

### 2.4. Sign in to your EU Login account

- Use the Email address used during the registration.
- Ensure that the verification method is set to **“Password”** and enter your password.
- You are now logged in and ready to continue to the **two-level authentication setup**.


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

**Password**

.....

[Lost your password?](#)

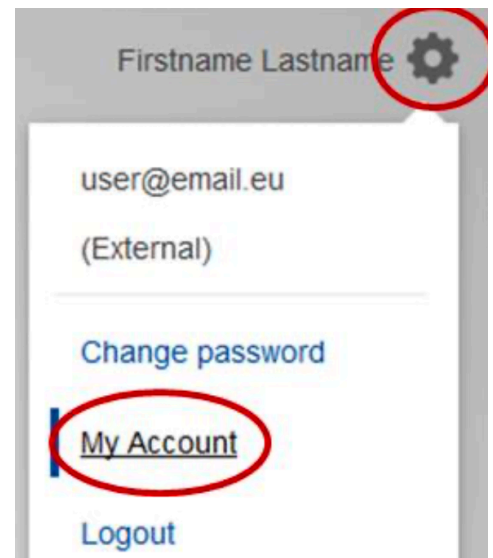
**Choose your verification method**


 **Password**  
Authenticate to EU Login with only your password.

**Sign in**

## 3. TWO LEVEL AUTHENTICATION SETUP

- Note:** Please keep in mind whenever you want to log in to CPMS you need to verify through the two-level authentication process.
- There are three ways to use your mobile phone to do this:
  - Mobile + SMS:** requires you to register your mobile phone number with EU Login
  - Mobile app PIN code:** requires you to download the “EU Login” Mobile App (EU-App) via the app store on your phone
  - Mobile app QR code:** requires to download the EU-App, scan the QR code and enter the code
- Log in on using the newly created EU Login (<https://webgate.ec.europa.eu/cas>).
- After logging in, click in the top right corner on the **“gear icon”**.
- Then click **“My account”**. This will show your personal options.



Firstname Lastname 

user@email.eu  
(External)

[Change password](#)

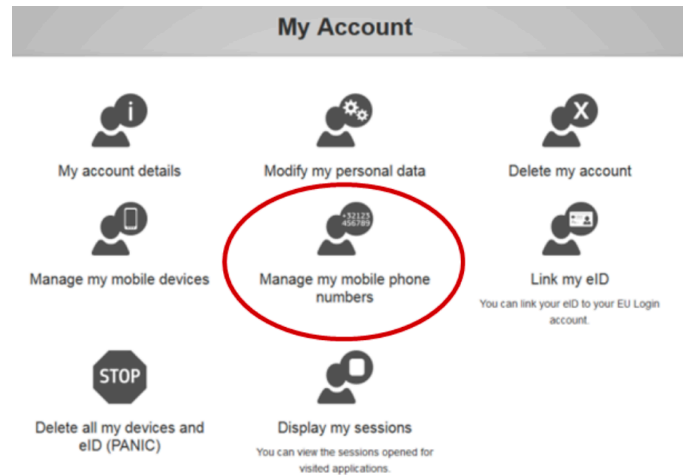
**My Account**

[Logout](#)

- Choose a method of authentication to continue with this instruction:
  - **Mobile + SMS setup**
  - **EU-App** (for PIN or QR code authentication)

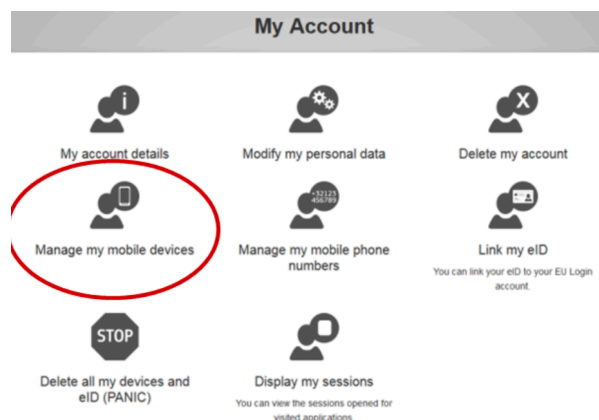
### 3.1. Mobile + SMS setup

- **Note:** Since SMS requires agreements between operators to interconnect mobile networks, this method of authentication might not be fully reliable. In this case, it is advised that you use instead one of the two solutions based on the EU-App (assuming you have a smartphone).
- Once you have clicked the **“My Account”** button, click on **“Manage my mobile phone numbers”**.
- Then click **“Add a mobile phone number”**.
- Begin the phone number field with a **“+”** sign followed by your country code and phone number. Make sure you enter your phone number in the same format as was displayed: **+11 111 11 11 11** (the blanks should be in the same place).
- Click **“Add”**.
- A challenge code will be sent to you phone by text message.
- Type this code into the **“Text message challenge code”** field on screen and click **“Finalise”**.
- In order to test your access, you can log out of EU Login:
  - Click this link: <https://webgate.ec.europa.eu/cas>
  - From the drop-down menu, change **“Password”** to **“Mobile + SMS”**
  - Enter your password and click **“Sign in”**
  - You’re now ready to continue to the **CPMS access request**



### 3.2. EU-App

- **Note:** The mobile app registration is phone specific and in the case of a new phone these registration steps are required to be followed again.
- Install the EU-App (see icon) from your app store.
- Open your web browser and make sure you are logged in with your EU Login (<https://webgate.ec.europa.eu/cas>).
- Then go to the **“My account”** settings, click **“Manage my mobile devices”** and click **“add a mobile device”**.
- Provide a device name for your phone.
- Setup a 4 digit PIN code and confirm this by clicking **“Submit”**.
- A QR code will appear on the screen of your web browser.



#### 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

- Open the EU-App on your phone and tap on **“Initialize”**. This will open the camera which is used to scan the QR code displayed on your browser.
- Then enter your 4 digit PIN code on your phone and click **“Authenticate”**.
- The EU Login will send a confirmation to your phone.
- Click confirm to complete the process, your phone registration is now complete.
- You can test the PIN or QR code method by following the instructions below, or continue to the **CPMS access request**.




### 3.3. Sign in with the EU-App PIN Code

- To sign in on the EU login homepage (<https://webgate.ec.europa.eu/cas>), select from the drop-down menu **“EU Login Mobile App PIN Code”**.
- Enter your password and click **“Sign in”**.
- A notification is sent to your mobile device.
- Tap the notification to open the EU-App.
- Enter the PIN code you set up, or use Touch ID if you have chosen to use that option.
- You will be logged in.
- You’re now ready to continue to **CPMS access request**.


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

Choose your verification method



**EU Login Mobile App PIN Code**

Use your registered EU Login Mobile app to verify your identity.




**Sign in**

### 3.4. Sign in with the EU-App QR code


- On the EU Login screen, from the drop-down menu, select **“EU Login Mobile App QR Code”**.
- Enter your password.
- Click **“Sign in”**.
- A QR code is displayed on screen.
- Open the EU App and select **“Scan QR Code”** from the Menu page.
- Point the camera on your phone toward the QR code on screen until it is recognized.
- Your phone will display an 8-digit code - enter this in the **“Code generated by your app”** field on the screen and click **“Sign in”**.
- You will be logged in.
- You’re now ready to continue with the **CPMS access request**.

Choose your verification method



**EU Login Mobile App QR Code**

Generate a one-time-password with the EU Login Mobile app.



**Sign in**

## 4. CPMS ACCESS REQUEST

- **Note:** In order to obtain access to CPMS, an access should be made, please follow the instructions on how to do this.

### 4.1. Login to the authorization system

- Go to this link: <https://cpms.ern-net.eu/login/?next=/insight/>
- Click **“To request authorisation to use the CPMS click her”**.
- This leads you first to your EU Login.
- Please log in via one of the options described above.
- Afterwards, it leads you to the next screen.

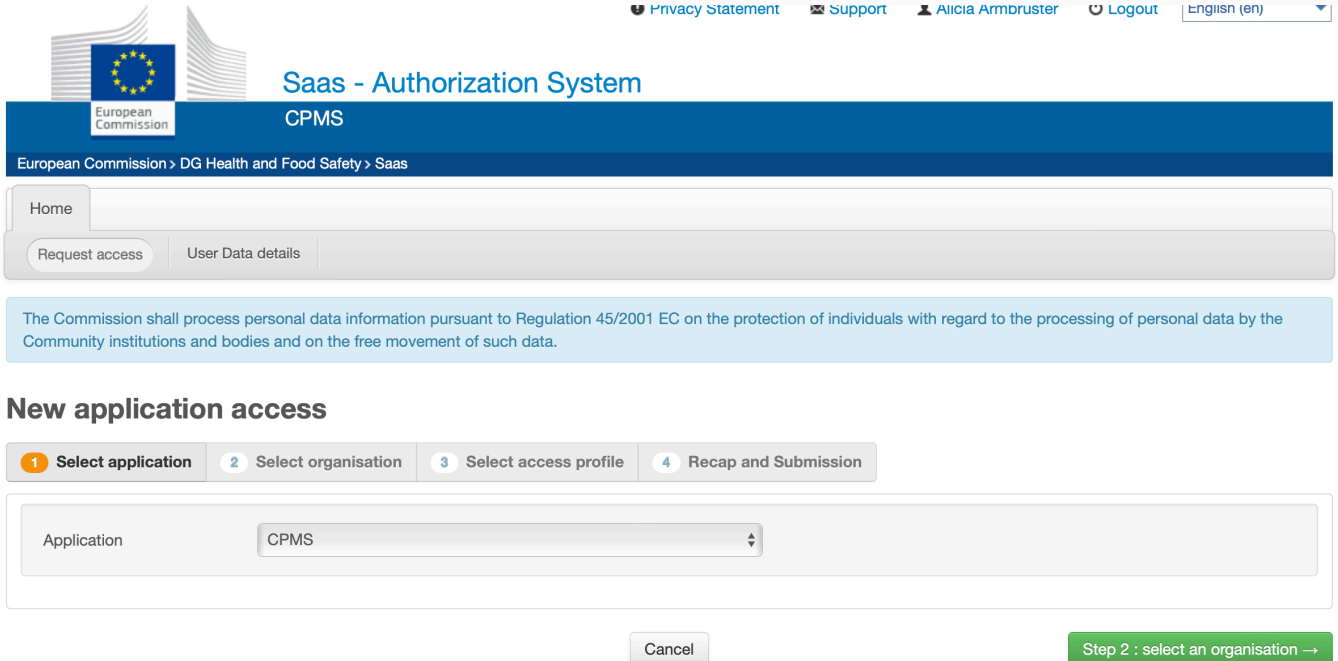
### Secure Login

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](http://ec.europa.eu).

[Privacy Statement](#) [Support](#) [Alicia Armbruster](#) [Logout](#) [English \(en\)](#)



The screenshot shows the 'Saas - Authorization System' interface for CPMS. At the top, there is a header with the European Commission logo and the text 'Saas - Authorization System CPMS'. Below this is a navigation bar with 'Home', 'Request access', and 'User Data details'. A blue banner contains a privacy notice: '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 main section is titled 'New application access' and features a progress bar with four steps: 1. Select application, 2. Select organisation, 3. Select access profile, and 4. Recap and Submission. Under '1. Select application', there is a dropdown menu labeled 'Application' with 'CPMS' selected. At the bottom, there is a 'Cancel' button and a green button labeled 'Step 2 : select an organisation →'.

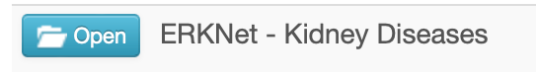
- Click **“Request access”** in the top left.

#### 4.2. Step 1: Select application

- Select CPMS in the application box and click on **“Step 2”** in the lower right corner.

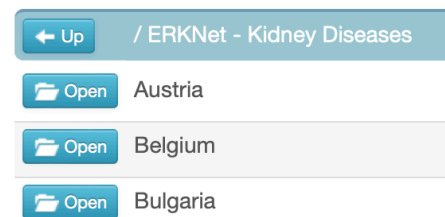
#### 4.3. Step 2: Select organisation

- Click **“Open”** next to ERKNet.
- A list of countries will be shown, click **“Open”** next to the country of your center.
- Select your center and click **“Step 3”** in the lower right corner.



#### 4.4. Step 3: Select access profile

- Select your profile by checking the box next to it. For you, this will be **“HP”**.
- Click **“Step 4”** in the lower right corner.



#### 4.5. Step 4: Recap and Submission

- Recap your request and type in any comments (if required) and click **“Submit request access”** to complete the access request.
- Once the ERKNet-Team approved this, your account will be created by CPMS Helpdesk (DG Sante).
- Note:** It requires 1-2 days.
- You can then access CPMS in the future via this link: <https://cpms.ern-net.eu/login/?next=/insight/>
- Tip: Save this link in your browser as a favourite for easy access.

## 5. FIRST LOGIN

- Once you are authorized, you will receive a confirmation email that your access was approved after which you can **“Login via EU Login”** to CPMS.
- When logging in for the first time, your personal preferences are requested, namely your role and thematic area.
- Click on the left on **“ERKNet”**.
- Click **“ERN Preferences”** and select your thematic area.
- To save these preferences, click **“Update ERN Preferences”**.

