



EU login setup and CPMS access request

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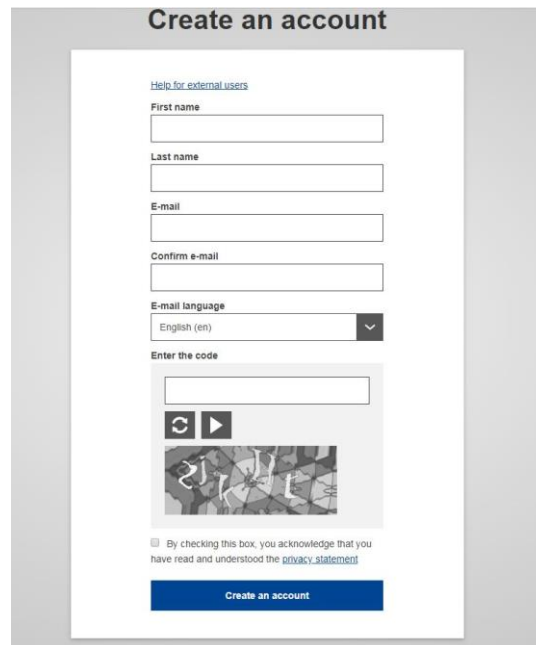
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1. EU LOGIN SETUP

1.1. Creating an account

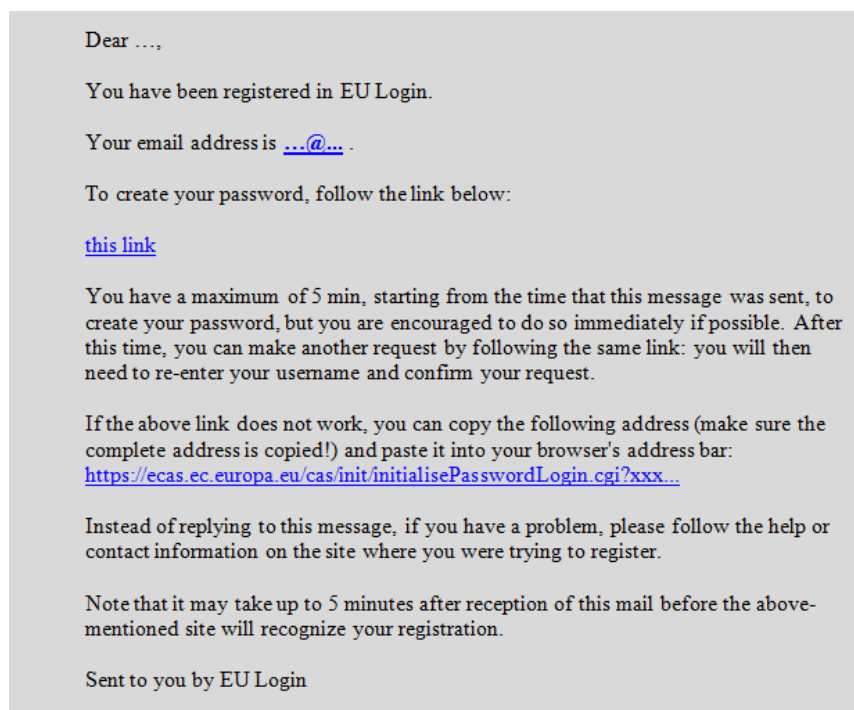
- In order to access CPMS a general EU login is required. When using EU systems and CPMS we recommend using **Google Chrome** or **Mozilla Firefox** as a web-browser.
- Use this link to register: <https://webgate.ec.europa.eu/cas/eim/external/register.cgi>
 - Use of your institutional email address is preferred
- Complete the details and click “**create account**”



The screenshot shows a web form titled "Create an account". At the top left, there is a link for "Help for external users". The form contains several input fields: "First name", "Last name", "E-mail", and "Confirm e-mail". Below these is a dropdown menu for "E-mail language" set to "English (en)". There is a section for "Enter the code" with a text input field, a refresh button, and a play button. Below the code field is a CAPTCHA image. At the bottom, there is a checkbox for "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)". A blue button labeled "Create an account" is at the bottom center.

1.2. EU login confirmation

- After a few minutes you will receive a confirmation email on the registered email address with a link to setup your password.



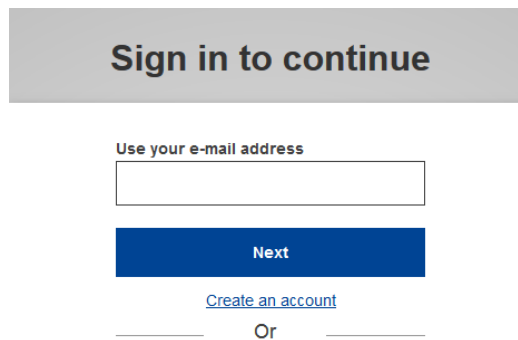
- Click “**this link**” to setup your password
- If the link does not open or opens in the wrong browser, then copy and paste the full address (blue) shown below in the email

1.3. Create a password

- On the next screen choose a password according to the restrictions noted below
- Your password must be at least 10 characters long and be a combination of:
 - Uppercase letters
 - Lowercase letters
 - Numbers
 - Special characters
- Retype your password to confirm
- Click submit and proceed to sign in

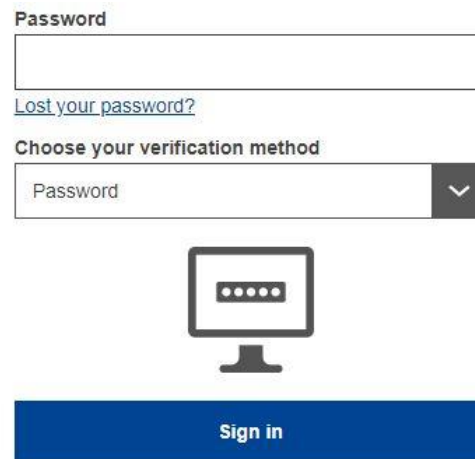
1.4. Sign in to your EU login account

- Use the email address used during the registration
 - If using a private computer, it will save this input



The screenshot shows a login interface. At the top, a grey header contains the text "Sign in to continue". Below this is a form with the label "Use your e-mail address" above a text input field. Underneath the input field is a blue button labeled "Next". Below the button is a blue link that says "Create an account". At the bottom of the form, the word "Or" is centered between two horizontal lines, indicating an alternative login method.

- On the next screen, enter your password and ensure that the verification method is set to **“password”**

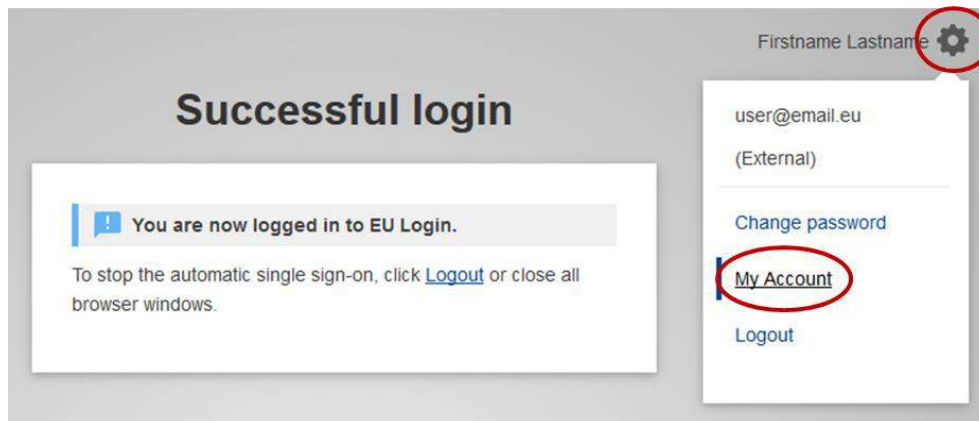


The screenshot shows a password entry screen. It features a label "Password" above a text input field. Below the input field is a blue link that says "Lost your password?". Underneath the link is a label "Choose your verification method" above a dropdown menu. The dropdown menu currently displays "Password" and has a downward arrow icon on the right. Below the dropdown menu is an icon of a computer monitor with five dots on the screen, representing a verification step. At the bottom of the form is a blue button labeled "Sign in".

- You are now logged in and ready to continue to the **two level authentication setup**

2. TWO LEVEL AUTHENTICATION SETUP

- When using CPMS a two-level authentication is required to login
- There are three ways to use your mobile to do this.
 1. Mobile + SMS: requires you to register your mobile phone number with EU Login.
 2. Mobile app PIN code: requires you to download the ECAS Mobile App ECAS Mobile App via the App Store on your phone.
 3. Mobile app QR code: requires you to download the ECAS Mobile App QR code via the App Store on your phone.
- Login on using your newly created EU login (<https://webgate.ec.europa.eu/cas>)
- After logging in, click in the top right corner on the **Gear icon**

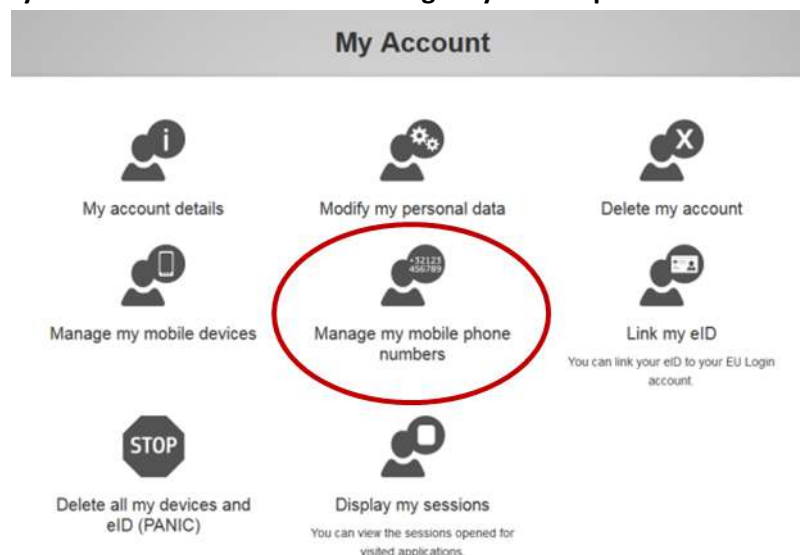


- Then click the “**My account**” this will show your personal option
- Choose a method of authentication to continue this instruction
 - **Mobile + SMS setup**
 - **ECAS Mobile app** (for PIN or QR code authentication)

2.1. Mobile + SMS setup

please note that, since SMS requires agreements between operators to interconnect mobile networks, this method of authentication might not be fully reliable. If this is the case, it is advised that you use instead one of the two solutions based on the ECAS Mobile App (assuming you have a smartphone).

- Once clicked the “**My account**” button click on “**manage my mobile phone numbers**”

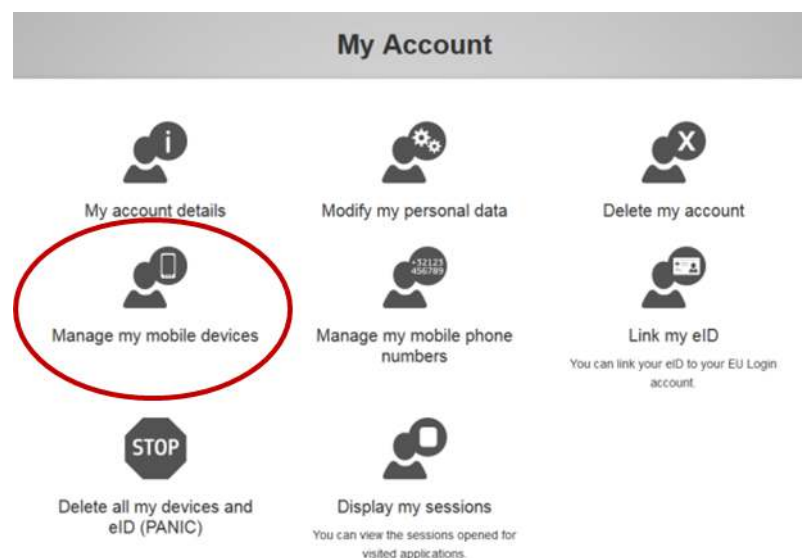


- Then click “**add a mobile phone number**”

- Begin the phone number field with a “+” sign followed by your country code and phone number
 - Example: +(country code)(your phone number)
 - To look up your country code use: https://en.wikipedia.org/wiki/Telephone_numbers_in_Europe
- Click “add”
- An 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 to CPMS 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**

2.2. ECAS Mobile app

- Please note that 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 ECAS Mobile app from your app
- open your web browser and make sure you are logged 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**”



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 ECAS mobile app.

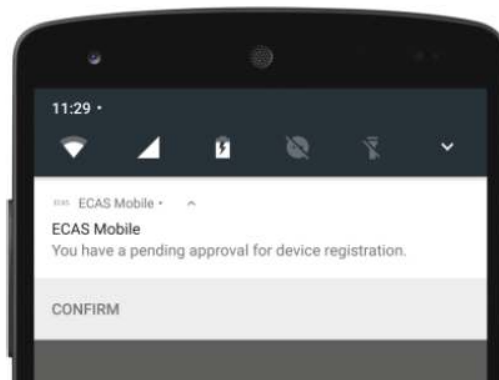
Confirm your PIN code

Submit
Cancel

- 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



- Open the ECAS mobile app on your phone and press 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**

2.3. Sign in with ECAS Mobile App PIN code


- On the EU Login screen, from the drop-down menu, select “**ECAS Mobile App PIN Code**”
- Enter your password
- Click “**Sign in**”
- A notification is sent to your mobile device
- Tap the notification to open the 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?](#)

Password

[Lost your password?](#)

Choose your verification method

EU Login Mobile App PIN Code 



Sign in


2.4. Sign in with ECAS Mobile App QR code


- On the EU Login screen, from the drop-down menu, select “**ECAS Mobile App QR Code**”
- Enter your password
- Click “**Sign in**”
- A QR code is displayed on screen
- Open the ECAS Mobile 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 screen and click “**Sign in**”
- You will be logged in
- You’re now ready to continue to **CPMS access request**

Password

[Lost your password?](#)

Choose your verification method

EU Login Mobile App QR Code 



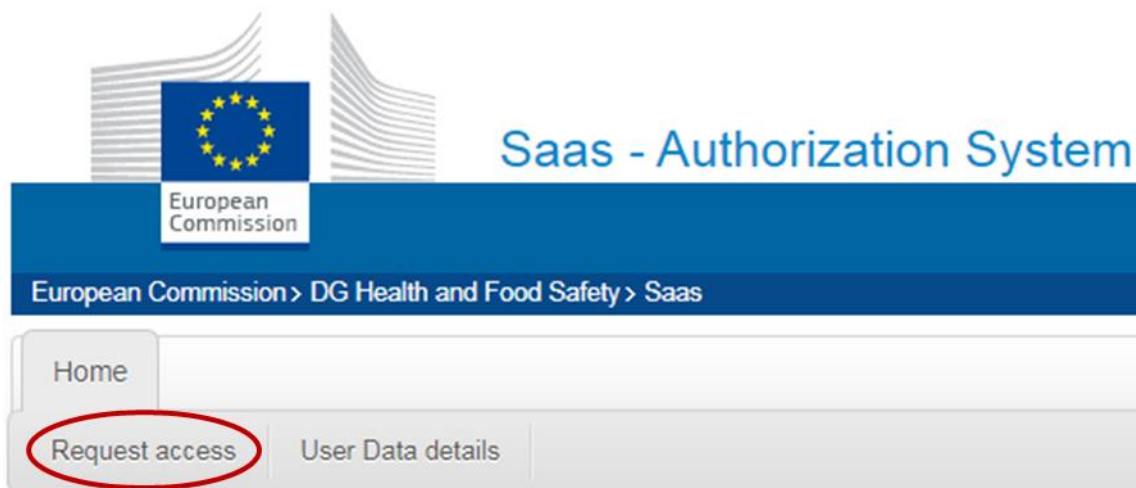
Sign in

3. CPMS ACCESS REQUEST

In order to obtain access to CPMS an access should be made, please follow these instructions on how to do this

3.1. Login to the authorization system

- Go to this link: <https://webgate.ec.europa.eu/saas>
- Login using the created EU Login (2nd authentication is not required)
- Click “Request access” in the top left



- This will open a new application access form, as shown below

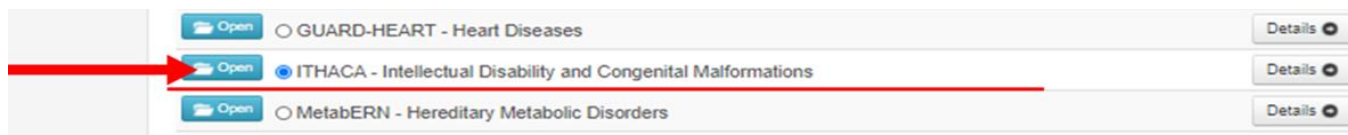
New application access

3.2. Step 1: select application

- Select **CPMS** in the Application Box and click on “Step2” in the lower-right corner

3.3. Step 2: selection organisation

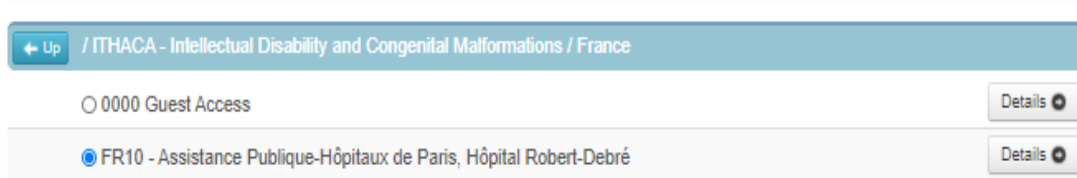
- Scroll down and click on the folder **Open** next to ITHACA
 - Do not continue by only checking the round button, this will only select ITHACA without specifying your centre and will cause a denial of your request



- A list of countries will be shown, click “Open” next to the country of your centre



- Check the round button next to your centre and click on “Step3” in the lower-right corner



3.4. Step 3: select access profile

- Select your profile by checking the box next to it. For you, this will be “HP” healthcare professional
- Click “Step4” in the lower-right corner

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 checked="" type="checkbox"/> HP	deletion requested	healthcare professional available to participate in or lead panels
<input type="checkbox"/> Panel Manager ERN	active	Assists panel lead with managing panels at ERN level
<input type="checkbox"/> Panel Manager HCP	active	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

3.5. 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

New application access

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

Summary

Application: CPMS

Organisation: FR10 - Assistance Publique-Hôpitaux de Paris, Hôpital Robert-Debré

Access Profile: HP

Comments



It would be useful to write your specialty

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 request access

- This will submit your request. Once we’ve approved this, your account will be created by the CPMS Helpdesk (DG Sante), 2 to 3 days until your account has been activated.
- You can then access CPMS in the future via this link: <https://cpms.ern-net.eu/login/>
 - Tip: save this link in your browser as a favourite for easy access

Within the framework of inter-ERN collaboration, ERN eUROGEN has allowed ERN ITHACA to produce an adapted version of the guidance document for their network

 <p>European Reference Network for rare or low prevalence complex diseases</p> <p>Network Urogenital Diseases (ERN eUROGEN)</p>	 <p>European Reference Network for rare or low prevalence complex diseases</p> <p>Network Intellectual Disability and Congenital Malformations (ERN ITHACA)</p>
http://eurogen-ern.eu/	https://ern-ithaca.eu

Co-funded by the European Union



ERN eUROGEN and ERN ITHACA are two of the 24 European Reference Networks (ERNs) approved by the ERN Board of Member States. The ERNs are co-funded by the European Commission. For more information about the ERNs and the EU health strategy please see here: <https://webgate.ec.europa.eu/ern/>