How to request access to the CPMS

In order to access CPMS, the following steps need to be followed:

1. Have or create your personal EU LOGIN; Official guide here
2. Add your mobile phone number to EU Login as double authentication method; Official guide here
3. Request access to the CPMS for ERN ReCONNET with specific ROLE;
4. Login into the CPMS.

A detailed video-guide can also be found at the following link: CPMS Video animation guide.

In this guide we will present the steps needed to request access to the CPMS if you are a Full Member or an Affiliated Partner.

How to create an EU Login

In order to create an EU Login, please follow the steps below:

1.   Go   to   the   following   Link
https://webgate.ec.europa.eu/cas/eim/external/register.cgi

2.   Fill the information in the form then click the button "create an account" at the end of the form and wait for the confirmation email.

How to add your mobile phone number as Double factor authentication for EU Login

In order to use CPMS, you need to have an EU Login with Double factor authentication process.

1. Go to the following Link https://webgate.ec.europa.eu/cas and Login with your EU Login account.

2. After the Login, click on the icon " ⚙ "on the top right and select "My Account".
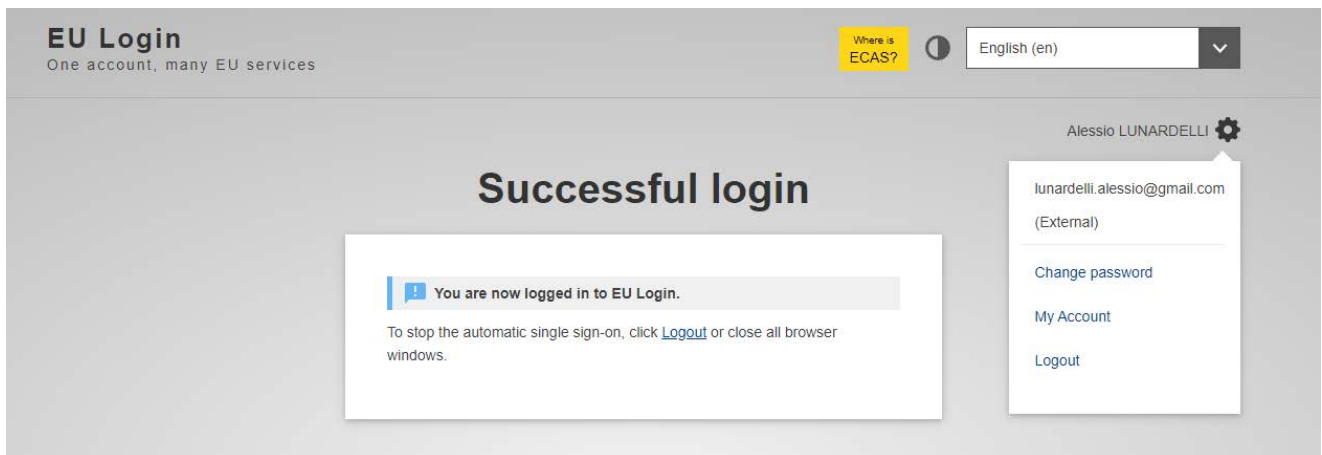
3. Then click "Manage my mobile phone numbers".
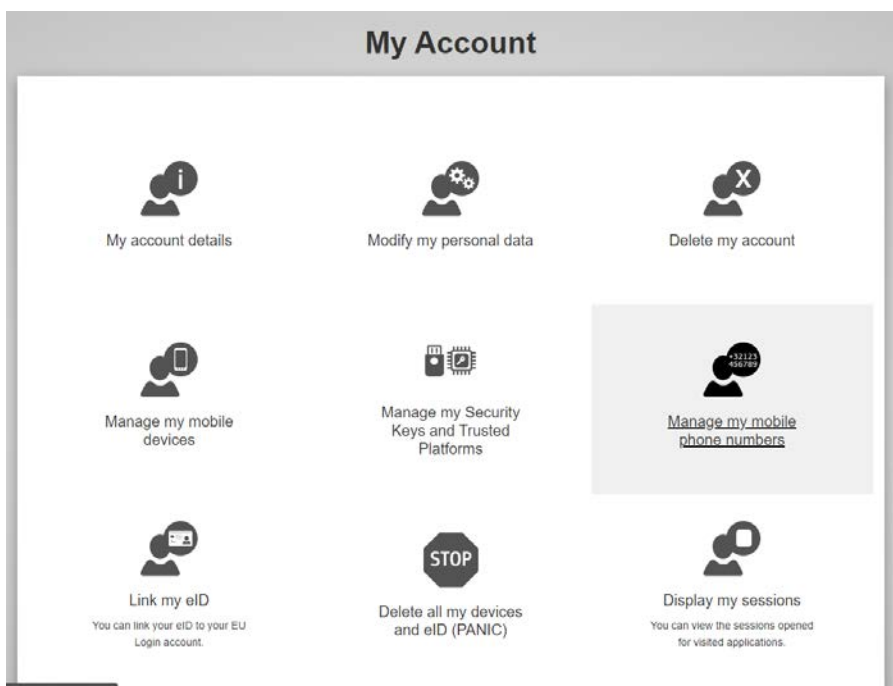
4.   Add your mobile phone.

5.   Once you have completed the form, you will receive a message via SMS and your mobile number will be associated with your EU Login account. Everytime you will access the CPMS, you will be requested to add your password and a one-time verification code that will be sent to your mobile.
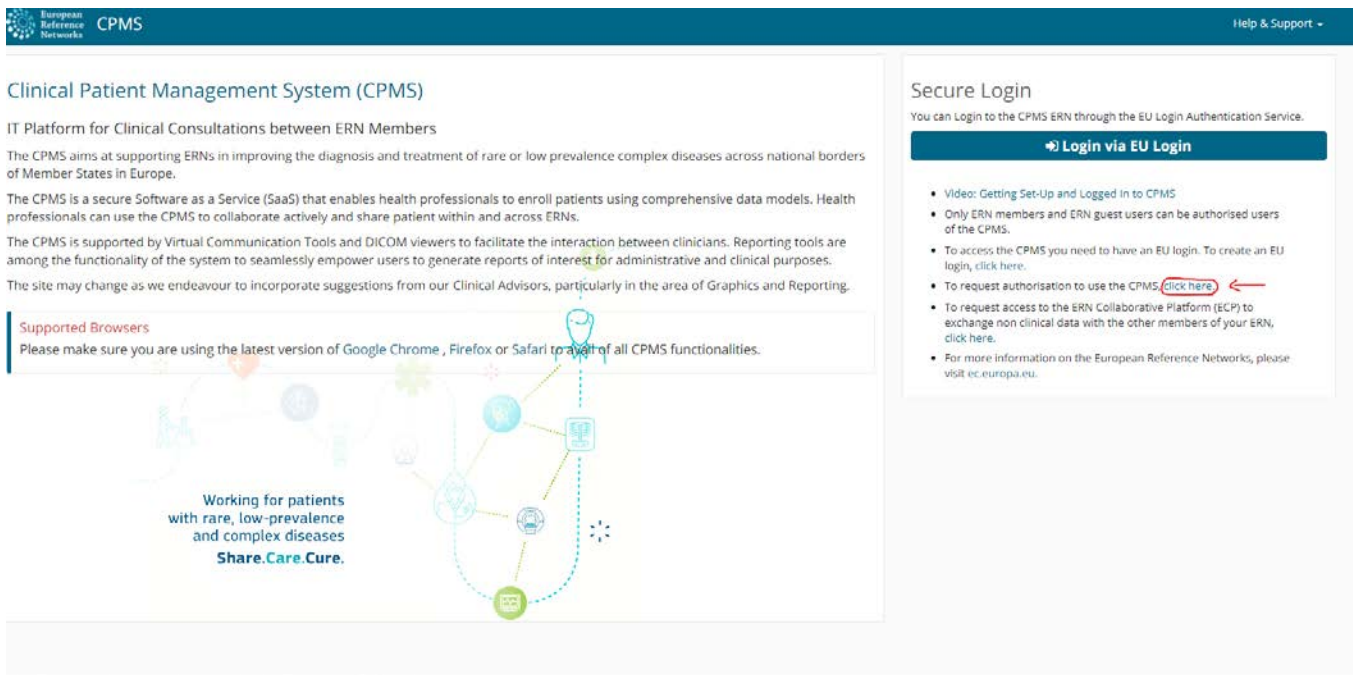
You can also download the EU Login Mobile App via your app store in your mobile and use SCAN QR CODE to secure login with EU Login.

For more information on the two-factor authentication, please refer to official EU Guide   https://europa.eu/regions-and-cities/set-eu-login-two-factor-authentication_en

How to request access to CPMS

In order to request access to CPMS follow the steps below:

1. Go to the following link https://cpms.ern-net.eu/login/

2. Click the link on the right "To request authorisation to use CPMS".

3. Login with your EU Login.
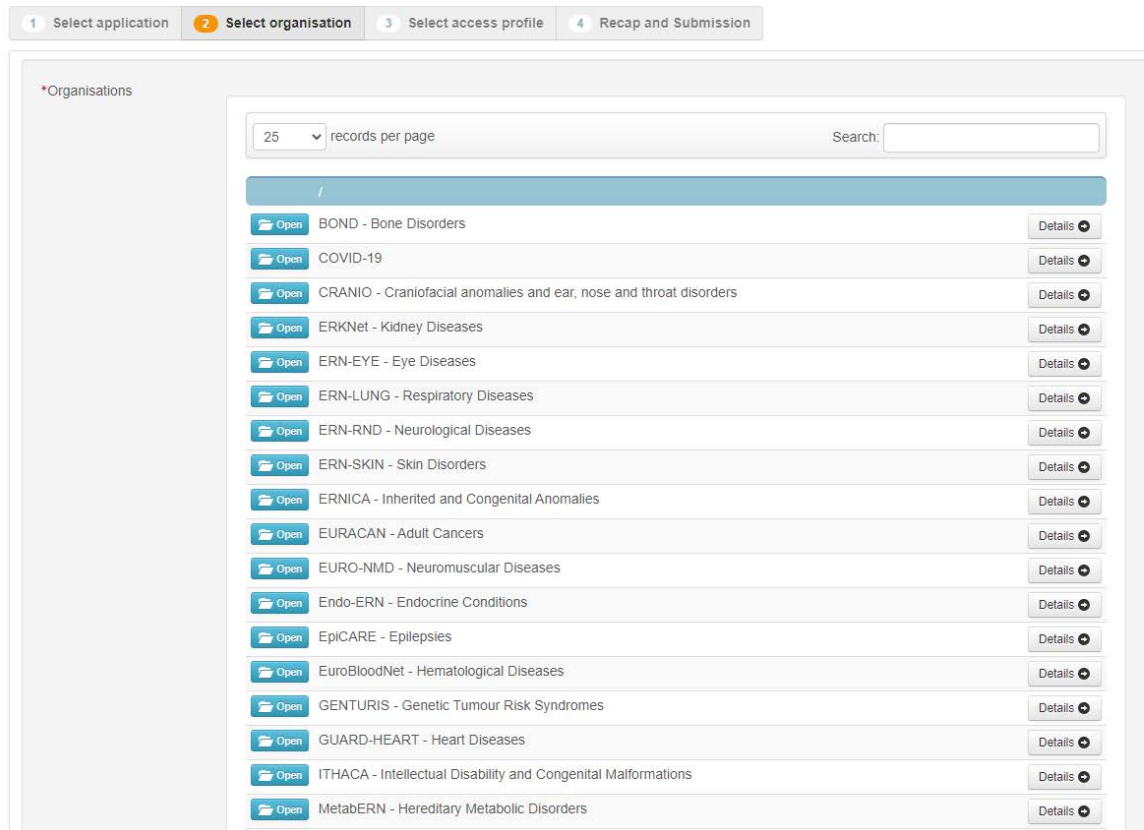
4. In the first step "Select application", select CPMS then click Step 2.

5. In "Select organisation" step, search the Institution you are part of. You can scroll or search with "Search text box" then press Enter on the Keyboard to search.
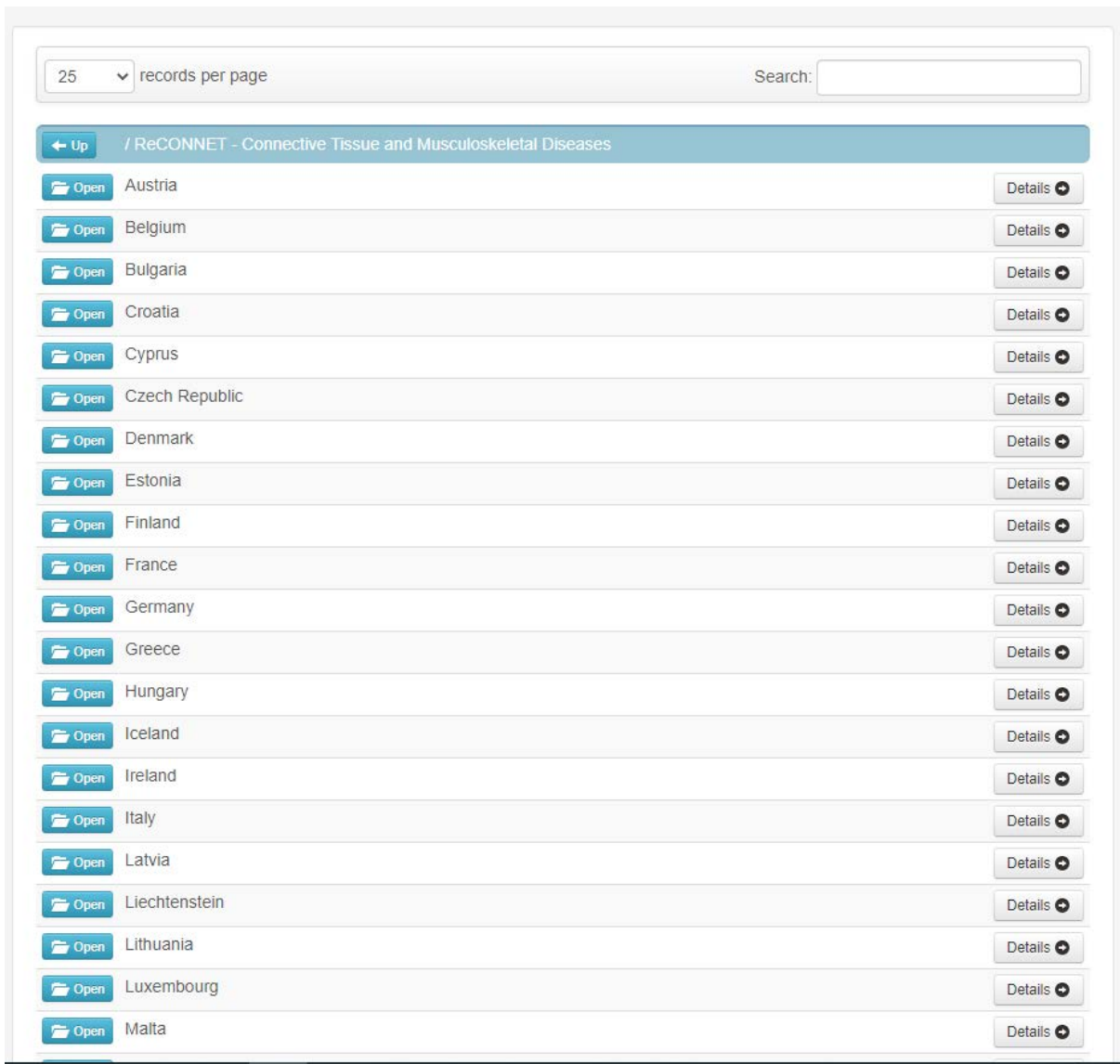
If you are not part of any ERN and you wish to participate or create a panel using CPMS, we encourage you to ask assistance via helpdesk email at helpdesk.reconnet@ao-pisa.toscana.it

6. After selecting the ERN, you need to choose your nation.

7. In this step, you need to select your organisation. In this example AOU Pisana is shown. After the selection, click on Step 3 button to continue.

New application access

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

*Organisations

| 25 ▼ | records per page | | Search: |

← Up / ReCONNET - Connective Tissue and Musculoskeletal Diseases / Italy

○ 0000 Guest Access	Details ●
○ IT04 - Civil Hospital - Brescia	Details ●
○ IT07 - University Hospital of Padova	Details ●
● IT08 - AOU Pisan	Details ●
○ IT13 - AOU Careggi, Florence	Details ●
○ IT34 - Foundation IRCCS CA'Granda Ospedale Maggiore polyclinic - Milan	Details ●
○ IT37 - Foundation IRCCS Polyclinic San Matteo, Pavia	Details ●
○ IT42 - IRCCS AOU San Martino - Genoa	Details ●
○ IT61 - AO San Camillo Forlanini - Rome	Details ●

Showing 1 to 9 of 9 entries   « 1 »

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

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

8. In this step you must select the ROLE you want inside CPMS application. Typically, you want to select only HP (Healthcare Provider). Other roles are used for administration purpose or data analysis.

Review the compiled request then click "Submit request access".

After that, you have to wait for an administrator to review and accept your authorisation. You will be notified via email once the approval process is completed.