Registration Guide for the Clinical Patient Management System (CPMS)

Guest Access
If a health professional works in an EU/EEA HCP which is neither a Member of the concerned ERN nor an Affiliated Partner, they can be granted access to the CPMS as a **guest user** for the concerned ERN.

Examples of guest users are:
1. The 'Point of Care specialist' (treating doctor) of a patient referred to the CPMS.
2. Health professionals who need to upload patient data to a panel in agreement with an ERN Member or Affiliated Partner;
3. Health professionals who are needed on a case by case basis, because of the clinical expertise they can bring to the specific consultation panel to which they are invited;

**The guest account will automatically be closed after 90 days** or when the panel is closed, whatever comes first, except for:
4) Health professionals who provide assistance on a structural basis for ERN consultations, because of their specific clinical competence. For this situation, a long term guest account will be made available, typically for a period of 1 year. When necessary, the duration of the account can be prolonged.
1. Create an EU-LogIn: https://cpms.ern-net.eu/login/
1. Create an EU-LogIn: Enter your data
2. Request access to CPMS:
https://cpms.ern-net.eu/login/
2. Request access to CPMS: 
Select the CPMS application
2. Request access to CPMS:
Select the CPMS application
2. Request access to CPMS: Select organization (our ERN)

Select organization (our ERN)
2. Request access to CPMS:
Select your country
2. Request access to CPMS:
Select your Institution
2. Request access to CPMS:
Select access profile

1. Select access profile

Only select 'HP'

2. Requester can create or consult queries or reports on the anonymised data from the ERN
2. Request access to CPMS: Submit the request
2. Request access to CPMS:
Edit User Data details

| Your data | First name | Last name | User Id | ECAS login | Gen. mail | Title | Department | Free phone | Language | Gen. phone | Gen. fax | Address | Email |
|-----------|------------|-----------|---------|------------|-----------|-------|------------|------------|----------|-----------|---------|---------|-------|-------|
2. Request access to CPMS:
Edit User Data details

1. Please fill in your data. Clinical institution and department are mandatory to activate your account.

2. Save
Once you have submitted the request it will take about 2-3 days until your request has been approved and your account has been activated.

For CPMS login you will be asked for 3-factor authentication (e.g. email + password + SMS). This kind of identity management checks if the account is related to a real person and not to a robot.

If you are using authentication by SMS, please note: In order for the CPMS to ‘know’ you, you have to enter your mobile phone number in your EU-account; please go back to the login page:

https://cpms.ern-net.eu/login/
3. Complete the LogIn process: Add your mobile phone number
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3. Complete the LogIn process:
Add your mobile phone number
3. Complete the LogIn process: https://cpms.ern-net.eu/login/
3. Complete the LogIn process:
Enter your data

**First** authentication (email address + password)

**Second** authentication (Mobile phone number + SMS challenge)
4. Set CPMS Preferences: Choose your areas of expertise

! The first time you login, please choose the thematic areas of your expertise. This is essential for other users to be able to find your name and invite you to their panels.
This should be it. Thanks for your contribution!

In case of any questions, please contact us.

! If you would like to upload your own cases, you first need to be given the role of ‘enrolling guest’. The enrolling guest can enroll a patient, but not lead the panel themselves. A CPMS coordinator will assign the lead. Please contact the ERN office for enrolling guest status and finding a panel lead.

Contact the ERN office: ern.rareliver@uke.de