



EU login setup and CPMS access request

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Table of Contents

| | |
|---|----------|
| 1. EU login setup | 2 |
| 1.1. <i>Creating an account</i> | 2 |
| 1.2. <i>EU login confirmation</i> | 2 |
| 1.3. <i>Create a password</i> | 2 |
| 1.4. <i>Sign in to your EU login account</i> | 2 |
| 2. two level authentication setup | 3 |
| 2.1. <i>Mobile + SMS setup</i> | 3 |
| 2.2. <i>ECAS Mobile app</i> | 4 |
| 2.3. <i>Sign in with ECAS Mobile App PIN code</i> | 5 |
| 2.4. <i>Sign in with ECAS Mobile App QR code</i> | 5 |
| 3. CPMS access request | 6 |
| 3.1. <i>Login to the authorization system</i> | 6 |
| 3.2. <i>Step 1: select application</i> | 6 |
| 3.3. <i>Step 2: selection organisation</i> | 6 |
| 3.4. <i>Step 3: select access profile</i> | 6 |
| 3.5. <i>Step 4: recap and submission</i> | 7 |
| 4. First login | 7 |
| 5. FAQ | 8 |

1. EU LOGIN SETUP

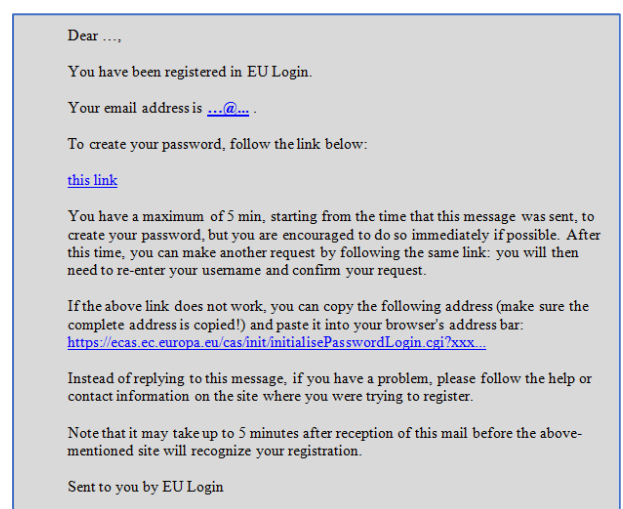
1.1. Creating an account

- 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 registration form titled "Create an account". It includes fields for "First name", "Last name", "E-mail", and "Confirm e-mail". There is a dropdown menu for "E-mail language" set to "English (en)". Below these fields is a "Captcha" section with the text "Enter the code" and a grid of numbers. At the bottom, there is a checkbox for "By checking this box, you acknowledge that you have read and understood the [privacy statement](#)" and a blue "Create an account" button.

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 shown
- Retype your password to confirm
- Click submit and proceed to sign in

The screenshot shows a sign-in form titled "Sign in to continue". It has a field for "Use your e-mail address" and a blue "Next" button. Below the button is a link "Create an account" and the text "Or" with a horizontal line on either side.

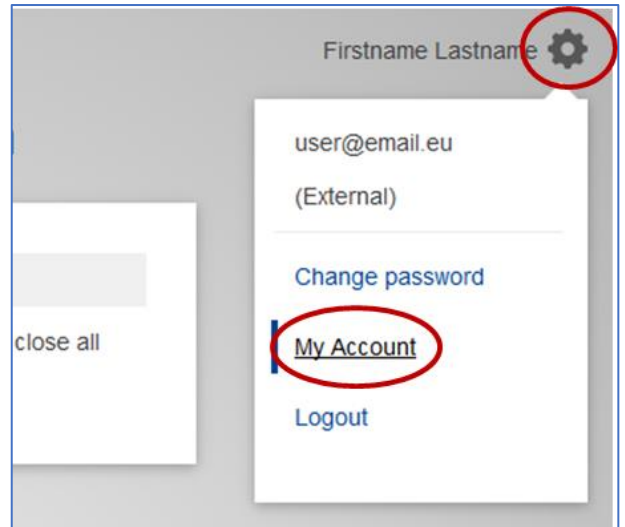
1.4. Sign in to your EU login account

- Use the email address used during the registration
 - If using a private computer, it will save this input
- On the next screen, enter your password and ensure that the verification method is set to **“password”**
- You are now logged in and ready to continue to the **Two level authentication setup**

The screenshot shows a screen for entering a password and choosing a verification method. It has a "Password" field, a link "Lost your password?", and a dropdown menu for "Choose your verification method" with "Password" selected. Below this is a monitor icon with four dots on the screen, and a blue "Sign in" button at the bottom.

2. TWO LEVEL AUTHENTICATION SETUP

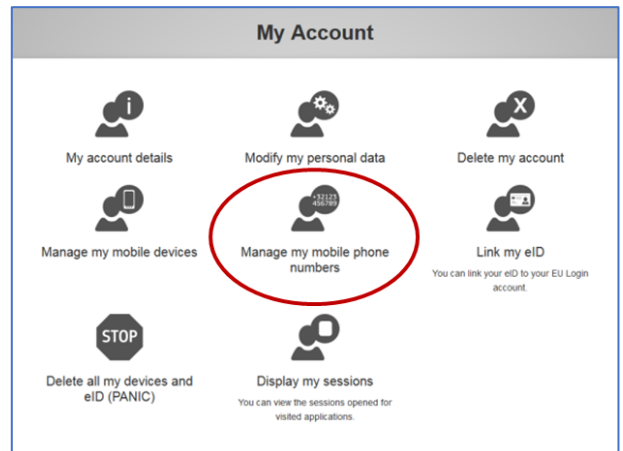
- When using CPMS a two-level authentication is required to login
- There are three ways to use your mobile to do this.
 1. Mobile + SMS: requires you to register your mobile phone number with EU Login.
 2. Mobile app PIN code: requires you to download the ECAS Mobile App ECAS Mobile App via the App 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

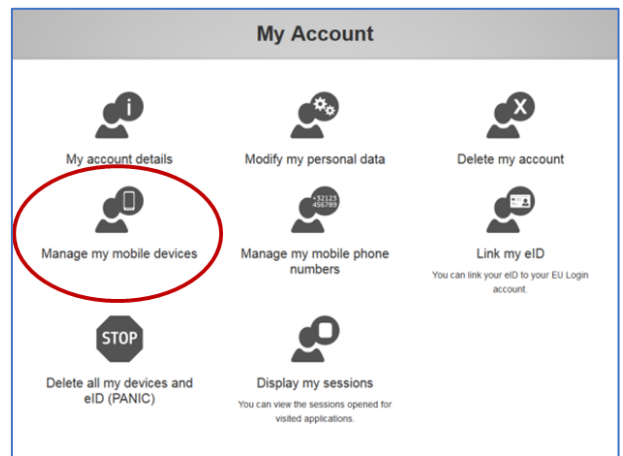
Please note that, since SMS requires agreements between operators to interconnect mobile networks, this method of authentication might not be fully reliable. If this is the case, it is advised that you use instead one of the two solutions based on the ECAS Mobile App (assuming you have a smartphone).

- 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. 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).
 - 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**

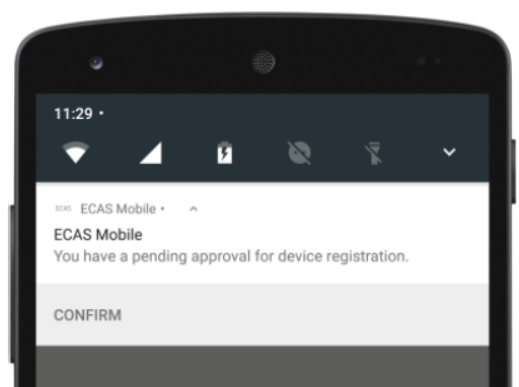
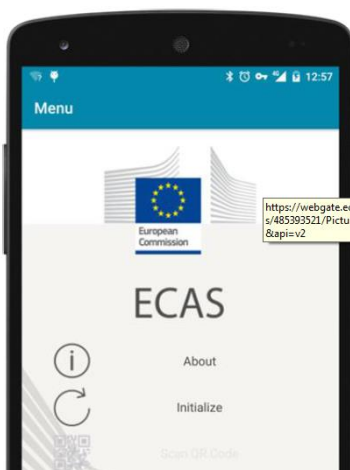


2.2. ECAS Mobile app

- 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”
- 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**

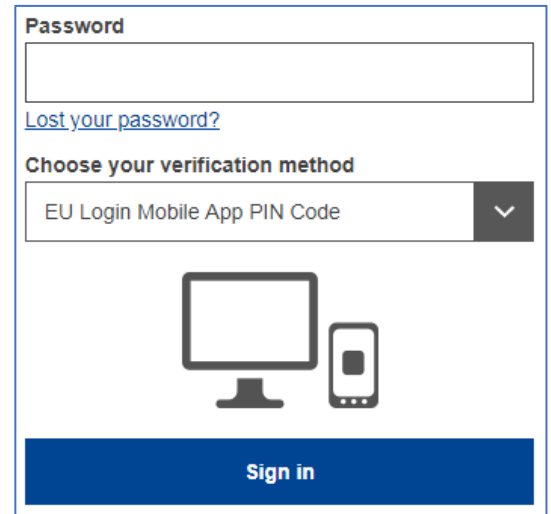


The screenshot shows the 'Add a mobile device' form. It includes a text input field for 'Your device name', a text input field for 'Your 4 digit PIN code', and a text input field for 'Confirm your PIN code'. There are 'Submit' and 'Cancel' buttons at the bottom.



2.3. Sign in with ECAS Mobile App PIN code

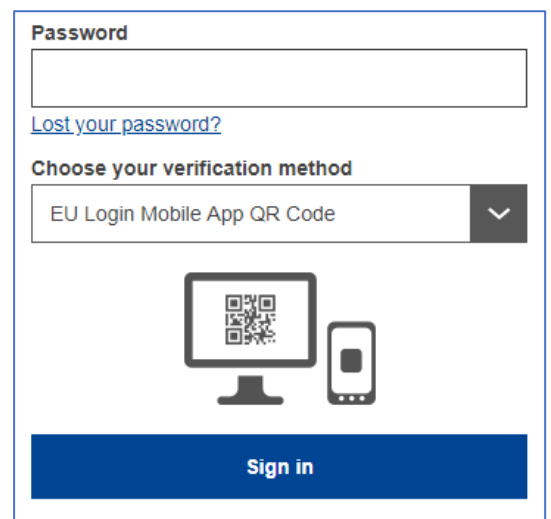
- On the EU Login screen, from the drop-down menu, select **“ECAS Mobile App PIN Code”**
- Enter your password
- Click **“Sign in”**
- A notification is sent to your mobile device
- Tap the notification to open the App
- Enter the PIN code you set up, or use Touch ID if you have chosen to use that option
- You will be logged in
- You’re now ready to continue to **CPMS access request**



The screenshot shows the EU Login interface. At the top, there is a 'Password' field with a text input box and a link for 'Lost your password?'. Below this is a 'Choose your verification method' section with a dropdown menu currently set to 'EU Login Mobile App PIN Code'. Underneath the dropdown, there are icons for a desktop monitor and a smartphone. At the bottom of the form is a prominent blue button labeled '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**



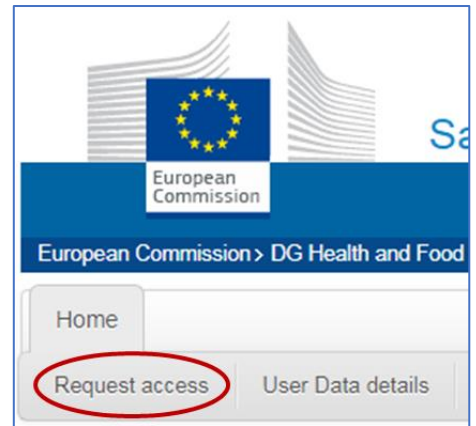
The screenshot shows the EU Login interface. It is identical to the previous one, but the dropdown menu under 'Choose your verification method' is set to 'EU Login Mobile App QR Code'. The icons for the desktop monitor and smartphone now show a QR code on the monitor screen and a camera icon on the smartphone screen. The blue 'Sign in' button remains at the bottom.

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

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

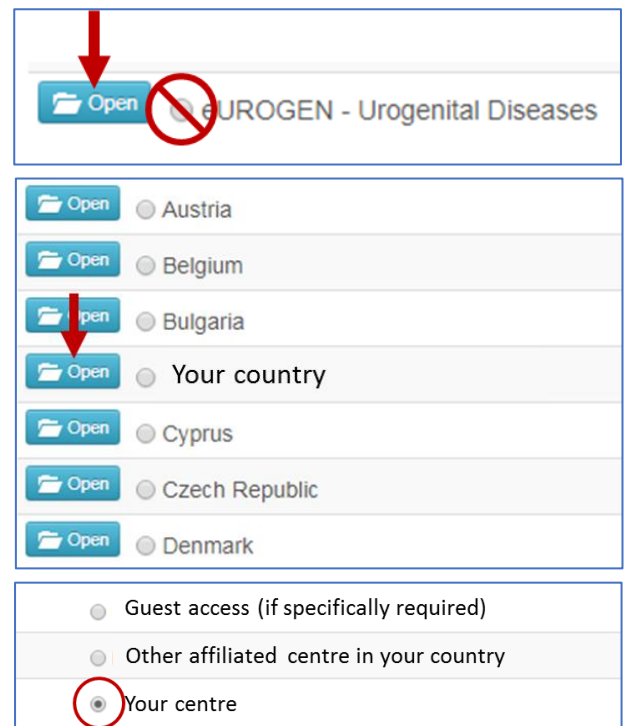
Application: CPMS

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 **Open** next to eUROGEN
 - Do not continue by only checking the round button, this will only select eUROGEN 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”
- 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
 - This will submit your request. Once we’ve approved this, your account will be created by the CPMS Helpdesk (DG Sante).
 - 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

| Summary | |
|----------------|----------------------|
| Application | CPMS |
| Organisation | Your centre |
| Access Profile | HP |
| Comments | <input type="text"/> |

4. FIRST LOGIN

Once you are authorized you will receive a confirmation email that your access was approved after which you can login for the first time in CPMS.

- When logging in for the first time your personal preferences are requested, namely your role and thematic area.
- Type in your professional role (this will be shown beside your name in panels)
- Choose a thematic area of the eUROGEN where you requested access for

| Thematic Area | I wish to participate |
|---|--------------------------|
| WS1 Rare congenital uro-recto-genital anomalies | <input type="checkbox"/> |
| WS2 Functional urogenital conditions requiring highly specialised surgery | <input type="checkbox"/> |
| WS3 Rare urogenital tumours | <input type="checkbox"/> |

- WS1 Rare congenital uro-recto genital anomalies
 - WS2 Functional urogenital conditions requiring highly specialised surgery
 - WS3 Rare urogenital tumours
- To save these preferences please click **Update preferences**
- To update your preferences at any time, simply click on the **ERN** tab at the top screen
- Then click on **Preferences** in the left bar
- This will open the Preference tab again

- My Meetings
- Webinars
- Panel Management
- Preferences

5. FAQ

Q1: During Step 4 only “eUROGEN” is shown like the example on the right.

*A1: This is most likely because the check button has been used instead of the open button during the selection of the organisation in Step 2. This can be solved by going back to **Step 2** and follow the instructions shown under **Step 2** shown previously above*

Q2: I can't registrate my phone for the EU log in

A2: This is probably because the entered phone number didn't match the format. Make sure you have the blanks at exact the same spot as in in example: +11 111 11 11 11

Q3: I have a new phone, what do I need to do to get this registered?

A3: You can solve this by following these steps:

- Go to the EU Login page via this link: <https://webgate.ec.europa.eu/cas>
- Ensure that the verification method is set to 'Password'
- Log in
- Toward the top right of your page, you should see your name next to a cog wheel
- Hover over this and select 'My Account' from the menu
- Select 'Delete all my devices and EID' and then click Delete
- Once this is done, please register your new device through the usual procedure

Q4: I have recently changed my password, but I can't remember it, what should I do?

For security reasons, you have to wait a while before you can change your password again. If you try too early, EU Login will display an error and indicate the time you still have to wait. In urgent cases, please contact the helpdesk for assistance.



<http://eurogen-ern.eu/>

Co-funded by the European Union



ERN eUROGEN is one 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 visit <http://ec.europa.eu/health/ern>