





## CPMS: Request access on SAAS



Once the EU login has been created you are ready to request access to the CPMS.

Go back to the login page for CPMS on <https://cpms.ern-net.eu/login/>.

This time click on the link to request authorisation to use CPMS.

### Secure Login

You can Login to the CPMS ERN through the EU Login Authentication Service.

[→ Login via EU Login](#)

To use non-eulogin users, [click here \(test only\)](#).

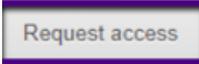
- Only authenticated users (EU Login) can access or request access to CPMS. To create an EU Login [click here](#).
- Only authorised users (SAAS) can access CPMS. To request authorisation to use CPMS [click here](#).
- To access or request access to the ERN Collaborative Platform (ECP) [click here](#).
- For more information about the European Reference Networks for Rare Disease, please visit [ec.europa.eu](http://ec.europa.eu).

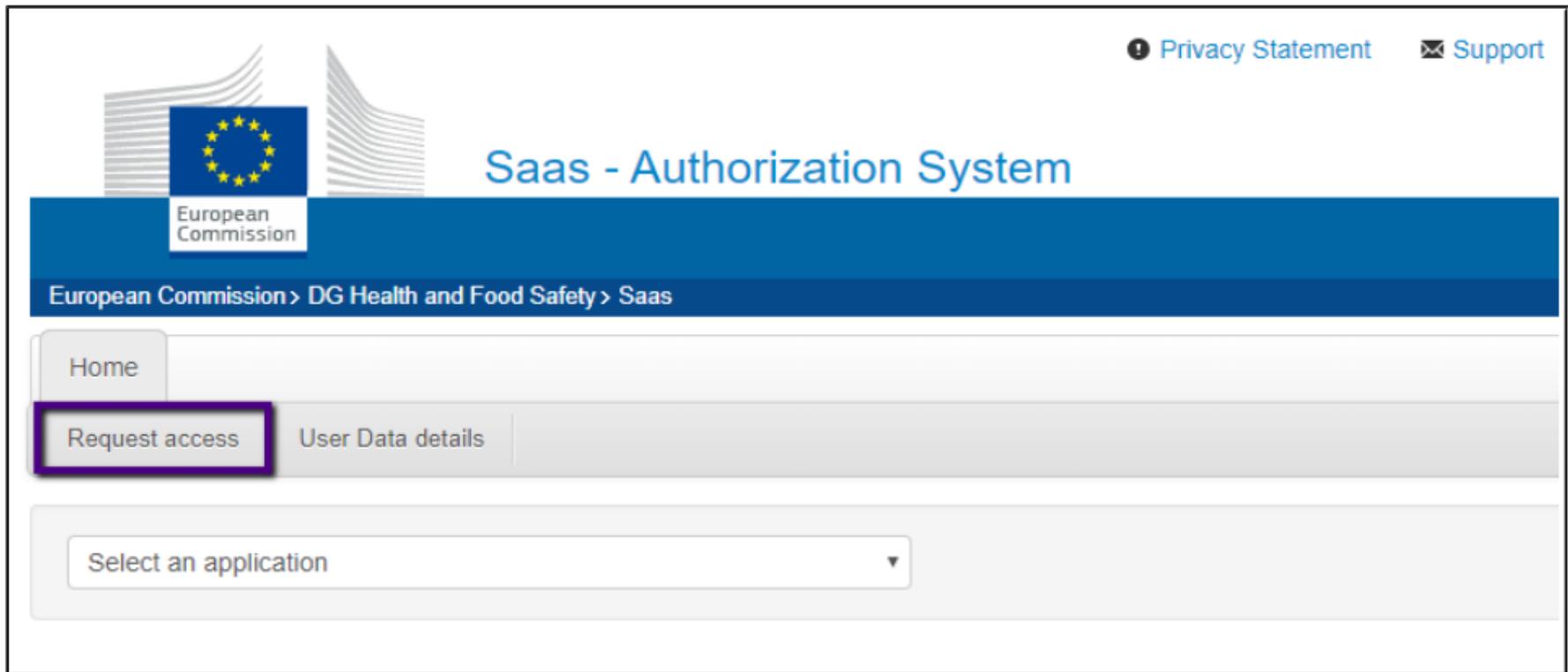
Click here



## CPMS: Request access on SAAS



Once you arrive at the site **click on the Request access button:** 



Privacy Statement Support

European Commission

Saas - Authorization System

European Commission > DG Health and Food Safety > Saas

Home Request access User Data details

Select an application



## CPMS: Request access on SAAS



On the page, that appears select CPMS in the Application box:

**New application access**

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

Application

- [No value selected]
- AAC
- AAC - Food Fraud
- Cosmetic Products Notification Portal
- Cosmetic Products Notification Portal (readonly)
- CPMS**
- EPAAHA
- Euceg reporting
- EUCoding
- European Reference Networks

Once selected click on Step 2: Select an organisation, to proceed





## CPMS: Request access on SAAS



On the Select Organisation page you need to select which ERN you wish to request access for by clicking on Open next to it



**New application access**

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

\*Organisations

25 records per page   Search:

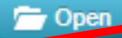
	<input type="radio"/> BOND - Bone Disorders	
	<input type="radio"/> CRANIO - Craniofacial anomalies and ear, nose and throat disorders	
	<input type="radio"/> ENDO - Endocrine Conditions	
	<input type="radio"/> ERKNet - Kidney Diseases	
	<input type="radio"/> ERN-EYE - Eye Diseases	
	<input type="radio"/> ERN-LUNG - Respiratory Diseases	
	<input type="radio"/> ERN-RND - Neurological Diseases	

Click here

Please **do not click in the circle** until **the very last step** when you select your healthcare provider



ERN-EYE Helpdesk

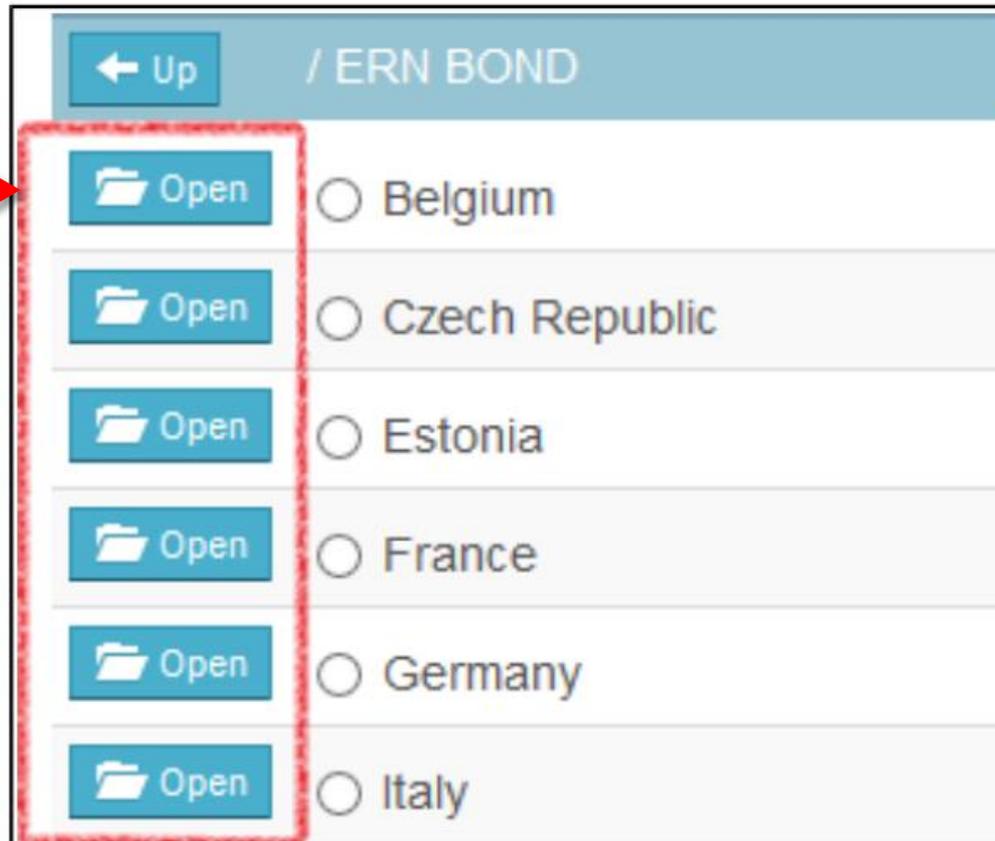
	<input checked="" type="radio"/> BOND - Bone Disorders	
	<input type="radio"/> CRANIO - Craniofacial anomalies	
	<input type="radio"/> ENDO - Endocrine Conditions	



## CPMS: Request access on SAAS



After clicking Open, you need to select which country your Healthcare Provider is located in. Again, you select this by clicking





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Finally, you select your Healthcare provider by **clicking in the small circle** next to its name



Once selected you click on **Step 3: select an access profile to continue**

**Step 3 : select an access profile →**



It is technically possible to proceed to step 3 after just selecting the ERN. Please note that doing this will result in the **request being rejected. No account can be activated without selecting the Country and Healthcare Provider.**



## CPMS: Request access on SAAS



On the Select access profile page you need to select which type of access profile you are requesting. You do this by clicking in small circle next to it:

### New application access

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

\*Access Profile

Name	Status	Description
<input type="radio"/> Coordinator		handles requests for assistance from ERN and has access to KPIs
<input type="radio"/> Database Manager		can create or consult queries or reports on the anonymised data from the ERN
<input type="radio"/> Dispatcher		handles requests for assistance on behalf of Coordinator
<input type="radio"/> HP		healthcare professional available to participate in or lead panels



## CPMS: Request access on SAAS



When done you click on Step 4: You can type a comment to continue

Step 4 : type a comment →

On the final page, you will see a summary of what you have selected in previous steps. You can write a comment to the person who is going to validate the access request.

**This is not mandatory !**

**Note: If you only need a temporary access to the CPMS, please specify in this field the end date !**

**New application access**

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

**Summary**

Application	CPMS
Organisation	BE01 - Universitair Ziekenhuis Antwerpen
Access Profile	user

Comments

**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.

**Not mandatory,  
but if needed,  
please specify  
the end date**



## CPMS: Request access



When you are ready click on Submit request access:

Submit request access

Clicking the Submit request access button will notify the coordinator of the ERN you requested access to and he or she will either accept or reject the request.

Once the access has been accepted you can access CPMS by going to on <https://cpms.ern-net.eu/login/> and selecting Login via EU login.

The acceptance process may **require a few days** and is manually managed. Once accepted, The Help desk will create your user and will be automatically notified by mail when your user is created and ready for use.