How to access the CPMS?
Request access on SAAS

Clinical Patient Management System (CPMS)

The CPMS aims at supporting ERNs in improving the diagnosis and treatment of rare or low prevalence complex diseases across national borders of Member States in Europe.

The CPMS is a secure Software as a Service (SaaS) that enables health professionals to enroll patients using comprehensive data models. Health professionals can use the CPMS to collaborate actively and share patient within and across ERNs.

The CPMS is supported by Virtual Communication Tools and DICOM viewers to facilitate the interaction between clinicians. Reporting tools are among the functionality of the system to seamlessly empower users to generate reports of interest for administrative and clinical purposes.

The site may change as we endeavour to incorporate suggestions from our Clinical Advisors, particularly in the area of Graphics and Reporting.
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/](https://cpms.ern-net.eu/login/).

This time click on the link to request authorisation to use CPMS.
Once you arrive at the site **click on the Request access button**:

![Request access button](image)
On the page, that appears select CPMS in the Application box:

Once selected click on Step 2: Select an organisation, to proceed
On the Select Organisation page you need to select which ERN you wish to request access for by clicking on Open next to it.

Please do not click in the circle until the very last step when you select your healthcare provider.
After clicking Open, you need to select which country your Healthcare Provider is located in. Again, you select this by clicking
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**.

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.**
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:

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinator</td>
<td></td>
<td>handles requests for assistance from ERN and has access to KPIs</td>
</tr>
<tr>
<td>Database Manager</td>
<td></td>
<td>can create or consult queries or reports on the anonymised data from the ERN</td>
</tr>
<tr>
<td>Dispatcher</td>
<td></td>
<td>handles requests for assistance on behalf of Coordinator</td>
</tr>
<tr>
<td>HP</td>
<td></td>
<td>healthcare professional available to participate in or lead panels</td>
</tr>
</tbody>
</table>
When done you click on Step 4: You can type a comment to continue

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](image)

Not mandatory, but if needed, please specify the end date.
When you are ready click on 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.