User Manual for navigation in the ENCR-JRC Portal

The European population-based cancer registries can access the ENCR-JRC portal with their personal credentials to submit the data to the ECIS project.

How to access the ENCR-JRC portal

1. Open the ENCR-JRC Portal at https://portal-encr.jrc.ec.europa.eu/ to access the home page below and select **Sign-in** to start the authentication process.

You will be directed to the EU Login/ European Commission Authentication System (ECAS) page to authenticate your identity.

a) If you already have an ECAS account, provide your credentials and you will directly access the ENCR-JRC Portal home page in which, on the top right corner, you will see your registry code and will be able to access to your profile and change the password. If you do not have an ECAS account please continue with point b).
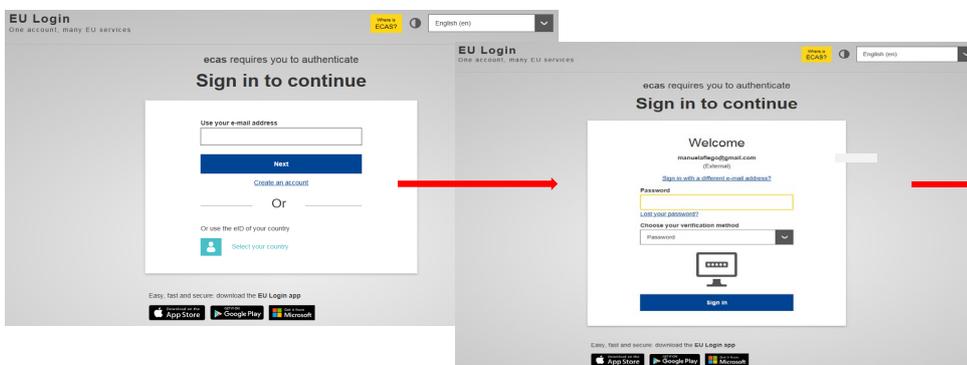
A **second identity verification step** is required. Please select one of the options. Different options may be available only if they have been registered in your profile (eg. "EU Login Mobile App PIN Code" will work only if you have defined a PIN code in your ECAS profile).

After successful authentication you will directly access the ENCR-JRC Portal home page in which, on the top right corner, you will see your registry code
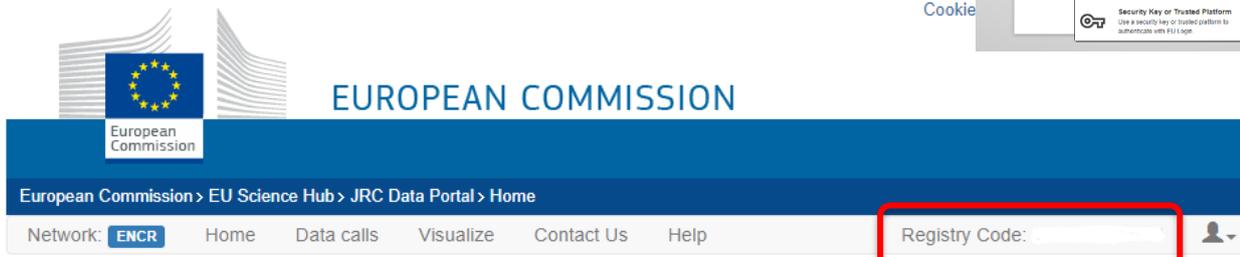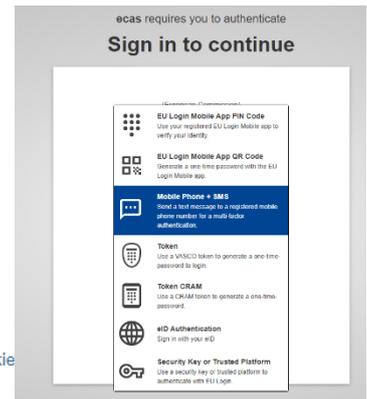
and you will be able to access to your profile.

b) If you don't have an ECAS account, obtain your credentials as described in the following steps:
  – In the ECAS authentication page select **Create an account** to open the ECAS registration form that you have to fill in.
  – In the E-mail field **enter the email address that was used for the invitation email to the ENCR-JRC Portal**.
  – Fill in the form and select "**Create an account**". A message will appear to complete the registration process as shown below.
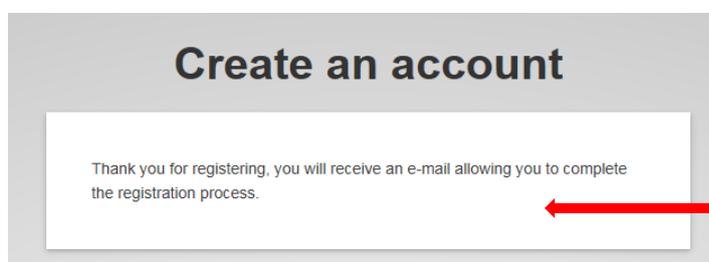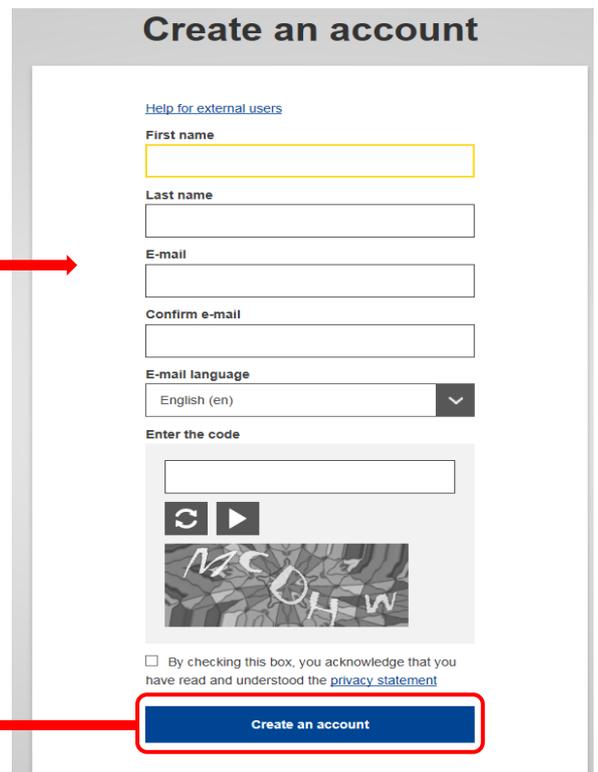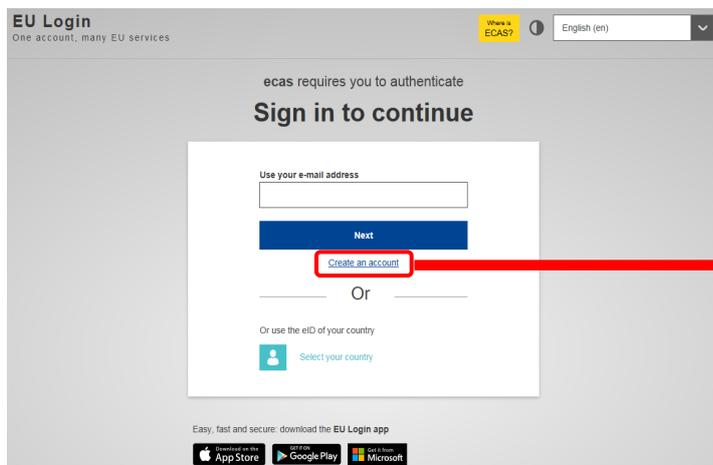
– In a short time you will receive an e-mail with an activation link. Click on this link and set your password. You will then be redirected to the ECARS home page:
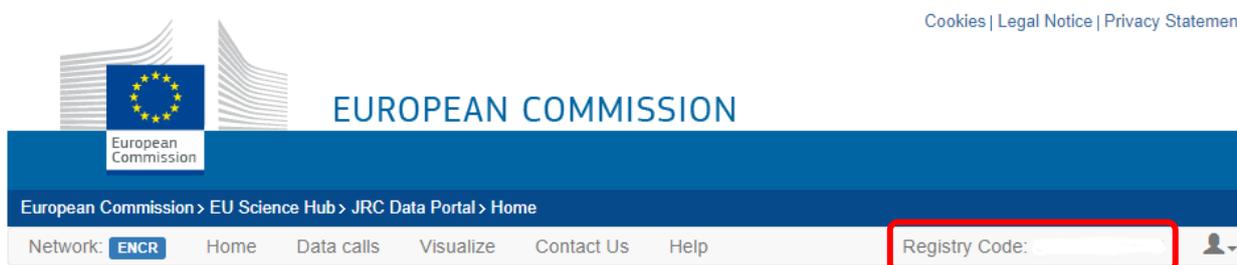
How to navigate in the ENCR-JRC portal

2. In the homepage, on the top right corner you will find:
- **Cancer Registry Code**: The code of your registry as defined by the ENCR-JRC.
- **User icon**: If you click on the user icon a list will open with the following options:
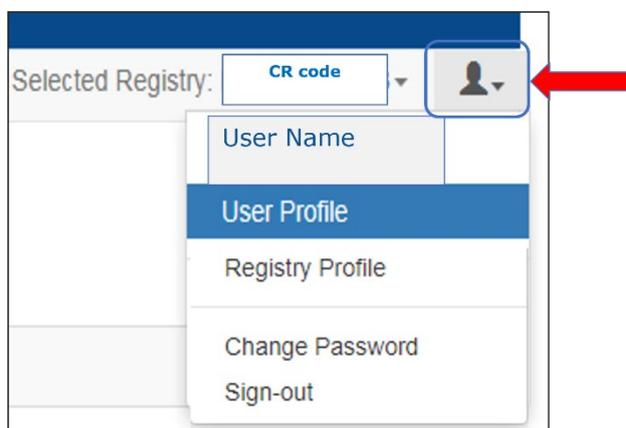
- **"User Name"** as defined in ECAS.
- **"User Profile"** where you can visualize your personal details (please note that if you need to update your personal details you have to contact JRC-ENCR@ec.europa.eu).
- **"Registry Profile"** where you can visualize your registry details (please note that if you need to update your registry details, you have to contact JRC-ENCR@ec.europa.eu).
- **"Change your password"**: Here you can change your password.
- **"Sign-out"**: Here you can sign out from the ENCR-JRC Portal.

How to navigate to the Data call submission

3. In the main toolbar, in addition to the Home tab, the following tab is present:

- **Data calls:** Here you can see the list of all ENCR Campaigns and their status.

Click on this tab and select **Data call 2022**.

Control the accuracy of the information from your registry. If needed, correct any information (if allowed), or flag the situation by sending an email to jrc-encrc.europa.eu

Initiate data submission by selecting + **New submission**
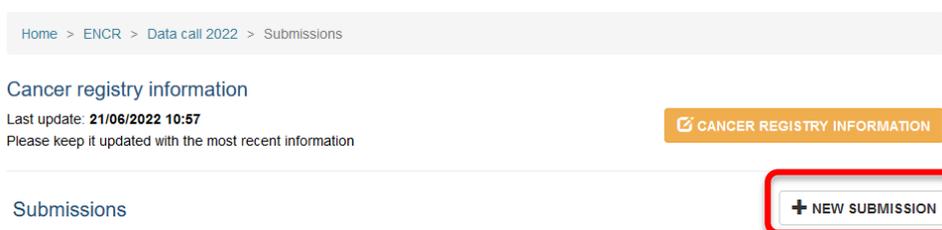
Data submission form:

In the data sets submission form you can upload data on Incidence, Mortality, Population, and Life table files. Please remember to follow the submission guidelines when preparing your data files. Only zip, txt, and csv files will be accepted.

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File type	Upload	Filename	Submission Date	Uploaded By
Incidence	⬆			
Mortality	⬆			
Population	⬆			
Life Tables	⬆			

Notes

Save notes   ⬆ Submit

After uploading all files, press the button Submit.

You will be required to confirm that the submitted incidence data are pseudonymised, following the requirements of the protocol. Additionally, the submission is only complete once the questionnaire is filled in. **A registry-specific link is provided for direct access to the data call questionnaire.**

Submission   ✕

Are you sure you want to SEND the submission?
Please complete the questionnaire .

[X] * I confirm that data are pseudonymised
[X] * I confirm that I have completed the questionnaire

Cancel   OK