



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 <u>https://portal-encr.jrc.ec.europa.eu/</u> to access the home page below and select **Sign-in** to start the authentication process.

		Cookies L	egal Notice Privacy Statement
1		EUROPEAN COMMISSION	
Europe Comm	ean ission		
European Commis	ssion > EU Science H	lub > JRC Data Portal > Home	
Home Cont	act Us		Sign-in
	W	elcome to the JRC Data Submission Portal	

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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).

EU Login One account, many EU services	Eca	English (en)		
	ecas requires you to authenticate Sign in to continue	EU Login One account, many LU services eca	as requires you to authenticate	
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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.

EU Login One account, many EU services	Create an account
ecas requires you to authenticate Sign in to continue	Help for external users First name
Use your e-mail address	Last name
Create an account	E-mail
Or use the eID of your country	Confirm e-mail
Select your country	E-mail language
Easy, fast and secure: download the EU Login app	Enter the code
Create an account	MCOLEW
Thank you for registering, you will receive an e-mail allowing you to complete the registration process.	By checking this box, you acknowledge that you have read and understood the <u>privacy statement</u> Create an account

 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:



Welcome to the JRC Data Submission Portal

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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 <u>JRC-ENCR@ec.europa.eu</u>).
- "**Registry Profile**" where you can visualize your registry details (please note that if you need to update your registry details, you have to contact <u>JRC-ENCR@ec.europa.eu</u>).
- "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.



Welcome to the JRC Data Submission Portal

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Click on this tab and select Data call 2022.

Network: ENCR	Data calls	Studies Data Im	port Comunicatio	n Form ECIS -	Users	Registries
		1	ENCR - Data d	calls list		
						+ NEW DATA CALL
Name	Status	Start Date	End Date	Registries	Submissions	
Data call 2022	ACTIVE	15/06/2022	31/12/2022	0	0	c 💼
2015	ENDED	01/05/2015	31/01/2019	168	177	c 💼

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





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.

Home > ENCR	> Data call 2022	2 > Submissions >	» #190			
File type	Upload	Filename		Submission Date	Uploaded By	
Incidence	^					
Mortality	^					
Population	~					
Life Tables	^					
Notes						
Save notes						A 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	К