



Practical details for  
**HEALTHCARE ORGANISATIONS**

## INTRODUCTION

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The use of Eurofins CDxConnect is based on four fundamental principles:

- The right to join Eurofins CDxConnect is reserved only to **healthcare professionals and employees of Eurofins Biomnis client premises**, who as part of their professional activities, send pathology samples for analysis to the Eurofins Biomnis laboratory.
- Access and use of Eurofins CDxConnect is based on the assumption that **each user has a valid and strictly individual email address**. As such, an email address can only be used for a single user account.
- Eurofins CDxConnect is a tool that can be adjusted according to the user profile. The designated main user will have an account created for them by Eurofins Biomnis. By default, all functions are available to every user, except for the 'Results' which has specific access rights, activated as appropriate by the main user in your organisation. **The main user thus remains responsible for access rights granted to the rest of the users for that account.**
- Eurofins CDxConnect allows users to view **the information from a single site**.

## Eurofins CDxConnect Features

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Eurofins CDxConnect is a new personalised client platform intended to make day-to-day communication with Eurofins Biomnis easier:

- Access results.
- Manage your account online.
- Contact Eurofins Biomnis using the integrated messaging service.
- View the test guide.
- Easy access to all of Eurofins Biomnis' scientific resources and practical tools.

## Eurofins CDxConnect Access Authorisation Form Requirements

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Your Eurofins Biomnis Account Manager will supply your organisation with a Eurofins CDxConnect Access Authorisation Form. This must be completed only by the main designated user within your organization, and by additional users who do not require access to Results. Once completed, please send the form to the Eurofins Biomnis Client Services department at [clientservices@eurofins-biomnis.ie](mailto:clientservices@eurofins-biomnis.ie).

## REGISTRATION PROCEDURE ACCORDING TO USER TYPE

### 1. DESIGNATED MAIN USER WITHIN A HEALTHCARE ORGANISATION

#### ➤ Creating your Eurofins CDxConnect Account

- Go to the Eurofins CDxConnect home page: <https://cdxconnect.eurofins.com/>
- Under the **Create account** section, enter the code provided to you by the Eurofins Biomnis, in the client code section and click on **Create my account**. Once the client code has been validated a captcha will be displayed. This information must be entered in the Text verification field in order to proceed with registration.

#### Create account

Client code ?

Create my account >

#### Create account

Client code ?



Text verification

Create my account >

- Fill in the registration request form with your personal information and the information of your organisation.

Request for access to Eurofins CDxConnect

**Your personal information**

\*Last name

\*First name

\*Email (Your future login)

Mobile number

\*Job title

**Your access**

\*Select the type of access required:  
 Results

Select the tabs from which you want to see the data  
The laboratory scope selection is useful only for users who have access to results

Eurofins Biomnis Ireland / UK disclaims any responsibility concerning the access that you have chosen for your account. Eurofins Biomnis Ireland / UK guarantees the processing of your personal data in the context of the use of Eurofins Biomnis Connect, in accordance with the General European Regulation on the protection of personal data n°2016-679 of April 27, 2016 and the amended Data Protection Act of January 6, 1978.

**Your organisation**

\*Client code

Name

Address

Postal code

City

Country

Fax

Phone number

For any modification, please contact clientservices@eurofins-biomnis.ie

**Send** >

*\* Reminder: The address entered into the 'Email' field must be valid and strictly individual.*

*\*Please note that the mobile number provided must be in the format 3538xxxxxxx.*

**Please ensure that before you submit your request you fill in a Eurofins CDxConnect Access Authorisation Form and you send it to our Client Services department.**

- When selecting the job title, the main user of a client account may have one of the following job titles: Laboratory Manager, Practice/Clinic Manager, or Occupational Health Nurse.

\*Job title

▼

Practice/Clinic Manager

Laboratory manager

Doctor/Consultant

Technician

Midwife/Nurse

Accountant

Other

Your structure

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\*Client code

- As a main user of a client account, you will have access to all of the functions offered by Eurofins CDxConnect. By default, the Results function is activated.
- Click **Send**.
- Your registration request is sent to our IT Department for validation. Once the registration request has been validated by our service, you will receive a temporary password via email.

- When you receive this temporary password you can log in to Eurofins CDxConnect and set your password to gain access to the content and services provided in your personal space. You will also be required to set a security question for your account as a password reminder.
- Once completed, accept the terms and conditions.

### IMPORTANT:

If your organization has multiple sites/locations or more than one client code with Eurofins Biomnis, by ticking the first location on the list (this will tick all associated sites underneath) you will be granted access to the results for all chosen codes.

Your access

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\*Select the type of access required :

Results

Select the labs from which you want to see the data

*The laboratory scope selection is useful only for users who have access to results*

- V76LOC - Validation Test Location (TEST), Dublin
  - DUM - DUMMY,, Dublin 18
  - VGPSETUP - Validation Test Location (TEST), Dublin

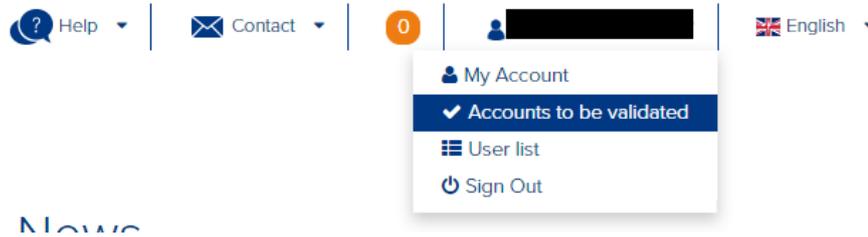
### ➤ Managing Employee Accounts

As the designated main user, you can be selected by an employee to approve their request for access to the Results of your facility. You will then receive a notification email to approve and/or modify the employee's access rights from your personal Eurofins CDxConnect space on the 'Account approval' page.

**IMPORTANT:** *An employee cannot create an account to access the Results of their facility without the main user approving their account. As a result, employees can only create additional user accounts after the main user creates an account with Eurofins CDxConnect.*

How to approve/decline an internal user account

Step 1



Step 2

Labo / UF code	Labo / UF name	Membership request date	Last name	First name	Position	Approver	Action
[Redacted]	[Redacted]	23/06/2021	[Redacted]	[Redacted]	Other	[Redacted]	<a href="#">See request details &gt;</a>

1

Step 3

Account to be approved information

Requester's institution structure

Name: [Redacted]  
 Client code: [Redacted]

Requester information

Last name: [Redacted]  
 First name: [Redacted]  
 Position: Technician

Requested access

\*The user will have access to the following elements :

Results

Select the labs from which you want to see the data

- [Redacted]
- [Redacted]

Eurofins Biomnis Ireland / UK is not responsible for the chosen access for this account

If a user has selected one or more locations to which they should not have access or not included a location to which they should have access, this can be amended by you, by checking or unchecking the relevant client code and approving the amended request.  
 If however, the user is unknown to you or the account should not have been created, then as the approver you can decline this request. This request will be deleted from the application after 30 days.  
 If you have declined a user in error, please contact Eurofins Biomnis to have this request removed, so that the user can create their account again.

[Approve >](#) [Decline >](#)

**IMPORTANT:** If a user has selected a client code for which they should not have access or not ticked a client code to which they should have access, as the approver you can amend this by checking or unchecking the code accordingly before approving the account.

**Please note:** If access for an account has been 'Declined' the user cannot create a new account, until it has been deleted by EBI. To request a 'Declined' account to be deleted please email [clientservices@eurofins-biomnis.ie](mailto:clientservices@eurofins-biomnis.ie).

## 2. EMPLOYEE OF A HEALTHCARE ORGANISATION

The primary contact and designated main user retains responsibility for access rights granted to facility employees. **No access requests can be created by other members of staff until the main user account is registered.**

- Access the Eurofins CDxConnect home page: <https://cdxconnect.eurofins.com/>
- Under the **Create account** section, enter your client code and click on Create my account. The main designated user in your organisation will be able to provide you with this code. Once the client code has been validated a captcha will be displayed. This information must be entered in the Text verification field in order proceed with registration.

### Create account

Client code ?

Create my account >

### Create account

Client code ?



Text verification

Create my account >

- Fill in the registration request form and remember that the **address entered into the 'Email' field must be valid and strictly individual.**

Request for access to Eurofins CDxConnect

**Your personal information**

\*Last name

\*First name

\*Email (Your future login)

Mobile number

\*Job title

**Your access**

\*Select the type of access required:  
 Results

Select the labs from which you want to see the data  
The laboratory scope selection is useful only for users who have access to results

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**Your organisation**

\*Client code

Name

Address

Postal code

City

Country

Fax

Phone number

For any modification, please contact [client-services@eurofins-biomnis.ie](mailto:client-services@eurofins-biomnis.ie)

**Send** >

*\*Please note that the mobile number provided must be in the format 3538xxxxxxx.*

**By default, all Eurofins CDxConnect functions (test guide, scientific resources, etc.) are available to all users, except for the ‘Results’ function which require specific access rights, activated as appropriate by the designated main user.**

- In the “**Job Title**” field, you should select one of the following roles **only**:

- Doctor/Consultant
- Technician
- Midwife/Nurse
- Accountant
- Other

**In the ‘Your access’ section, do not forget to:**

- Indicate whether you wish to have **access to Results**, and if so, to indicate the name of the main user for your account who will approve the request.
- Click **Send**.

### Your access

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\*Select the type of access required :

Results

\*Choose the person who will approve your account

Select the labs from which you want to see the data

*The laboratory scope selection is useful only for users who have access to results*

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**Send** >

- **If the organisation you are part of, has multiple client codes** with Eurofins Biomnis, please tick only those to which you require results access. **Please note access to CDx Connect may not be granted by your on-site approver, if you have incorrectly selected codes to which you should not have access.**
- A user is able to add or remove the client codes, once their account has been approved. However if you have selected additional client codes from the list, your account will need to be 're-approved'. During that time you will not have access to CDx Connect.

### Your access

\*Select the type of access required :

Results

\*Choose the person who will approve your account

Select the labs from which you want to see the data

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### Your access

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- V76LOC - Validation Test Location (TEST), Dublin
  - DUM - DUMMY,, Dublin 18
  - VGPSETUP - Validation Test Location (TEST), Dublin



Eurofins Biomnis Ireland / UK disclaims any responsibility concerning the access that you have chosen for your account

[Send >](#)

**If you have requested access to Results**, your Eurofins CDxConnect registration request is sent directly via email **to your organisation's designated main user you have selected**. They will then have to approve and/or modify your request via their personal Eurofins CDxConnect space on the 'Account approval' page.

Once your request is approved, you will receive **your temporary password via email**. You can then log in to Eurofins CDxConnect and set your password.

**If you have not requested access to Results**, your Eurofins CDxConnect registration request is sent Eurofins Biomnis for approval. Once the registration request has been approved, you will receive a temporary password via email.

Please ensure that before you submit your request you fill in a Eurofins CDxConnect Access Authorisation Form and you send it to our Client Services department.

When you receive this temporary password you can log in to Eurofins CDxConnect and set your password to gain access to the content and services provided in your personal space.

### 3. PASSWORD

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- **Password format** should be:
  - o 8-10 characters long
  - o Contain upper and lower case letters
  - o Contain numerical values
- **If you forgot your password to access CDxConnect** you may at any stage submit a request to have a new access code assigned, by clicking on the link reading “Forgot password or can’t login” available below the fields for entering credentials, on the home page of CDxConnect. The Entity ‘Eurofins Biomnis Ireland / UK’ needs to be selected.
- **User changing the password** - the user connected to CDxConnect can change his/her password from “My Personal Information”. We recommend Users in their own interest to change the password from time to time and keeping it absolutely secret, not disclosing it to anyone. **CDxConnect requires passwords to be renewed every 6 months.**

**IMPORTANT:** Eurofins Biomnis must be notified to deactivate a user account in the following situations:

- A user/employee leaves the client organisation
- A user/employee no longer requires access to CDxConnect
- **NOTE: Accounts inactive for 90 days will be deactivated.**