

Access Instructions Federated Query System

Version: 2.0

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1 Introduction

The federated query system (FQS) allows queries on anonymized and nationally harmonized data coded in national or international terminologies. Researchers can assess whether and where patients or patient data potentially suitable for a specific research question exist at one or several of the Swiss University Hospitals (UHs).

The system enables researchers to verify the feasibility of their project by running simple queries against a subset of clinical data of all UHs. Additionally, it allows designing and optimizing inclusion and exclusion criteria for study protocols without transferring any patient data. These queries may include demographic information (age and gender), diagnosis (ICD-10), procedures (CHOP), medication (ATC) and lab test (LOINC) and lab results with units (according to UCUM). Overall, the system includes 70 Mio data points from 450 000 patients, which signed the general consent.

2 Access requirements

In order to gain access to the FQS, users must meet the following requirements:

- The user's institution must have signed an agreement with the SIB. Currently, all five Swiss university hospitals are part of this network, additional institutions will have the possibility to join at a later time point.
- Users have a <u>SWITCH edu-ID</u> account with their employing institution linked in their profile (though <u>SWITCHaai</u>). As authentication through SWITCHaai via SWITCH edu-ID is unfortunately not currently possible for USB employees, USB researchers will have access to the SPHN FQS from the beginning of 2022.
- Each user has individually agreed to abide by the FQS Acceptable Use Policy.







SIB Swiss Institute of Bioinformatics Personalized Health Informatics Group (PHI) Elisabethenstrasse 43 CH-4051 Basel



3 How to request access

3.1 Go to the **BioMedIT Portal** by entering <u>https://portal.dcc.sib.swiss/</u> in your browser.

a. Click on SWITCH edu-ID

SPHN Set	Sib Swiss Institute of Bioinformatics
Swiss Personalized Health Authentication Sy:	Network (SPHN)
Log In SWITCHedu	-ID

3.2 The SWITCH edu-ID Login page will be displayed.

- a. Enter your E-mail and Password
- b. Click on Login

SWITCH edu-ID	Help	EN ~
Log in to: BioMedIT SPHN		٥
Service description: AAI proxy service for BioMedIT SPHN SWITCH edu-ID E-mail: john.doe@example.org Password: [Enter your password] Create account Login Forgot password? Options for personal data protection		
	S₩I	ГСН
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3.3 The **Two-factor authentication** page will be displayed. Notice that your second authentication method (via an authenticator app, or a code sent by SMS to your phone) will depend on the settings in your SWITCH edu-ID Account.

(For questions related to your SWITCH edu-ID configuration, visit <u>FAQs - SWITCH edu-ID - SWITCH</u><u>Help</u>)

- a. Enter your App Code or SMS Code (as applicable)
- b. Click on Login

SWITCH edu-ID		Help EN ~
Log in to: BioMedIT SPHN		¢
Service descriț AAI proxy servic Login with app App code:	otion: te for BioMedIT SPHN SWITCH edu-ID Login with SMS Use recovery code Enter two-step login app code Login a Login Subject	
		S₩ITCH
About / Terms of Use / Legal Notice / Impri	nt	

3.4 The BioMedIT User Portal's Home will be displayed. At the Quick Access tiles:

a. Click on Federated Query System icon:





If it is the first time you access the Federated Query System, the system will display the **Registration Form** with your name and current affiliations in your SWITCH edu-ID.

Note:

- If you do not have any linked organization in your SWITCH edu-ID, or your linked organization(s) do(es) not have a signed agreement with the SIB, the system will give you the option to update your account.
 - a. Click on SWITCH edu-ID to update your account in SWITCH.
 - b. Return to this screen and click on **I ADDED MY AFFILIATION** when your organization is linked to your SWITCH edu-ID.

θ	
♠ Home	Federated Query System / Home
	Home
Unfortunately your affiliation does not permit you to use this service. If you are part of any of the following organizations [*] : C HUG, INSEL, USZ, please add the affiliation to your <u>[SWITCH edu-ID.</u> If you encounter any problems adding your affiliation, please contact <u>biomedit@sib.swiss</u> .	
	*For researchers from USB, access to the FQS will only be possible from beginning of 2022, as authentication through SWITCHaai is currently not possible for USB employees.
	I ADDED MY AFFILIATION

3.5 In the Registration Form,

- a. Select your institution from the drop-down list
- b. Enter your **institution email**
- c. Click on NEXT

⊖ ♠ Home	Federated Query System / Home
	Home
	Registration Form Attilation
	First Name <your <your="" first="" last="" name=""></your>
	Affiliation <your affiliations=""></your>
	Organization Email



3.6 The Acceptable Use Policy will be displayed.

- a. Read carefully all sections
- a. Click on I have read & agree when all the terms are read, understood, and agreed.

Θ	C Acceptable Use Policy
n Home	Scope and Summary
	C Access limitation
	Ceneral undertakings
	Security requirements
	7 Monitoring and Non-compliance
	Monitoring The Query System's administrator reserves the right to monitor activities on the Query System on an individual basis and compliance with this Policy. Each institution may also monitor activities of its own researchers on the Query System on an individual basis and compliance with this Policy.
	Non-Compliance Compliance with this Policy is mandatory. A Researcher who violates or circumvents this Policy will have their access revoked, and their host institution will be notified immediately (disciplinary actions may follow). Some violations may also constitute violations of laws or regulations and result in civil or criminal penalties.
	I have read & agree REGISTER PREVIOUS

3.7 You will get confirmation that your request was sent.

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f	Home	SPHN Site Institute of Site
		Federated Query System / Home
		Home
		Thanks!
		Thanks a lot for your registration! If you are not receiving your account details within the next 24 hours, please contact us at biomedit@sib.swiss

3.8 Within 24 hours, you will receive an email with your account details and the option to set your credentials.

- a. Open the email
- b. Click on Set Password.



Patient Network Explorer	
Set password for your new account	
Dear .	
A new account was created for you in the Clinerion Patient Network Explorer (PNEx). Your assigned username is Please press the following button to set a password	
This link is valid for 48 hours. If you have troubles in setting the password, please contact us	
Kind regards, Clinerion Team, <u>support@pnex.ch</u>	
Real World Data Solutions	

3.9 The **Privacy Policy** will be displayed:

- a. Read carefully all sections
- b. Click on **I accept** when you have read, agreed and understood all the terms.

	My Account	?	₽
Data Coordination Centre (D	CC)		
Privacy Policy			ľ
Updated: December 2020			- 1
The European General Data	Protection Regulation (GDPR) has been in effect since May 25, 2018.		
EU residents will now have the borders of the EU. Any we collect as little personal	greater control on the use, processing and deletion of their personal data. This rule clarifies how EU personal data laws apply even beyond organization that works with the personal data of EU residents has obligations to protect this data. Clinerion fully adheres to this principle; data as possible and safeguard it using the latest security technologies.		
For you to continue using C data we collect and why in	Clinerion's Patient Network Explorer (PNEx), we need your explicit consent to process (store) your personal data. We explain what personal the following section.		
	1 B 1 C (CBB)		
Please accept our Privacy	Policy to continue using Clinerion's Patient Network Explorer.		,

3.10 The Change Password screen will be displayed.

- a. Enter a password that meets the security requirements
- b. Click on Save changes

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Bostomatos		
Data Coordination Centre (D	- (C)	
Change Bassword	4	
Change Password	1	
Ucornama		
Username		
New Password *	•••••	۲
Retype New Password *	•••••	© ©
	The password must meet the following require	ements
	✓ at least 12 characters	
	new password and retyped password are id	dentical
	 does not contain your user information (first telephone number, organization name) 	st name, last name, email, mobile number,
	\checkmark not contained in black list	
		Save changes

- 3.11 You will get confirmation that your password was changed successfully.
- a. Click on the Log out button



Swiss Personalized Health Network

SPHN



4 Login to the FQS

4.1 Go to the **BioMedIT Portal** by entering <u>https://portal.dcc.sib.swiss/</u> in your browser.

a. Click on SWITCH edu-ID

SPHN Swiss SPHN Hetwork	SIB Swiss Institute of Bioinformatics
Swiss Personalized Health Netv Authentication System	work (SPHN)
Log In SWITCHedu-ID	

4.2 The SWITCH edu-ID Login page will be displayed.

- a. Enter your E-mail and Password
- b. Click on Login

SWITCH edu-ID		Help EN 🗸
Log in to: BioMedIT SPHN		ø
Service descri AAI proxy servi E-mail: Password:	ption: ce for BioMedIT SPHN SWITCH edu-ID john.doe@example.org [Enter your password Create account Login Forgot password? Options for personal data protection	•
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About / Terms of Use / Legal Notice / Impo	int	



4.3 The **Two-factor authentication** page will be displayed. Notice that your second authentication method (via an authenticator app, or a code sent by SMS to your phone) will depend on the settings in your SWITCH edu-ID Account.

(For questions related to your SWITCH edu-ID configuration, visit <u>FAQs - SWITCH edu-ID - SWITCH</u><u>Help</u>)

- a. Enter your App Code or SMS Code (as applicable)
- b. Click on Login

SWITCH edu-ID		Help EN 🕚	~
Log in to: BioMedIT SPHN	¢		
Service descriptio AAI proxy service fo Login with app Lo App code:	n: or BioMedIT SPHN - SWITCH edu-ID gin with SMS Use recovery code inter two-step login app code Login Login Help		
		SWITCH	
About / Terms of Use / Legal Notice / Imprint			

4.4 The **BioMedIT User Portal's Home** will be displayed. At the **Quick Access** tiles:

a. Click on Federated Query System icon:





4.5 The **Login** page will be displayed.

- a. Read the Acceptable Use Policy
- b. Select I confirm when the you read and understood the Acceptable Use Policy
- c. Click on **CONTINUE TO LOGIN**

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n Home	Federated Query System / Home
	Home
	Login
	I have read, understood and agreed to the Acceptable Use Policy in particular:
	 I will not use the system for anything else then feasibility studies with the aim of conducting research in the biomedical field. I will not fact to an identify individuals
	I will comply with the security requirements as specified in Section 5 of the AUP (in particular rules regarding personal computers requirements or
	prohibition to automate the generation of queries in the system). I will not use the system on behalf of quantitorized personnel or third parties, nor share Query Data with such persons.
	When I leave my institution, I will inform DCC (dcc@sib.swiss) and immediately stop accessing or using the system.
	I understand that my activities on the system can be monitored. A violation of the AUP may lead to disciplinary proceeding and civil or criminal penalties.
	By clicking "I confirm", I agree with the foregoing.
	C I confirm
130	CONTINUE TO LOGIN

4.6 The Login to the SPHN Federated Query System page will be displayed.

a. Enter your username or email. You can find your username in the confirmation email you received from the DCC.

b. Click on the ' \rightarrow ' icon

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		(Type username or email \Rightarrow)	
		Forgot your password?	
			©2021 Clinerion www.clinerion.com

4.7 The **Email Verification** page will be displayed asking you to enter a 6-digit code.

SPHN Market	Surgis Institute of Bioinformatics	03	English	?	Đ
	Email verification required				
	Enter the code we sent to Please enter a 6 digit code. The code is valid for 30 minutes.				
	L				
	(Apply code) In case of troubles, please contact support@pnex.ch		erion www.cline	erion.con	1



4.8 Check your inbox. You would have received an email with the code:

- a. Copy the code
- b. Return to the Email Verification page

Patient Network Explorer
Email Verification
Dear
Please verify this email address by entering the following number in the "Email verification required" form
<your code=""></your>
Kind Regards, Clinerion Team
CLINERION Real World Data Solutions

4.9 In the Email Verification required page

a. Enter the code you received by email and click on Apply code

SPHN	Swiss Institute of Bioinformatics		ង្វីថ្លា English	2
		Email verification required		
		Enter the code we sent to		
		Please enter a 6 digit code. The code is valid for 30 minutes.		
		Apply code		
		In case of troubles, please contact support@pnex.ch		
1				
			@2021 Clinetion www.clin	erion.com

4.10 You will be prompted to enter your password.

a. Enter your password

SHAT	^{ar} Login to SPHN Federated Query System	ង្វា English	?
	Password \Rightarrow Forgot your password?		
		©2021 Clinerion www.clinerion.	com

4.11 If your credentials are correct, you must have logged in to the Federated Query System successfully.



5 Resources

- To check or update your linked organizational identities, go to SWITCH edu-ID My edu-ID
- For instructions to manage your SWITCH edu-ID, go to Creating a SWITCH Edu-ID SPHN DCC
- For detailed instructions for creating queries and using the system, go to FQS FAQs