This guide aims to provide new users with annotated illustrations and instructions to help them taking part in the following three main activities offered by the platform:

- Online training courses
- Virtual community of practitioners
- Online legal resources

The user’s guide also provides advice and some tips to help new users make the most of the platform.

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How to login to the platform?

http://ctlp.unodc.org

If you have a **username** and a **password**, enter them into the assigned boxes and then click on "login".

If you have forgotten **your username or password**, click on "Help me log in" and follow the instructions.

If you don't have a username, click on "submit your application" to **register and create a new account**.

You can check the **available courses** on the login page.

Select your **language** at any point during your visit.
To gain access to the platform, you need to register first by creating a new user account. Click on “submit your application” on the platform’s login page (see picture above) and fill in the registration form. In order for your account to be registered, please fill in all the required fields (marked with a red asterisk).

If you have already participated in a training delivered by UNODC Terrorism Prevention Branch and you would like to become a member of the virtual community of practitioners, tick the option “I’m interested in: only becoming a community member” and then click on “Submit my application”. You will receive an acknowledgment of your request to the e-mail address that you mentioned in the registration form. Once your access is granted, you will be able to log into the Platform to participate in the wide range of activities organised by the virtual community.

If you want to register for an online training course, tick the option “enrolling in courses”, select the course you would like to apply for, attach your CV and click on “Submit my application”. You will receive an acknowledgment of your request to the e-mail address that you mentioned in the registration form. Selected applicants will receive an e-mail from UNODC at the latest two weeks before the beginning of the course for which they have been accepted.
Once your registration has been completed, become familiar with the platform’s homepage.

**UNODC Counter-terrorism Learning Platform** consists of three main components: the online training courses, the virtual community of practitioners and the online legal resources.

### Activities of the virtual community of practitioners
- Click on UNODC logo to return to the homepage any time you want.
- Check who is online and get in touch.
- Gain access to the online training courses.
- Gain access to online legal resources.
- View a selection of articles from the News forum.
- The online calendar will keep you up to date on all the upcoming events.
- Become familiar with the platform thanks to this user’s guide.
- Subscribe to the News forum and automatically receive articles by e-mail.
- You can also view all News items.

### Check the local time and the GMT.

### Click on this link to gain access to your online training course

### A short description of the online training courses.
How to take part in the activities of the Virtual Community of Practitioners?

The Virtual Community of Practitioners offers four main services: Live events, Discussion rooms and UNODC Experts and Community Members Directories.

I. Take part in Live Events

Click on the link of the live event (Chats) you want to take part in.

Once you enter the discussion room or chat room, the other participants are notified of your connection. Type your message on the text box to take part in the discussion. If you want the text to scroll up progressively, tick the option scroll.

Click on the link to enter the chat room you wish to join and participate in the debates. If your Internet connection speed is very slow and you cannot manage to open the discussion room, click on “Version without frames and JavaScript” to get a simplified version.
II. Participate in Discussion rooms

Click on the link of the online discussion room (or forum) you wish to participate in.

On the News forum you will find posted items by moderators on general news and announcements. Therefore, it is not a “debate” forum, as its main function is to inform the participants about the latest updates.

Search messages posted in the other discussion rooms.

Click on these links to receive or to stop receiving posts by e-mail for all discussion rooms.

Click on “Add a new discussion topic” in the discussion room to ask a question or to raise a new issue and start a new discussion. Type your text in the text box and click on “Post to forum”.

Click on the link of the online discussion room (or forum) you wish to participate in.

If you wish to actively participate in current discussions and answer questions posted by other participants:
1) Click on the link of the discussion topic you wish to reply to;
2) Click on “reply” on the comment window;
3) Then type your text in the text box and click on “Post to forum”. 
III. Get in contact and discuss with community members

All community members appear in a “directory”, so they can directly and rapidly get in contact with each other at any moment.

Other search options help you get in instant contact with any community member depending on their current role on the platform or their country. You can also search for members by surname or first name.

- This directory helps you gain access to the personal data of your profile. If you wish to update your profile, click on your username and then click on “edit profile”. However, click on “change password” to make any amendments on your password.
- Click on “forum posts” to check the messages you have posted on discussion rooms (see section above).
- Click on “messages” to gain access to your mailbox. You can check the messages you have been sent by your contacts and manage your contact list and mailbox settings.

If you wish to get in contact with a community member, click on his username, then on “send message” and type your message in the text box. If this user is online, he will receive a real-time message, otherwise the message will be sent to his e-mail address. Note that this is a confidential one-to-one discussion.

The discussion window offers several options:
- “Add contact”: the user will be added to your personal contact list;
- “Block contact”: the user will not be able to contact you;
- “Message history”: you can check all your conversations or discussions with that user.

IV. Get in contact and discuss with UNODC experts

This section allows you to contact UNODC experts. It functions in the same manner as the community members section so please follow the same instructions if you wish to get in contact with an expert.
How to access the online legal resources?

I. Access to resources contained in the database (ELRIT) of the UNODC Terrorism Prevention Branch

If you wish to access the legal resources contained in the database of the UNODC Terrorism Prevention Branch, you just need to click on the link “ELRIT” that appears in the “resources” section on the left side of the platform. This link directs you to ELRIT website on which you can find the following tools:

- International legal resources (such as universal instruments against terrorism, United Nations Security Council and General Assembly resolutions on this matter, regional instruments and international jurisdiction cases);
- National legal resources (laws, national case law, legislation on specific matters contained in other UN agencies database, etc.);
- Additional legal resources (practical guides, models treaty and law, articles, etc.)

II. Access other online legal resources

The platform also gives you access to other electronic legal resources on international terrorism. These generally additional documents posted by the trainers, which they highly advise participants to read during the training.
How to follow and participate in a training course?

Once you have selected the training course you would like to follow in the home page (see page 4), a new webpage will open: the worksheet. On this page, you will find information about your training course and a weekly outline. The homepage tools are also included on this worksheet: links to the activities of the virtual community, to the online legal resources, the list of online users as well as the calendar and the time clock.

I. Course overview – the “worksheet”

Click on your course code (ex. 060511EN1) to return to the worksheet any time.

At the top of the worksheet you can find links to the Syllabus and general information about the course that you will already have been sent by e-mail. You also have a direct link to the participants and moderators general discussion room. Don’t hesitate to post your questions and general comments in this discussion room!

Follow the training course in chronological order.

Remember that before the Module 1, you have an introductory week to familiarize yourself with how the course functions.

Modules from 1 up to 5 are run consecutively from Friday to Thursday.

List of course participants.

Every module has direct links to:
- Course text and activities (see below III. Read the course and post comments),
- List of the weekly assignments,
- Forums to post the answers to some of the course activities,
- The online session on Thursday.
  (For these last three points, please check below II. Presentation of the weekly programme).
II. **Presentation of the weekly programme**

Each week, click on “List of assignments to complete this week” to check the **list of the activities** that you have to do during the week.

**Unit 4: Universal Instruments Against Terrorism: Tools for Extradition and Mutual Legal Assistance**

- List of assignments to complete this week
- Course text to read and comment & activities
- Type your answer to activity 11 in this forum
- Click here to access the Online Session on Thursday 9 June at 1:30 pm GMT

Sometimes you will be asked to post your answers to the **course activities** on a **specific forum**.

To **access the course text**, click on the link “Course text to read and comment & other activities”. (see below III. Read the course and post comments).

To access to the **Thursdays online session**, click on “Click here to access the Online Session on Thursday…”. The online session functions similarly to that of the online discussion rooms (see above: How to take part in the activities of the virtual community of practitioners? I. Take part in live events).

**Unit 5: Making Use of the Universal Legal Regime Against Terrorism: Legal Implications and Challenges**

- List of assignments to complete this week
- Course text to read and comment & activities
- Type your answer to activity 13 in this forum
- Click here to access the Online Session on Thursday 16 June at 1:30 pm GMT
- Final Assignment: Available from 17 June 2011, to be submitted before 27 June 2011
- Assessment Questionnaire: What did you think of the course?

Besides the usual weekly course activities, the last module has direct links to:
- **the final assignment**,  
- **the assessment questionnaire**.

Please note that these documents will only be available from a specific date.
III. Read the course and post comments

On the course text page, you will find the option “comment on section”, which allows you to post questions or comments on the course text (see below for further information).

In the course text, you will also find hyperlinks that direct you to websites with useful information.

- The features of Security Council Resolution 1373 and the functioning of the UN sanctions regime against Al Qaeda and the Taliban.

How to post comments?:

1.1 Course Goals

At the end of the course you should be in the position to hold an informed, legally based discussion about:
- The place and role of the Universal Legal Regime against Terrorism within the broader legal discipline of International Criminal Law;
- The functions, dynamics and interaction of the UN organs involved in counter-terrorism;
- The features of Security Council Resolution 1373 and the functioning of the UN sanctions regime against Al Qaeda and the Taliban;

1.2 Course Scope

This course will NOT cover analytical investigative techniques, methods to infiltrate terrorist networks, or ways to protect the crime scene when attacks are perpetuated. It goes without saying that these and other techniques are crucial aspects of counter-terrorism, but they are beyond the scope of this course.

In this course, we focus on terrorism purely as a crime, and on the legal tools at various UN Security Council resolutions (including Resolution 1373) to “bring terrorists to justice.” We focus on one response that criminal justice systems can offer, and particularly on the dynamics and interactions of such systems. How do criminal justice systems relate to each other in counter-terrorism? Are there legal tools or other ways to improve such interactions?

The Universal Legal Regime against Terrorism, a set of legal norms elaborated by the international community over more than 40 years, offers a framework to address serious crimes through a wide array of criminal justice mechanisms. The regime is based on the premise that the perpetration of terrorist crimes (whether should be brought to trial by their national governments, or should be extradited to a country willing to bring them to trial. The well-known principle aud desiderat iudicem (the right to a fair trial) allows individuals to seek justice in a court of law. The right to seek justice is fundamental to the rule of law and to the protection of human rights.

If you wish to post a comment on the course text, click on “comment on section”, type your comment in the text box and click on “Post comment”.

If you change your mind and do not want to post a comment, click on “close comment form”.

Posted comments will automatically be displayed below the respective section. If there are too many comments in the section, you can have a clearer view of the text course by clicking on “View comments on a separate page”. You can also click on “close comments”. If you wish to reply to a comment, click on “Add your own comment”.

This course is based on the premise that the perpetration of terrorist crimes is a serious crime that should be brought to trial by their national governments, or should be extradited to a country willing to bring them to trial. The well-known principle aud desiderat iudicem (the right to a fair trial) allows individuals to seek justice in a court of law. The right to seek justice is fundamental to the rule of law and to the protection of human rights.
What to do in case of technical problems?

Are you facing technical problems?

I. First, post a request in the discussion room named “technical problems ? Contact IT” (see discussion rooms section above, p. 6) and explain your problem in a precise and detailed manner.

II. In the absence of a reply from the technical support department, please send an e-mail to ctlp.support@unodc.org