Tool Request Guidelines

Your easy guide to request access to tools

counterterrorism.ec.europa.eu

1. Pre-conditions
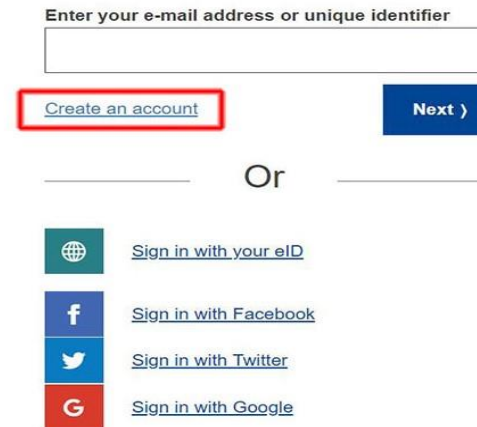
Before being able to request any tool, ensure that:

1. You have created an EU Login account at
https://webgate.ec.europa.eu/cas, by clicking the *Create an account* link:

2. **Make sure you did not use** a Gmail/Outlook or other generic email for creating your **EU Login** account. Such email account addresses are not supported for tool access.

3. You **must have** Two Factors Authentication (2FA) enabled for your EU Login account. To do so, you could either **provide your mobile phone number and use the SMS challenge function**, or **download the EU Login app on your mobile device**. Once downloaded, open it and simply click on the *'Initialize'* button in the default app interface. This will prompt some steps to follow in order to verify and link the device to your EU Login account.

For any clarification during the EU Login registration and device linking processes, refer to the official EU Login User Guide.
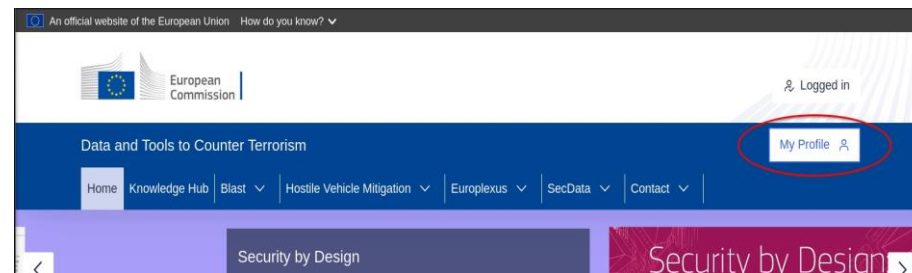
2. Logging-in to your profile page

To request any tool, you must be logged in at https://counterterrorism.ec.europa.eu/. To login, click on the *Log in* button at the top right of the page:
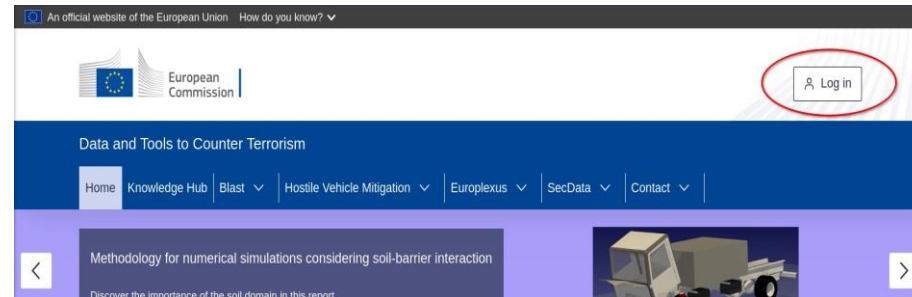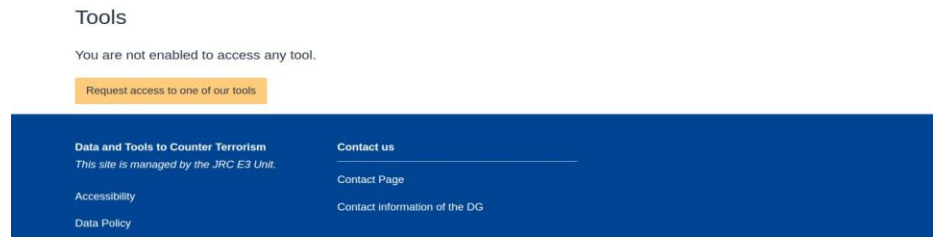

If the login was successful, a new button '*My Profile*' appears:

Click the **My Profile** button to enter your profile page.

2. Logging-in to your profile page

If this is the first time you are requesting tool access, the **Tools** section page will appear like this:

Click the yellow '*Request access to one of our tools*' button to open the Tool Request Form.

3. Filling in the Tool Request Form

3.1. Personal Info section

You will be taken to a page to fill-in some information. Your EU Login username and email will already be pre-filled. The first section requires you to insert personal information:

Insert your Employer/Organization/Institution, your first name and your last name.

3. Filling in the Tool Request Form

3.2. Tool Selection section

The second part presents available tools, and related terms and conditions:

Select the tool you want access to *

If you want to select a tool, *you must read its terms and conditions.*

By requesting the tool, you accept the terms and conditions for the concerned tool.

Are you working for the EU Institutions or a Member State administration/authority?

○ Yes ● No

Blast Load Assessment and Damage Evaluation ⌄

Tool name	Terms and conditions	Request access
Blast Load Assessment and Damage Evaluation	Read terms and conditions »	

Justification *

Write here why you are requesting access

Upload additional documents to support your justification request (optional)

Only **pdf** files. Maximum size is **5 MB**.

Encrypted documents and those containing macros are not accepted.

Choose file

The justification part (yellow) **is mandatory**. You need to provide a written justification why you would like to get access to the specific tool you have selected.

The blue section **is optional**. It shows a couple of questions you may answer in order to gain access to additional tools.

The green section **is optional**. It allows for uploading a pdf file to support your tool request justification.

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3. Filling in the Tool Request Form

The red section **is mandatory**. You have to click on it and select one of the tools in the dropdown list that opens up:

After clicking on one of the tools, you will be presented with a one-row table, depending on the selected tool:

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3. Filling in the Tool Request Form

Click on the '*Read terms and conditions'* button to open up a window that allows you to read the specific tool's terms and conditions. It is presented in this format.
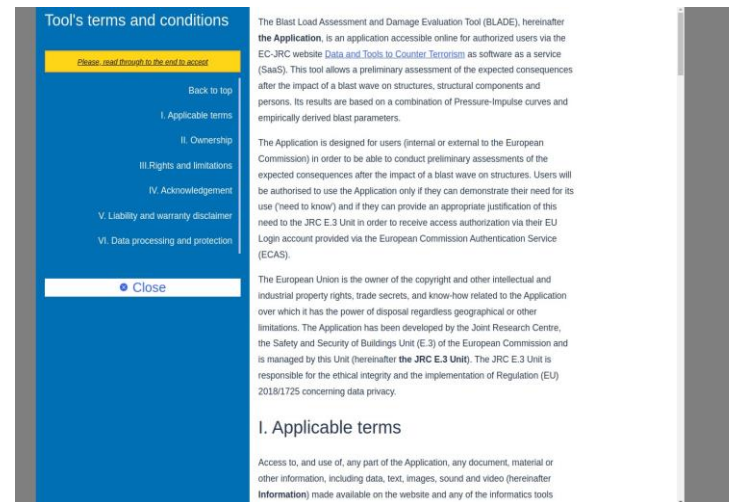
Read through to the end, either by clicking on the sections on the left or scrolling with your mouse wheel or keyboard.

3. Filling in the Tool Request Form

The final page of the selected tool's terms and conditions will be presented like this:

Click the big yellow button at the bottom, and you will be redirected back to the Tool Request Form:

3. Filling in the Tool Request Form

Check the tick box after accepting the terms and conditions, by clicking on it. Check and control if it looks like this:

You are ready for the final step.

At the end of the Form, you should see a section related to the privacy agreement:

3. Filling in the Tool Request Form

Click the *Read privacy and policy to proceed* link to download the commitment for the protection of your personal data. The download will unlock a checkbox on the right:

Consent on privacy	Privacy policy	Accept
Consent on privacy *	Read privacy and policy to proceed »	☐

Request access

Click on the checkbox, like this:

Consent on privacy	Privacy policy	Accept
Consent on privacy *	Read privacy and policy to proceed »	☑

Request access

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3. Filling in the Tool Request Form

Finally, submit the form by clicking the *Request access* button at the end of the form page:

Consent on privacy	Privacy policy	Accept
Consent on privacy *	Read privacy and policy to proceed »	✓

Request access

If you see the following view, you have successfully requested one of the tools:

Request access

✓ Success   Close ✗

We successfully received your request. You will get a feedback as soon as possible. Thanks!

Otherwise, remember to make sure preconditions are met, that you follow the procedure and any eventual advice that the system will provide you (like a field not filled in or a pdf file size exceeding the allowed limit).

Remember that the **only compulsory information required** are: **first and last name**, your **organization/institution**, a tool selection (including **acceptance of terms and conditions**), a **textual justification** and your **consent** to our privacy policy.

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Still questions ?

Send an email to the functional mailbox:
JRC-PUBLIC-SPACES@EC.EUROPA.EU

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Thank you

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