

## FACADE Registration Instructions

In preparation for your Defense Acquisition University (DAU) course, please register for a FACADE account by following these steps:

1. Browse to <https://cadedemoweb.tecolote.com/>. (In the near future, this will be available as a “FACADE Login” link from the public CADE site, <http://cade.osd.mil/>.)
2. If you have a CAC, select the regular (non-EMAIL) certificate. If you don’t have a CAC, just click through, certificates are not required to access the site.
3. At the Knowledge Portal Login screen, click the “**Register here**” link.

4. Choose a **Username** (your choice) and **Password** (click the question mark for strong password requirements). Enter your primary work (*not* personal) **E-mail** address, and click “**Submit**.” If you do have a CAC, you may check the CAC Enable box upon your first login, which frees you from having to remember your Username and Password ever again. If you do not have a CAC, you will need to remember your Username and Password as your primary means of site access.

The screenshot shows the 'DCARC Registration' form within the 'Knowledge Portal'. The form has a header with the Department of Defense seal and 'Knowledge Portal' text. Below the header are 'LOGIN' and 'MY ACCOUNT' tabs. The main heading is 'DCARC Registration'. The form contains the following fields: 'Register For DCARC Access', 'Username:', 'E-mail:', 'Password:', and 'Confirm:'. There is a 'Submit' button at the bottom right. A note on the right side states: 'Note: This site requires a strong password. Click the question mark for instructions.'

- It doesn’t matter whether you already have a CADE account, and your Usernames and Passwords needn’t match (though they may, since both sites are secure).
5. Fill out the **Profile Information** form as completely as possible to the best of your ability (see reverse). (The site is secure, and we don’t share our “mailing list.”) Choose “**Govt: DoD Analyst**” as your User Type, regardless of your real-world role. If you try to submit and it doesn’t seem to “take,” look for asterisked required fields. If the application is incomplete, you will be asked to fill in the missing information before approval.
  6. Request all **Analyst, Reviewer, Submitter, and User** roles under CADE, EVM, DACIMS, and CSDR Submit-Review. Do *not* request any Limited Analyst or Admin roles.
  7. Once the request form is submitted, the screen displays an **Account Status** message. A CADE Team member will approve and activate the account. If you don’t hear back within 24 hours, please email [Peter.J.Braxton.CTR@mail.mil](mailto:Peter.J.Braxton.CTR@mail.mil).

The screenshot shows the 'CADE Portal Home' page. It has a header 'CADE Portal Home'. Below the header is the 'Account Status' section, which includes a thank you message: 'Thank you for registering with the CADE Portal. Your request to access one or more CADE sites will be reviewed. Once your account has been approved, you will receive an email notification to the email address identified in your user profile.' It also includes contact information: 'Contact the help desk at [CADE Support](#) if you have questions.' Below this is the 'Account Actions' section, which lists four actions: 'Change your password', 'Update your profile', 'Request application roles', and 'Transfer file(s) to the Help Desk'. At the bottom, there is a red text warning: 'This system handles UNCLASSIFIED cost data'.

8. When you receive an email listing your confirmed roles in the system, you are ready to log in and access the **Charts & Analytics** module.



**Profile Information**

Please complete the following profile information to complete the registration process. Also select the roles you wish to have for each of the applications listed below.

<b>Name</b> Username: <input type="text"/> First Name: <input type="text"/> Last Name: <input type="text"/>	<b>Personal Details</b> E-mail: <input type="text" value="@mail.mil"/> Organization: <input type="text"/> MDAP/Program: <input type="text"/> Phone: <input type="text"/> Ext: <input type="text"/> Phone 2: <input type="text"/> Ext: <input type="text"/> DSN: <input type="text"/> Pager: <input type="text"/>
<b>Service Affiliations(Assigned By Administrator)</b> <input type="radio"/> All <input checked="" type="radio"/> Specific <input type="checkbox"/> AIR FORCE <input type="checkbox"/> ARMY <input type="checkbox"/> DOD <input type="checkbox"/> MDA <input type="checkbox"/> NAVY	
<b>Address</b> Address: <input type="text"/> Address2: <input type="text"/> City: <input type="text"/> State / Region: <input type="text" value="&lt;Select&gt;"/>	<b>User Type And Security References</b> User Type: <input type="text" value="(Select)"/> Citizenship: <input type="text" value="(Select)"/> Supervisor E-mail: <input type="text"/> Supervisor: <input type="text"/> Phone: <input type="text"/>

Fill out your **Address** and other contact information as completely as possible.

Leave **MDAP/Program** blank. FACADE should not contain any real program affiliations.

For **User Type**, choose "Govt: DoD Analyst."

For **Supervisor/E-mail/Phone**, put the information for your manager or other individual to whom you directly report. We will not contact this person except under extreme circumstances.

**Security Officer** is not required for FACADE.