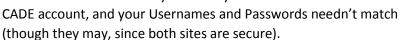
FACADE Registration Instructions

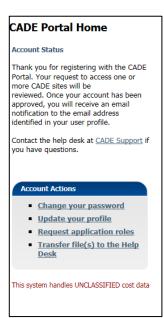
In preparation for your Defense Acquisition University (DAU) course, please register for a FACADE account by following these steps:

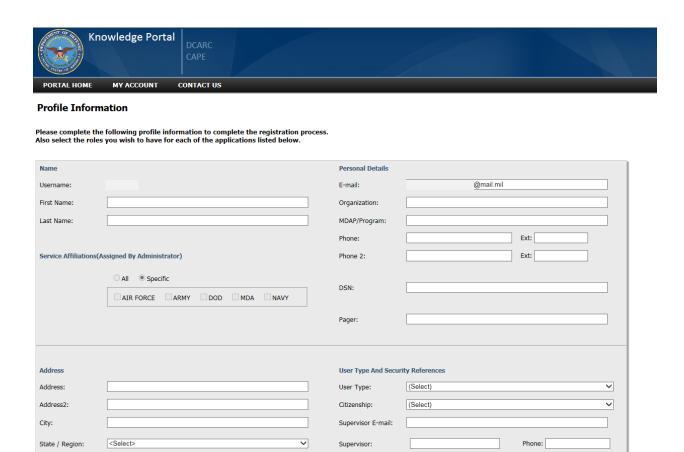
- 1. Browse to https://cadedemoweb.tecolote.com/. (In the near future, this will be available as a "FACADE Login" link from the public CADE site, http://cade.osd.mil/.)
- 2. If you have a CAC, select the regular (non-EMAIL) certificate. If you don't have a CAC, just click through, certificates are not 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. It doesn't matter whether you already have a



- 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.
- 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.
- 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.
- 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.







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.