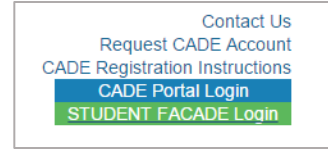


FACADE Registration Instructions

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

1. Use Google Chrome to browse to the Cost Assessment Data Enterprise (CADE) public website, <http://cade.osd.mil/>, and click the “STUDENT FACADE Login” link (green box) in the upper right.
2. If you have a CAC, select the regular (non-EMAIL) certificate. If you don’t have a CAC, just click “Cancel,” certificates are not required to access the site.
3. At the CADE Portal Login screen, click the “**Register here**” link (middle left).
4. Choose a **Username** (your choice) and **Password** (click the question mark for password guidelines). 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 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. In comments box, specify **DAU course**, location, and date.
8. 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 CADESupport@tecolote.com.
9. When you receive an email listing your confirmed roles in the system, you are ready to log in and access **Data & Analytics**.

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.

Name

Last Name

Service Affiliations

All Specific

AIR FORCE ARMY DOD MDA NAVY

Personal Details

MDAP/Program

Phone Ext.

Phone 2 Ext.

DSN Pager

Address

Address

Address2

City

State / Region

<Select>

Zip / Postal Code

User Type and Security References

User Type

(Select)

Citizenship

(Select)

Supervisor Email

Supervisor Phone

Security Officer Phone

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.

Don't forget to log in to FACADE before you leave the office and check the “Enable automatic CAC login” box!

Login for registered users

Username

Password

Not already registered? [Register here.](#)
Forgot your password? [Click here to reset](#)

Enable automatic CAC login