

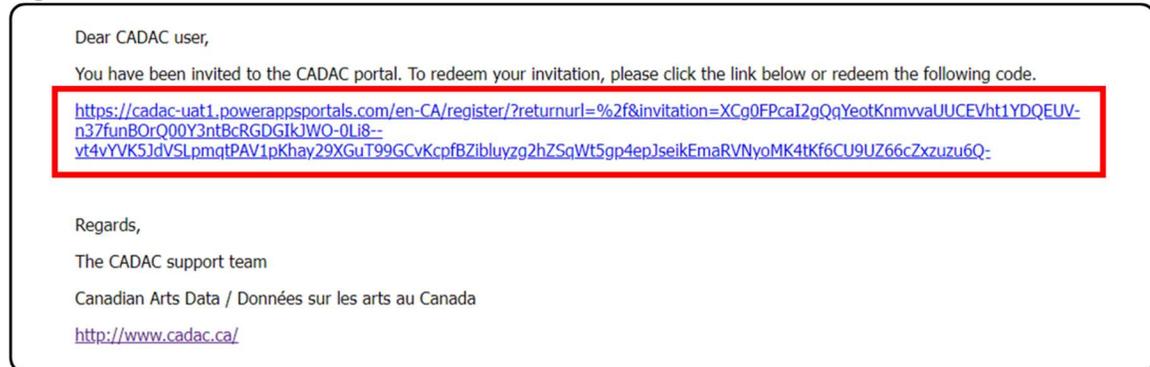
CADAC - First time log-in instructions

Please follow the steps mentioned below after receiving the email invitation.

Note: If you did not receive the invitation, please **check your junk, or spam folder**

Step 1: Click on the link in your email (see figure 1).

Figure 1 - Email Invitation



- The link will bring you to the “*Sign in*” page in CADAC (Figure 2). The invitation code will automatically load. Click “**Register**”.

Figure 2 - Invitation Code



Step 2: Create your user account

- You are now on the *Register* page (Figure 3). Enter the required information to create your user profile.
- Click on **Register**.

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Note: The red asterisks (*) denote required fields. The information does not need to match what is in the Legacy system.

Figure 3 - User Registration

[Sign in](#) [Redeem invitation](#)

Redeeming code: -PRNVHjlsWnHkgc-VVWB7jKwW97ZawYEbhHyF-8OBfRXCYbiGEfxFWafAFNRZ5yu2
 5LEdXwgl8-YEKHvxHODz0Vghz9-9F7IV0vwpS87Zlo2MJnUJLcrruzKgWPc3Q0y2aJIVB-Lw-

Register

Preferred Language: English 1

* First Name 2

* Last Name 3

* Title 4

* Phone 5

* Email: ferdonuspu@vusra.com 6

* Password 7

* Confirm password 8

Note: Your email is automatically loaded and cannot be changed. Your password **does not** need to match what is in the Legacy system.

Step 3: Accept the Terms of Use

- You are now on the *Terms of Use* page (Figure 4). Read the Terms of Use and click on the checkbox to agree to the terms and conditions.
- Click **Continue**.

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Figure 4 - Terms of Use

CADAC - Terms of Use

This agreement ("**Agreement**" or the "**Terms of Use**") is between the arts organization you represent ("**you**" or the "**Client**") and the Canada Council for the Arts in its capacity as the CADAC owner and provider of administrative and technical services in relation to CADAC, and the public arts funders, members of CADAC. Please read this Agreement carefully before using CADAC. By using CADAC, the Client agrees to be bound by the terms and conditions of this Agreement. If the Client does not agree to the terms of this Agreement and is in the process of registering, click "decline" and exit the CADAC system.

Definitions

"**CADAC**" is the Canadian Arts Data / Données sur les arts au Canada, a public arts funding database and website. Information is submitted and uploaded by the Client as part of the grant application process when applying to CADAC Members. CADAC data is used by the CADAC Members in their funding decisions and for research and reporting purposes as more fully set out in this Agreement. CADAC collects and makes available consistent, credible financial and statistical data on publicly funded arts organizations in Canada. CADAC is also contributing to an environment in which both funding agencies and arts organizations are better positioned to do their work.

"**CADAC Owner**" is the Canada Council for the Arts, in its capacity as the information technology owner of CADAC and provider of administrative and technical services in relation to CADAC.

"**CADAC Member(s)**" comprised of participating [Canadian arts agencies](#) that from time to time provide funds for artistic activities at the federal, provincial, territorial, municipal (or possibly regional) level.

"**User**" means one or more employees of Client designated by Client as users of CADAC. The "Client Contact" or the "Client Supervisor" control a user's ability to access or manipulate data through the assignment of "permissions" (e.g. submit data, edit data, view data, manage the Client profile, etc.).

I have read and agree to this Agreement.

Continue

- You have completed your user profile. You are redirected to the CADAC Home page (Figure 5).

Figure 5 - CADAC Home Page

Organization(s) | Notification(s) 0 | English ▾ | Laurence Goyer ▾

Welcome to CADAC

CADAC is a collective effort by federal, provincial and municipal arts funders to create a common database of financial and statistical data on publicly funded arts organizations in Canada.