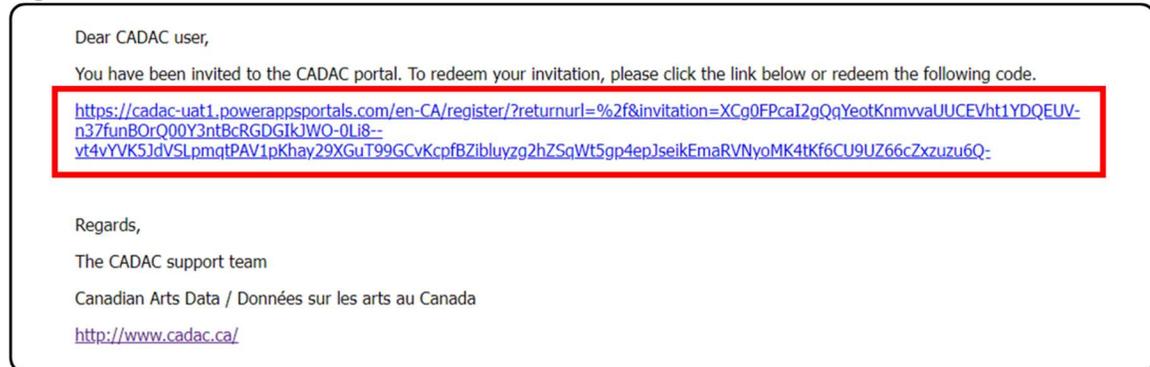# CADAC - First time log-in instructions

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**.

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

Figure 3 - User Registration

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**.

@CADAC

Figure 4 - Terms of Use

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

Figure 5 - CADAC Home Page