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A large red circular graphic with a white border, containing the title and subtitle of the guide.

Defense Acquisition University

Starter Guide
for Students

Visit the DAU Virtual Campus at <https://dau.csod.com>.
From www.DAU.mil, select the "Course Login" button to reach the site.

Search for Training

You have four different options to search for training.

OPTION

01

Global Search

You know the title of the course you want to take. Use the **search bar** in the top right-hand corner of the home page.



Search



GLOBAL SEARCH

OPTION

02

View Instructor-Led Training Calendar

You know when and/or where you want to take instructor-led training. Use the **View Instructor-Led Training Calendar** button.



VIEW INSTRUCTOR-
LED TRAINING
CALENDAR

OPTION

03

Browse for Training

You want to see training recommendations based on the preferences you set on the Bio page of your Universal Profile. Select the **Apply for Online Training** button. This destination shows instructor-led trainings, too.



APPLY FOR ONLINE
TRAINING

OPTION

04

Global Search with Refine Search

You want to explore and see all that's available to you. Use the search bar and select the **Refine search** link.



Search



Refine search

GLOBAL SEARCH WITH
REFINE SEARCH



Need help? Contact the Help Desk: (Email) DAUHelp@dau.mil, (Local) 703-805-3459, or (Toll-free) 866-568-6924

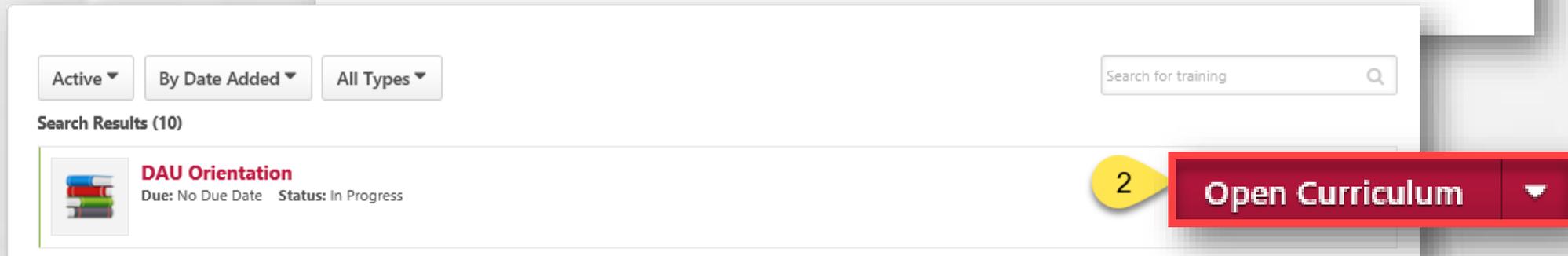
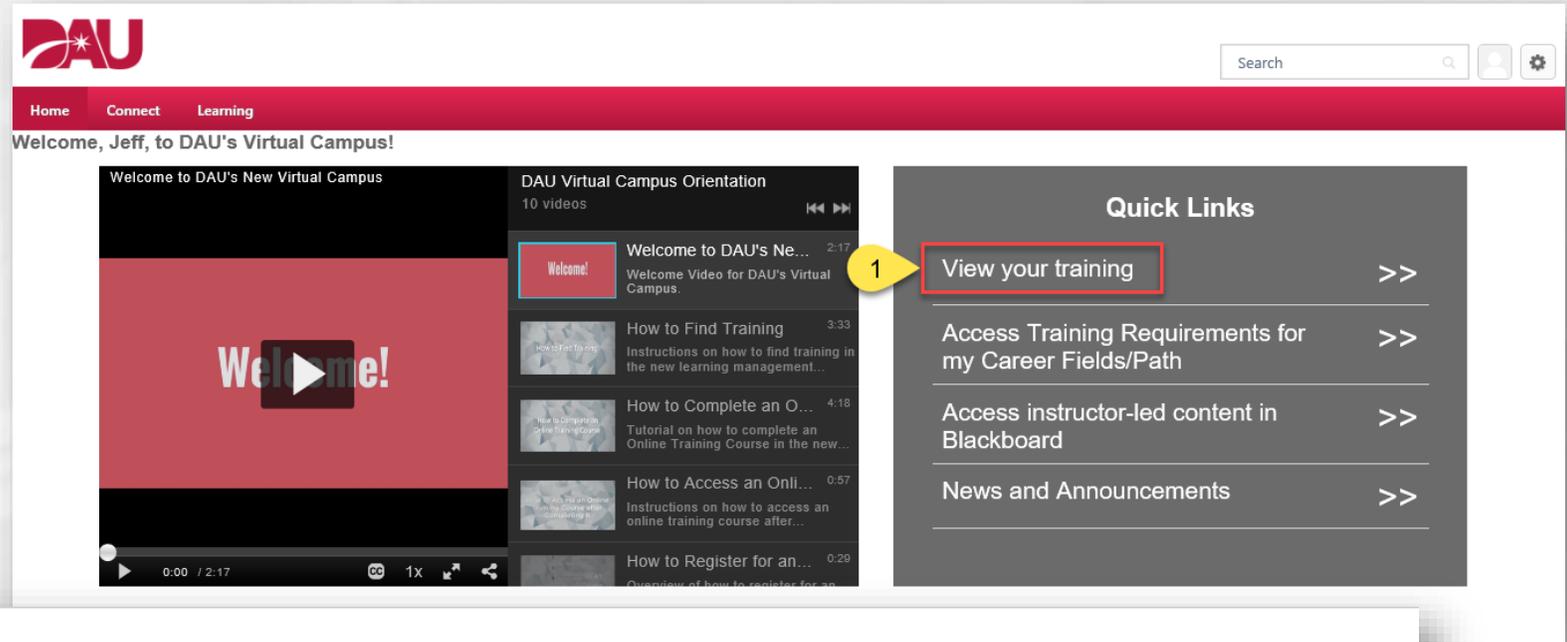
Take DAU Orientation

The DAU Orientation module introduces you to the DAU Virtual Campus. It is required.

Launch Orientation

Step 1: Select the **View your training** Quick Link. This takes you to your transcript.

Step 2: On the right side of DAU Orientation, select the **Open Curriculum**. This will launch the module in a new window.





Take Online Training

Follow these steps to find, request, launch, and get credit for online training courses. Contact the Help Desk if you have any difficulties.

01

Find Training

Use Global Search or Browse for Training features to search for a course.

02

Request Training

Select the Request button when you've found a course. DAU Orientation is a prerequisite!

03

Launch Training

The Active view of your transcript is your launch pad for starting the course. Select the Open Curriculum button, which opens the curriculum player.

04

Join Learning Support Community

Some online training courses have a support community; others do not. If so, join to post content questions.

05

Progress Through Modules

Minimize the training content window to access the curriculum player for tests and to proceed through modules.

06

Evaluate Course

After you've completed the course, go to the Completed view of your transcript, select the View Completion Page button, and evaluate the course.

07

Print Certificate

All course completion certificates are on the Completed view of your transcript. Select the View Completion Page button.





Take Instructor-Led Training

Follow these steps to find, take, and evaluate instructor-led training via the DAU Virtual Campus. Contact the Help Desk if you have any difficulties.

01

Find an Instructor-Led Training

Use the Instructor-Led Training Calendar, Global Search, or Browse for Training features to find training.

02

Register for the Training

Select the Apply for Instructor-Led Training button to register for training. You will be directed to another site.

03

Check Your Email

You will receive a Welcome Letter containing session-specific information. You will also receive instructions on filling out a Locator Card.

04

Withdraw, if You Must

If you need to withdraw, navigate to <https://www.dau.mil/training/p/apply-for-a-course>.

05

Show Up and Learn

Instructors will take attendance each class.

06

Complete the Course Evaluation

Complete a course evaluation via your transcript page. This helps us improve your learning experience.

07

Print Certificate

All course completion certificates are on the Completed view of your transcript. Select the View Completion Page button.



Edit Your User Record

Make sure your information is correct. If you are unable to edit a field, contact the Help Desk.

Edit User Record

Step 1: Select the **Universal Profile icon** at the top right of the screen.

Step 2: Please be sure that you are on the **User Record Page**.

Step 3: Click on **Edit Record**.

The screenshot shows the DAU user record page for Jennifer Smith. The page has a red header with the DAU logo and navigation links: Home, Connect, Learning, Reports, ILT, Content, Admin. A search bar is in the top right. A yellow callout '1' points to the profile icon in the top right. Below the header, the user's name 'Jennifer Smith' is shown with a yellow callout '2' pointing to the 'User Record' dropdown menu. The main content area shows the 'User Record' page with a profile picture placeholder, personal information (Name, User ID, Original Hire Date, Allow Reconciliation, Active Status), and system information (User Name, Local System ID, Last Hire Date, Absent). Below this is a 'Contact' section with address, phone, email, and mobile fields. A yellow callout '3' points to the 'Edit Record' button in the bottom right corner.



View Your Course Completions

Go to the Completed view of your transcript and, if desired, print course completion certificates.

View Certificate

Step 1: From the Home page, select **View your training** on the Quick Links to navigate to the Transcript view.

Step 2: Click on the drop-down menu to select the **Completed** page.

Step 3: If desired, select the dropdown menu to click on the **View Certificate** page and follow the steps to download and print your course completion certificate. This is not required.

