DAU

Guidance for completing the DAU SAAR
for Workforce Members who
need access to DAU Resources
(Communities, Team Spaces, ACQuipedia,
Ask A Professor, and Job Support Tools)

QUICK TIPS

Recommended Browsers: Google Chrome and Mozilla Firefox are the recommended browsers to submit the SAAR.

Workforce Members Who Need Access to DAU.edu Resources: You will need to complete a SAAR form to obtain a DAU account in order to login to the DAU.edu website and engage with DAU.edu resources such as join a Community, comment or participate in a discussion, contribute content, questions or suggestions or star rate content.

STEP 1: Open a new browser and go to https://saar.dau.edu to begin. Please keep these instructions open to assist you with completing all the required steps.

STEP 2: Answer questions regarding having a DoD CAC and/or DAUID.

> ➢ If you support the Department of Defense and have a Common Access Card (CAC), the system can determine if there is already a DAUID associated to your information. If you select "Yes" and the system does find your account, the fields for your DAUID, Name, and Email address under **PERSONAL DETAILS** will automatically be filled in.

> ➢ If you answer "Yes" to the above question, you should manually enter your DAUID under **PERSONAL DETAILS**. Even though the field for your SSN/FIN has an asterisk, it will automatically be grayed out upon answering "Yes" to this question. **Your SSN/FIN is not required if you enter your DAUID.**

➤ Note: Your DAUID start with "**DAU**" and is followed by numbers.

STEP 3: Under <mark>SYSTEM ASSOCIATION</mark> you must select "DAU Homepage (**Knowledge Sharing)**".

STEP 4: Enter the required information in all fields that have not been grayed out.

STEP 5: Enter your <mark>SUPERVISOR DETAILS</mark>.

STEP 6: Read the <mark>USER AGREEMENT</mark> and check the "**I Agree**" box. Enter the code, which is not case sensitive, from the image in the box. You can select the green arrows to generate a new code or select the green sound image for the code to be vocalized. Afterwards select the "Submit" button.

<mark>IMPORTANT</mark>: If there was any information that was not filled in correctly, there will be red text in the area of the form that requires your attention for correction. Afterwards, you will need to select the "**I Agree**" check box again and enter the new code in the image box in order for your SAAR to be submitted. Select the "**Submit**" button once you have completed the form. Afterwards the screen below will be generated.

DAU

Thank you!

✔

Your request has been submitted and could take up to 24 hours to process.

New Users:

Please wait to receive the following 3 emails:

Username, **Password**, and **Access Granted**
NOTE: If you do not receive these emails within 24 hours,
send an email to DAUHelp@dau.edu to ensure your request was received.

Existing Users:

Did you submit the SAAR using your CAC?

CAC - YES	CAC - NO
An email will be sent once access has been granted to the system you requested.	After 24 hours: Login to the **DAU Identity Management System** and: 1. Check your account access. 2. Update your DAU profile.

FAQs

DAU Help Desk
Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459; Option 1
Email: dauhelp@dau.edu

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