
*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.

DoD Common Access Card (CAC) ASSOCIATION

****IMPORTANT - PLEASE READ****
The REQUIRED browser to submit this form is Google Chrome or Microsoft Edge.

Do you support the Department of Defense and have a Common Access Card (CAC)? Yes No

- 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.

Do you know your DAUID? Yes No

- 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 **SYSTEM ASSOCIATION** you must select “DAU Homepage (Knowledge Sharing)”.

SYSTEM ASSOCIATION

Please select a system for which you are requesting access

Virtual Campus (Online Training)

Industry Students (Classroom Registrations Only)

DAU Homepage (Knowledge Sharing)

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

PERSONAL DETAILS

Foreign National students without a DoD CAC or a DAUID can visit the [FAQ website](#) for guidance on establishing an account. DAU account holders must also update their profile in the DAU Identity Management System. Further guidance is provided after submitting this form.

Citizenship Type [dropdown] * Designation [dropdown] *

SSN/FIN [text] *

DAUID [text] *

First Name [text] *

Last Name [text] *

MI [text]

Suffix [text]

Organization [..Please Select..] * (grayed out)

Sub Org. [..Please Select..] * (grayed out)

Telephone [text] *

Email [text] *

STEP 5: Enter your **SUPERVISOR DETAILS**.

SUPERVISOR DETAILS			
First Name	:	<input type="text"/>	*
Supervisor Email	:	<input type="text"/>	*
Last Name	:	<input type="text"/>	*
Supervisor Phone	:	<input type="text"/>	*

STEP 6: Read the **USER AGREEMENT** 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.

USER AGREEMENT	
<p>I accept the responsibility for the information and DoD system to which I am granted access and will not exceed my authorized level system access. I understand that my access may be revoked or terminated for non-compliance with DoD security policies. I accept responsibility to safeguard the information contained in these systems from unauthorized or inadvertent modification, disclosure, destruction and use. I understand and accept that my use of the system may be monitored as part of managing the system, protecting against unauthorized access and verifying security problems. I agree to notify the appropriate organization that issued my account(s) when the access is no longer required.</p>	
*I Agree <input type="checkbox"/>	
	<input type="button" value="SUBMIT"/>

IMPORTANT: 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.



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

An email will be sent once access has been granted to the system you requested.



CAC -NO

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