System Authorization Access Request (SAAR)

Job-Aids

Department of Defense, p. 2

Federal Acquisition Institute, p. 12

Updated 06-July-2021
Users who support the Department of Defense
Go to the SAAR Homepage

**Step 1:** Go to [https://saar.dau.edu](https://saar.dau.edu).

⚠️ **Browser Notice**

We recommend using Microsoft Edge when filling out this form.

**Step 2:** Select Department of Defense Agency.

![Request DAU Platform Access](image)

*Request DAU Platform Access*

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

- Department of Defense Agency
- Other Federal Agency (Non-DoD)

*Have a Common Access Card?*

Make sure to use your Authentication Certificate when filling out your request.

Already have an account? [Sign in](https://saar.dau.edu).

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Warning Notice

Step 3: Select Continue after reading the Warning Notice.

Warning Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

Continue  Go Back
**DOD CAC & DAUID**

**Step 4:** Answer the DoD CAC question.

Do you support the Department of Defense and have a Common Access Card (CAC)?

Select your Authentication Certificate when using your DoD CAC.

Select a certificate for authentication

Site sean.dau.edu443 needs your credentials:

- DOE.JAN.ANN.1234567890
- DOD ID CA-59
- Authentication:
  - DOE.JAN.ANN.1234567890
  - 11/4/2020

**Step 5:** Read the information regarding your DAUID and answer Yes or No to the question.

**What's my DAUID?**

- Your DAUID starts with “DAU” and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

Do you know your DAUID?*
System Association

**Step 6:** Select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.

**Step 7:** Enter the **reason** you are requesting access to the system.

Reason you are requesting an account
**Alert for Foreign National Students:** Please review the guidance on the FAQ website (https://www.dau.edu/faq/p/FLN-Account-Creation) to determine if you need an EIN to submit the SAAR.

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**Step 8:** Select your **Citizenship Type**.

**Step 9:** Enter your **SSN/FIN** or **DAUID**. If you do not have either, please go to the [FAQ website](https://www.dau.edu/faq/p/FLN-Account-Creation) for additional guidance.
Personal Details

Step 10: Enter your First and Last Name.

First Name*

Last Name *

MI

Suffix

Step 11: Select your Designation.

Designation *

- Active Military
- Reserve Military
- Civilian
- Contractor
Personal Details

Step 12: Select your **Organization**.

Organization*

```
..Please Select..
```

Army
Navy
Air Force
Defense Contract Management Agency
Defense Logistics Agency
Other Defense Agencies
Industry
Foreign Military Sales/NATO

Step 13: Select your **Sub Org.**

Sub Org.*

```
..Please Select..
```

Step 14: Enter your **Telephone** number.

Telephone*

Step 15: Enter your **Email**.

Email*
**Step 16:** Enter the contact information for your *Supervisor*.

- **First Name**
- **Supervisor Email**
- **Last Name**
- **Supervisor Phone**

**Step 17:** Read the *User Agreement* and select the *I Agree* box.

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.

* I Agree

**Step 18:** Enter the captcha *Security Code* and select the *Submit* button.

Note: You can select the green arrows to generate a new code or select the green sound image for the code to be read aloud.

Type the code from the image

The code is not case sensitive.

Submit
Step 19: Read the information on the SAAR Thank You Page regarding the next steps.

Thank you!

Access Request Submitted
Your DAU SAAR was submitted successfully! Please read the information below for next steps.

Here are your next steps:

1. **Wait 24 hours**
   It can take up to 24 hours to process your SAAR request after submission. Please wait for further instruction to be emailed to the address you provided on your SAAR.

2. **Check your email**
   If you don’t already have a DAU account, you will receive an email entitled “Welcome to DAU”. Please follow the instructions in that message to complete your account setup. Make sure to check your junk/spam folder.

3. **Need Help?**
   If after 24 hours you haven’t been granted access, haven’t received your welcome email, or need help completing your account setup, please contact our helpdesk at DAUHelp@dau.edu for further assistance.

Visit our Frequently Asked Questions page for additional information on your account and DAU system access.

**NOTE:** The **DAU Account Setup** page walks you through the process of setting up your account once you receive the **Welcome to DAU** email.

https://www.dau.edu/faq/p/oktass0
Users who support Federal Agencies
Go to the SAAR Homepage

Step 1: Go to https://saar.dau.edu.

⚠️ Browser Notice
We recommend using Microsoft Edge or Google Chrome when filling out this form.

Step 2: Select Federal Agency (Non-DoD).

Request DAU Platform Access
Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

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- Other Federal Agency (Non-DoD)

Have a Common Access Card?
Make sure to use your Authentication Certificate when filling out your request.

Already have an account? Sign in.
Step 3: Select Continue after reading the Warning Notice.

Warning Notice

The Federal Acquisition Institute provides this system under the authority of 41 USC § 1201. The applicable authority limits the use of FAI resources to its twelve purposes. By using this system you are confirming your intent to use it for, at minimum, one of the purposes listed under USC 1201(a): foster and promote the development of a professional acquisition workforce Government-wide; promote and coordinate Government-wide research and studies to improve the procurement process and the laws, policies, methods, regulations, procedures, and forms relating to acquisition by the executive agencies; collect data and analyze acquisition workforce data from the Office of Personnel Management, the heads of executive agencies, and, through periodic surveys, from individual employees; periodically analyze acquisition career fields to identify critical competencies, duties, tasks, and related academic prerequisites, skills, and knowledge; coordinate and assist agencies in identifying and recruiting highly qualified candidates for acquisition fields; develop instructional materials for acquisition personnel in coordination with private and public acquisition colleges and training facilities; evaluate the effectiveness of training and career development programs for acquisition personnel; promote the establishment and utilization of academic programs by colleges and universities in acquisition fields; facilitate, to the extent requested by agencies, interagency intern and training programs; collaborate with other civilian agency acquisition training programs to leverage training supporting all members of the civilian agency acquisition workforce; assist civilian agencies with their acquisition and capital planning efforts; and perform other career management or research functions as directed by the Administrator.

Continue Go Back
Browser Reminder & DAUID

**Step 4:** Make sure you are using the **Microsoft Edge** or **Google Chrome** browser.

**Browser Notice**
We recommend using Microsoft Edge or Google Chrome when filling out this form.

**Step 5:** Read the information regarding your **DAUID** and answer **Yes** or **No** to the question.

**What’s my DAUID?**
- Your DAUID starts with “DAU” and is followed by a series of numbers.
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Do you know your DAUID?*

☐ Yes  ☐ No
Step 6: Select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.

Step 7: Enter the **reason** you are requesting an account.
Personal Details

**Foreign National Students**
Foreign National students must have a DAUID to submit this form. Guidance is available on the [FAQ website](#) for obtaining the required DAUID.

**ALERT for Foreign National Students:** You must contact the ATRRS Help Desk to obtain an EIN. Provide your EIN to the DAU Help Desk once you receive it so a DAUID can be created for you to submit the SAAR.

**ATRRS Help Desk**
Email: [ahelp@asmr.com](mailto:ahelp@asmr.com)
Commercial: 703-695-2353 / 2060
DSN: 225-2353 / 2060

**Step 8:** Select your **Citizenship Type**.

Choose from:
- US Citizen
- US Permanent Resident
- Foreign National w/DAUID

**Step 9:** Enter your **SSN** or **DAUID**. If you do not have either, please go to the [FAQ website](#) for additional guidance.

**SSN**

**What if I don't have a SSN/DAUID**

**DAUID**
Step 10: Enter your First and Last Name.

First Name*

Last Name *

MI

Suffix

Step 11: Select your Designation.

Designation *

- Active Military
- Reserve Military
- Civilian
- Contractor
Step 12: Select your **Organization**.

Organization*  
..Please Select..

- Federal Organizations
- Industry

Step 13: Select your **Sub Org.**

Sub Org.*  
..Please Select..

Step 14: Enter your **Telephone** number.

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Step 16: Enter the contact information for your Supervisor.

First Name*

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Last Name*

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Step 17: Read the User Agreement and select the I Agree box.

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. 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.

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