System Authorization Access Request (SAAR)

Job-Aids

Department of Defense, p. 2

Federal Acquisition Institute, p. 13

Foreign Nationals without a DAUID, DoD CAC, or SSN p. 23

Updated 27-September-2021
Users who support the Department of Defense
Step 1: Go to [https://saar.dau.edu](https://saar.dau.edu) to begin.

**Browser Notice**

We recommend using Microsoft Edge when filling out this form.

Step 2: Select Department of Defense Agency.

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**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.
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 saaidasu.443 needs your credentials:

11/4/2020

- **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.

*For Example - Register for training / workshop.*
Foreign National students without a DAUID, DoD CAC, or SSN should review the guidance on page 23 of this document to proceed.

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 for additional guidance.
Personal Details

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Input Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
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<td>Last Name</td>
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<td>Suffix</td>
<td></td>
</tr>
</tbody>
</table>

**Step 11:** Select your *Designation*.

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

**Step 12:** Select your **Organization**.

- 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.*

**ATTENTION DSCU Students**

**Step 12:** Select **Defense Security Cooperation University**.

**Step 13:** Select **Defense Security Cooperation Agency**.
Personal Details

**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, 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.
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 the account setup, please Submit a request through the DAU Public Service Portal.

NOTE: The DAU Account Setup page walks you through the process of setting up your account after you’ve submitted the SAAR and you have received the Welcome to DAU email. To complete the process of setting up your DAU account, you will need to follow Steps 2 – 10 as shown on the DAU Account Setup page.
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.

- 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.
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.

Step 3: Select Continue after reading the Warning Notice.
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.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

![Do you know your DAUID?]

Foreign National students without a DAUID or SSN should review the guidance on page 23 of this document to proceed.
System Association

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

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

For example: Register for training / workshop.
Step 8: Select your **Citizenship Type**.

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

**Foreign National students without a DAUID or SSN should review the guidance on page 23 of this document to proceed.**
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**.

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

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

**Step 15:** Enter your **Email**.
Supervisor Details & User Agreement

**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.

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3. Need Help?
   If after 24 hours you haven’t been granted access, haven’t received your welcome email, or need help completing the account setup, please Submit a request through the DAU Public Service Portal.

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

NOTE: The DAU Account Setup page walks you through the process of setting up your account after you’ve submitted the SAAR and you have received the Welcome to DAU email. To complete the process of setting up your DAU account, you will need to follow Steps 2 – 10 as shown on the DAU Account Setup page.
Foreign National Student SAAR Guidance

Foreign National Students who support a DoD agency w/o a DoD CAC or DAUID

Step 1: Contact your POC below to obtain an EIN.
- Army - ahelp@asmr.com
- Navy Direct Hires Only - eDACM_Support@navy.mil
- Air Force (Contracting 1102) - acqnow@us.af.mil
- 4th Estate - datmshelp@asmr.com
- Contractor, Industry, Foreign Military Sales, or NATO - Send an email to Industry.Registrar@dau.edu with the information below:
  Name, Email, Country of Citizenship, Country of Current Residence, Employer, Supervisor Name, and Supervisor Email

Step 2: After obtaining an EIN, submit a request through the DAU Public Service Portal to receive a DAUID.
Short Description: DAUID Request
Summary: Provide your EIN

Step 3: After a DAUID has been created, you will receive a message from SERVICENOW@DAU.EDU with instructions on submitting the SAAR with your DAUID.

ALERT! In order to ensure receipt of our response, please have your IT department "whitelist" the email address SERVICENOW@DAU.EDU and add the email domain as a trusted source. Otherwise, you may need to check your junk/spam folder in case the email message is blocked by your agency information technology email service.

Foreign National Students who support a Non-DoD agency w/o a DAUID

Step 1: Submit a request through the DAU Public Service Portal and include the information below.
Short Description: EIN Request
Summary should include the following:
1. Full Name:
2. Agency:
3. Country where you were born:

Step 2: After an EIN has been created and your DAUID has been established, you will receive a message from SERVICENOW@DAU.EDU with instructions on submitting the SAAR with your DAUID.

ALERT! In order to ensure receipt of our response, please have your IT department "whitelist" the email address SERVICENOW@DAU.EDU and add the email domain as a trusted source. Otherwise, you may need to check your junk/spam folder in case the email message is blocked by your agency information technology email service provider.