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*Guidance for completing  
the DAU SAAR for access to the  
“Industry Training Application System”  
Instructor Led (ILT/VILT) Registrations Only*

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**\*\*QUICK TIPS\*\***

**Recommended Browsers:** **Google Chrome and Microsoft Edge** are the recommended browsers to submit the SAAR.

**About the Industry TAS:** The Industry TAS is used by Industry, Contractor, Foreign National, and NATO students to register for **DAU Instructor Lead (ILT/VILT) courses**. In order to enter the Industry TAS, students must be granted access to that system.

**Foreign Local National Students:** You must have a **DoD CAC** or a **DAUID** in order to submit this form. If you do not have either of these, you must obtain an EIN from your training POC (*whomever is requiring you to take DAU courses*). Next, you should provide your EIN to the DAU Help Desk (703-805-3459 | 866-568-6924 | DSN: 655-3459; *Option 1*) so a DAUID can be established for you. Afterwards, a DAUID will be sent to you via email so you can enter it on the SAAR and submit your request. Guidance regarding this process is available on the [FAQ website](#).

**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 “**Industry Students (Classroom Registrations Only)**”. NOTE: Even this option is also applicable to for the Instructor led courses that are taught virtually (VILT). If you choose one of the other options, this will significantly delay the process to be granted access to the system.

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] \*

SSN/FIN [text field, grayed out] \*

DAUID [text field, grayed out] \*

First Name [text field, grayed out] \*

Last Name [text field, grayed out] \*

MI [text field, grayed out]

Suffix [text field, grayed out]

Designation [dropdown] \*

Organization [dropdown, grayed out] \*

Sub Org. [dropdown, grayed out] \*

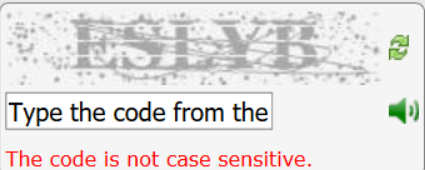

Telephone [text field, grayed out] \*

Email [text field, grayed out] \*

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>	
<b>*I Agree</b> <input type="checkbox"/>	
	<input type="button" value="SUBMIT"/>
<input type="text" value="Type the code from the"/>	
The code is not case sensitive.	

**NOTE:** 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.

## **IMPORTANT!**

- **Access requests to the Industry TAS can take up to 24 hours to be processed.**
- Users who “**do not**” have an account in the DAU Identity Management System **will** receive the “**Welcome to DAU**” email to activate their DAU account within a few hours after submitting the DAU SAAR. The link in the email “**only gives you access to activate your account**”. Access to the Industry TAS will not be granted until the “**next business day**”.



- Users “**WILL NOT**” receive a notification once access has been granted to the Industry TAS. We recommend users check their access periodically the next business day after submitting the DAU SAAR. Please contact the DAU Help Desk ([DAUHelp@dau.edu](mailto:DAUHelp@dau.edu)) if your access to the Industry TAS has not been granted within 24 hours of submitting the DAU SAAR.
- Once you have successfully submitted the DAU SAAR, the confirmation screen below should appear saying “**Thank You**”!

## THANK YOU!



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

### ***PLEASE READ:***

If you do not have an account in the DAU login system, you will receive a “**Welcome to Okta**” email. Please follow the guidance in the email to activate your account once you receive it.

NOTE: If you do not have access to DAU within 24 hours, please send an email to [DAUHelp@dau.edu](mailto:DAUHelp@dau.edu) to ensure your request was received.

[FAQs](#)

### **DAU Help Desk**

Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459, Option 1

Email: [dauhelp@dau.edu](mailto:dauhelp@dau.edu)