**Guidance for completing the DAU SAAR for access to the Virtual Campus**

**QUICK TIPS**

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

**New Students:** You will need to request access to the Virtual Campus in order to obtain a DAU account to register for courses.

**Returning Students:** If you have not logged into your account since September 2016, you will need to request access to the Virtual Campus.

**Foreign Local National Students:** You must have a DoD CAC or a DAUID in order to submit this form. If you do not have a DoD CAC or a DAUID, see the guidance below.

1. Obtain an EIN from your training POC (whomever is requiring you to take DAU courses).
2. 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.
3. A DAUID will be sent to you via email so you can enter it on the SAAR and submit your request. Additional 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.

- 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 SYSTEM ASSOCIATION you must select “Virtual Campus (Online Training)”. If you choose one of the other options, this will significantly delay the process to have an account created to take a course.

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

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

<table>
<thead>
<tr>
<th>SUPERVISOR DETAILS</th>
</tr>
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<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Supervisor Email</td>
</tr>
<tr>
<td>Supervisor Phone</td>
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</tbody>
</table>

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.

**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