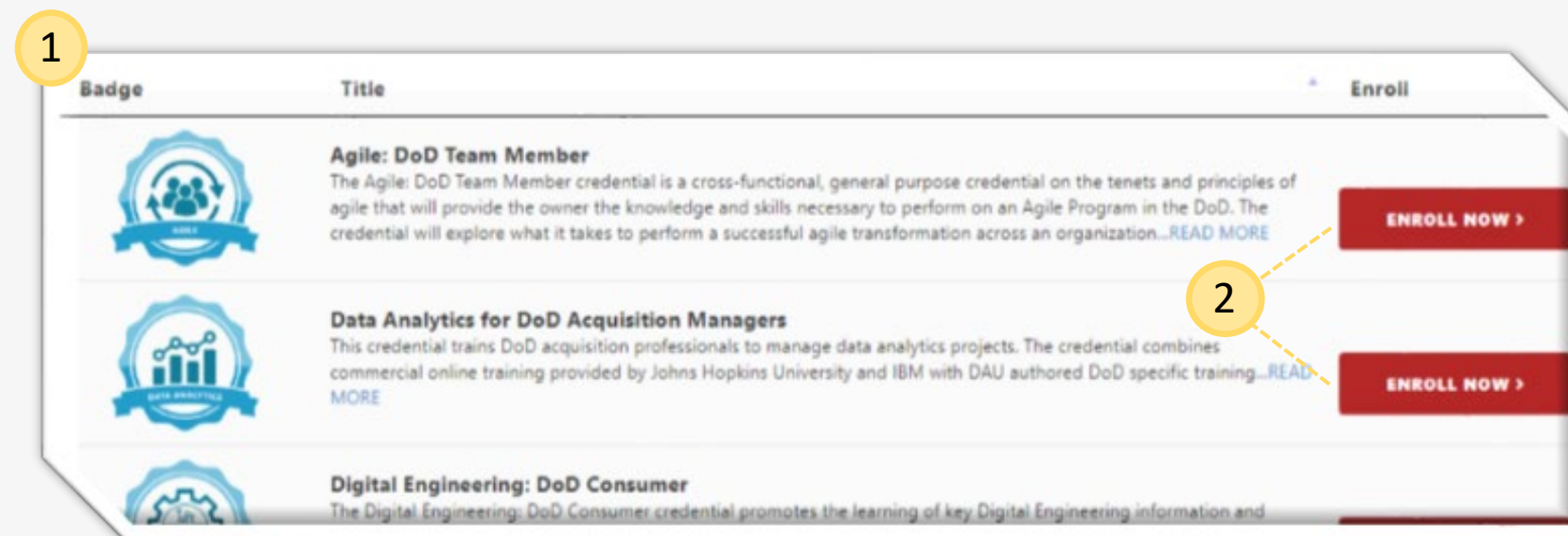


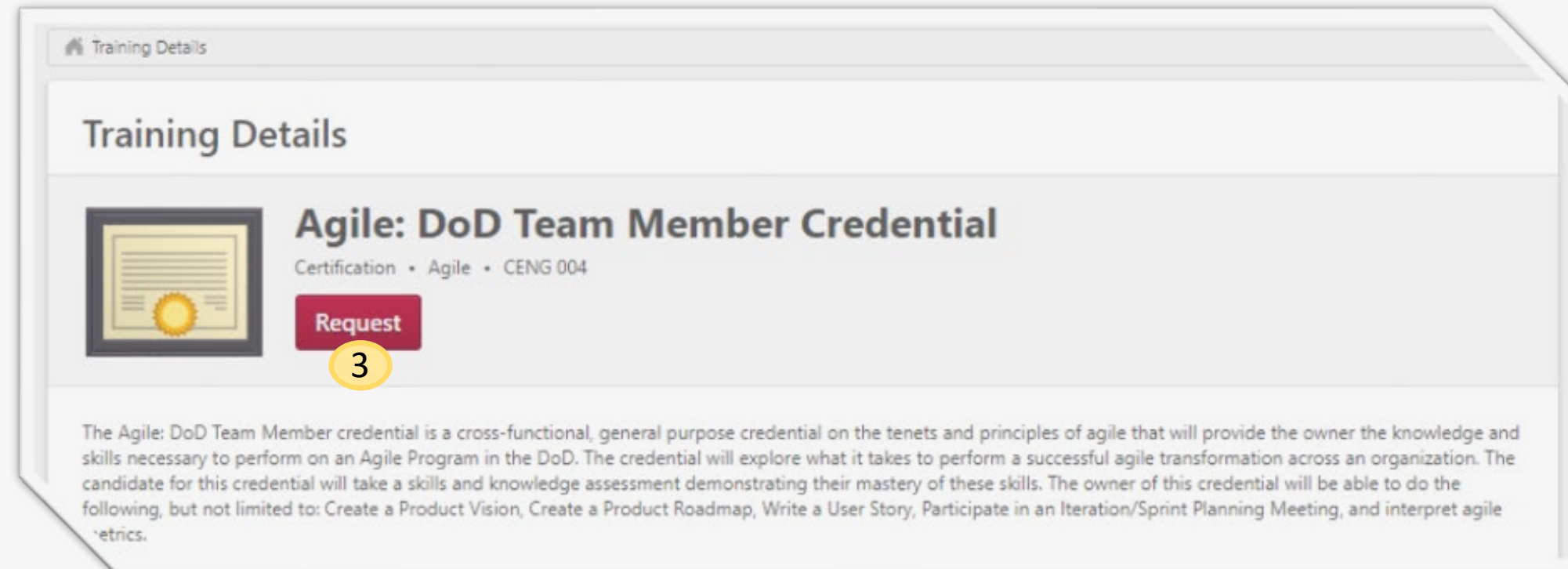
Step 1: [Click here](#) to learn about the Defense Acquisition Credential Programs and the credentials that are available for registration.

Step 2: Select the **ENROLL NOW** button for a credential of interest.



NOTE: If you do not have an active session, you may be prompted to login with your Smartcard (CAC) or Username and Password before you will be able to continue with the steps that follow.

Step 3: Select the **Request** button.



NOTE: You will be redirected to your online transcript where the credential that you have requested will now display as an **Active** learning object along with any other course enrollments that remain in a registered/active status.

Step 4: From the Transcript page, select the **Manage** button to identify the training required to earn each credential.

The screenshot displays a user interface for managing credentials. At the top, there are three filter sections: 'Filter by Training Status' with a dropdown set to 'Active', 'Sort by' with a dropdown set to 'Due Date', and 'Filter by Training Type' with a dropdown set to 'Certification'. To the right is a 'Search by Keyword' field with a search icon. Below these filters, it says 'Search Results (6)'. Two results are visible, each with a certificate icon, a title, and metadata. The first result is 'Excel Skills for Data Analytics and Visualization Credential' with 'Due : No Due Date', 'Status : In Progress', 'Expiration Date : 5/16/2023', and 'Training Type : Certification'. The second result is 'Data Analytics for DoD Acquisition Managers Credential' with 'Due : No Due Date', 'Status : In Progress', 'Expiration Date : 9/9/2023', and 'Training Type : Certification'. To the right of each result is a dark red 'Manage' button with a dropdown arrow. A yellow dashed line connects the 'Certification' filter to a yellow circle containing the number '4', which then points to the 'Manage' buttons of the two results.

*If you already have active training, on your transcript, you may choose the **Certification** filter to locate all of your enrolled Defense Acquisition Credentials.*

NOTE: If you request enrollment into multiple credentials, you will need to manage each credential area individually.

Satisfying Credential Training Requirements

Identifying courses you need to complete

Step 5: Review the courses identified under the **CERTIFICATION** heading. Pay close attention to the sub-headings in this section as this will identify required training vs. personalized options that you may choose from.

Step 6: Take note of the **STATUS** of each course that is identified on this list. You may find that you have already completed one or more of the training requirements if a *Completed* status is already recorded. Otherwise, you will need to take action to register for courses that reflect a *Not Activated* or *Pending Prior Training* status.

When available expand “**Choose One**” to view all required courses.

TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED
CERTIFICATION					
★ Required Course Completions (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 1.00)					
CLC 013 Services Acquisition	Curriculum	1.00	Completed	None	Yes
ACQ 165 Defense Acquisition of Services	Curriculum	1.00	Not Activated	Request	No
ACQ 265 Mission Focused Services Acquisition	Event	1.00	Pending Prior Training		No
★ Choose One Course (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)					
CLC 004 Market Research	Curriculum	1.00	Not Activated	Request	No
CLE 028 Market Research for Engineering and Technical Personnel	Curriculum	1.00	Not Activated	Request	No
Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)					

NOTE: Courses that reflect a **Pending Prior Training** status will not become accessible until a prerequisite has been satisfied. In the example depicted above, ACQ 165 must have a **Completed** status before requesting enrollment into ACQ 265.

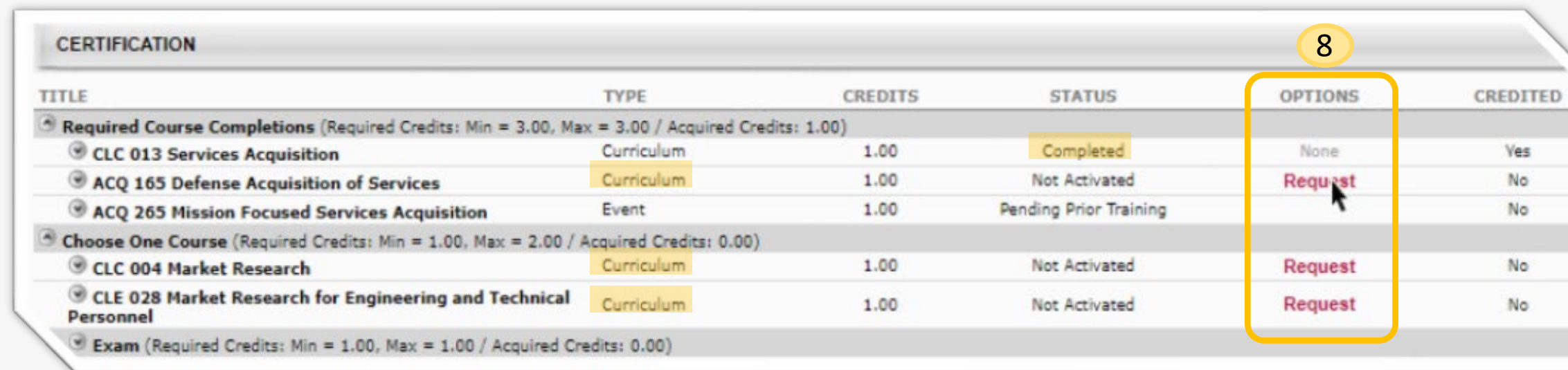
Step 7: Now that you have an understanding as to which courses you will need to complete, you should take a moment to review the **TYPE** of training that's applicable to each enrollment so that you can plan accordingly.

7

CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	
Required Course Completions (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 1.00)						
CLC 013 Services Acquisition	Curriculum	1.00	Completed	None	Yes	
ACQ 165 Defense Acquisition of Services	Curriculum	1.00	Not Activated	Request	No	
ACQ 265 Mission Focused Services Acquisition	Event	1.00	Pending Prior Training		No	
Choose One Course (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)						
CLC 004 Market Research	Curriculum	1.00	Not Activated	Request	No	
CLE 028 Market Research for Engineering and Technical Personnel	Curriculum	1.00	Not Activated	Request	No	
Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						

- Curriculum:** Self-Paced Online Training (DAU)
- Online Class:** Self-Paced Module (DAU)
- Event:** Instructor-Led Training (DAU)
- Online Content:** External Online Training (e.g. Coursera)

Step 8: To begin one of the online training (OLT) courses associated with your credential program, select the **Request** link that appears under the “Options” column. A pop-up window will appear outlining the course description and a list of learning objects that correspond with the course’s training requirements and supplemental resources.



CERTIFICATION						
TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED	
Required Course Completions (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 1.00)						
CLC 013 Services Acquisition	Curriculum	1.00	Completed	None	Yes	
ACQ 165 Defense Acquisition of Services	Curriculum	1.00	Not Activated	Request	No	
ACQ 265 Mission Focused Services Acquisition	Event	1.00	Pending Prior Training		No	
Choose One Course (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)						
CLC 004 Market Research	Curriculum	1.00	Not Activated	Request	No	
CLE 028 Market Research for Engineering and Technical Personnel	Curriculum	1.00	Not Activated	Request	No	
Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)						

Step 9: In the lower-right corner of the pop-up window, choose the **Request** button to finalize your OLT enrollment.

Step 10: Once your OLT enrollment request has been finalized, the “Request” link will then be replaced by **Open Curriculum** for DAU courses, or a **Launch** link for external Coursera courses. Select this link to navigate into the course player.



TITLE	TYPE	CREDITS	STATUS	OPTIONS	CREDITED
CERTIFICATION					
Required Course Completions (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 1.00)					
CLC 013 Services Acquisition	Curriculum	1.00	Completed	None	Yes
ACQ 165 Defense Acquisition of Services	Curriculum	1.00	In Progress	Open Curriculum	No
ACQ 265 Mission Focused Services Acquisition	Event	1.00	Pending Prior Training		No
Choose One Course (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)					
CLC 004 Market Research	Curriculum	1.00	Not Activated	Request	No
CLE 028 Market Research for Engineering and Technical Personnel	Curriculum	1.00	Not Activated	Request	No

NOTE:

- “Launching” a Coursera course will present a “Welcome to Coursera” screen to enable Coursera login (for those that already have a Coursera account) or account creation activities (for first-time Coursera users).
- If you have an existing Coursera account where you’ve already completed one of the courses that are identified as a requirement for the Credential, your Coursera login activity will automatically update the status in your DAU transcript.

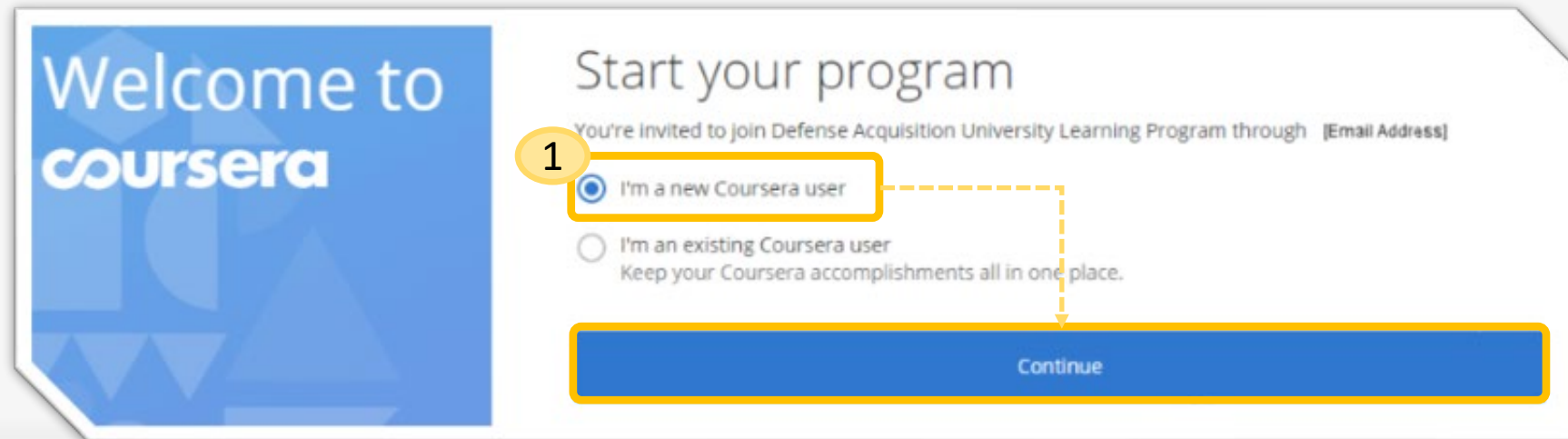
Slide #8 outlines the Coursera registration process for new users and Slide #9 identifies the final steps required to enroll in a Coursera course once your Coursera account has been linked to the DAU Virtual Campus. If your Credential does not list any training with a training type of “Online Content,” you may skip to Slide #10 of this instruction.

Creating a Coursera Account

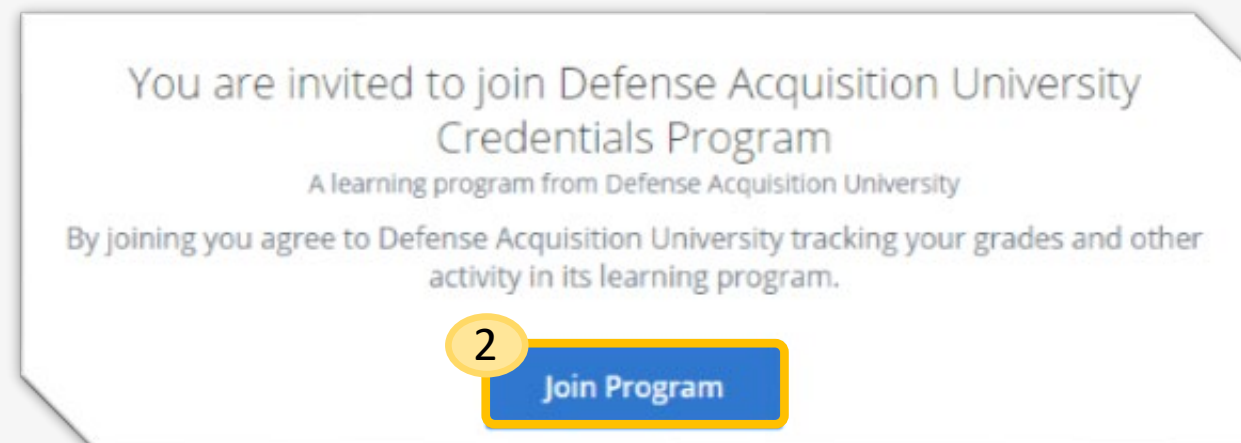
Steps applicable after launching external “Online Content” courses if you’ve not previously linked a Coursera account to DAU.

Please skip these steps if you’ve already logged into Coursera from the DAU Virtual Campus, or if your Credential does not contain any courses with a training type of “Online Content”.

Coursera Registration – Step 1: Ensure that the first radio button, “I’m a new Coursera user,” is selected and click on **Continue**.



Coursera Registration – Step 2: Accept the invitation to join Defense Acquisition’s Program by selecting, **Join Program**. Your account information will automatically be populated from your DAU Virtual Campus profile into Coursera.



Activating a Coursera Course

Steps applicable after launching external “Online Content” courses for those that have already linked their Coursera account to DAU.

Coursera Course Enrollment – Step 1: Choose the option to **Enroll for Free**.

A screenshot of a Coursera course page for "A Crash Course in Data Science". The course has a 4.5 star rating from 7,045 ratings and 1,343 reviews. It is sponsored by Defense Acquisition University. The "Enroll for Free" button is highlighted with a yellow box and a yellow callout "1". A "Save for Later" button is also visible. Below the course title, there is a section titled "About this Course" with a "SHOW ALL" link.

Coursera Course Enrollment – Step 2: Open your course by choosing the option to **Go to Course**. This step will be required every time you subsequently “Launch” your Online Content from your Defense Acquisition Credential Program to resume a Coursera enrollment.

A screenshot of a Coursera course page for "A Crash Course in Data Science". The course has a 4.5 star rating from 7,045 ratings and 1,343 reviews. It is sponsored by Defense Acquisition University. The "Go to Course" button is highlighted with a yellow box and a yellow callout "2". A "Save for Later" button is also visible.

Step 11: Access your [affiliation-specific registration website](#) to review schedules and request enrollment into any instructor-led training (ILT) events that are associated with your credential program.

CERTIFICATION		
TITLE	TYPE	CREDITS
Required Course Completions (Required Credits: Min = 3.00, Max = 3.00 / Acquired Credits: 1.00)		
CLC 013 Services Acquisition	Curriculum	1.00
ACQ 165 Defense Acquisition of Services	Curriculum	1.00
ACQ 265 Mission Focused Services Acquisition	Event	1.00
Choose One Course (Required Credits: Min = 1.00, Max = 2.00 / Acquired Credits: 0.00)		
CLC 004 Market Research	Curriculum	1.00
CLE 028 Market Research for Engineering and Technical Personnel	Curriculum	1.00
Exam (Required Credits: Min = 1.00, Max = 1.00 / Acquired Credits: 0.00)		

11

Apply for Online Training & Register/Withdraw Specific Classroom (CLRM) or Virtual Instructor-Led Training (VILT) through the DAU Virtual Campus (CSOD)

[\(View Specific Courses Here\)](#)

Continue

Register / Cancel Classroom (CLRM) or Virtual Instructor-Led Training (VILT)

The DoD registration sites below require you to be on a .MIL Domain with your Common Access Card (CAC).

Select Your Affiliation

Army
military and civilian



Continue

Navy / Marine Corps
military and civilian



Continue

Air Force
military and civilian



Continue

4th Estate
DoD civilian (eg: DCMA, DLA, MDA, etc)



Continue

Contractor / Industry Employees
employees who work for a company that supports a DoD agency

Continue

Foreign Local Nationals
foreign military sales and NATO

Continue

Upon completion of all requirements, your credential will remain visible in the **Active** view of your transcript. However, the status will change from “In Progress” to “Certified.” Once this status has been achieved, you will be able to download/print your credential certificate of achievement from the **Manage** screen.

Filter by Training Status: Active
Sort by: Due Date
Filter by Training Type: Certification
Search by Keyword: Search
Search Results (10)
Hide Certified Certifications:
1 **Manage**

Digital Engineering: DoD Consumer Credential
Due: 1/2/2024 Status: Certified Expiration Date: 1/2/2024 Training Type: Certification

Digital Engineering for DoD Consumers Credential

Move to Archived Transcript

Certification Details 2

Progress Report **Print Certificate**

Title: Digital Engineering for DoD Consumers Credential

The Digital Engineering for DoD Consumers credential promotes the learning of key Digital Engineering information and perspectives. It establishes how Models, Simulations, and Digital Engineering can be a benefit over the entire system life cycle and how Models, Simulations and Digital Engineering can support Systems Engineering processes. It is expected to provide an understanding of the role of Model Based Systems Engineering, the needs for digital artifacts related standards, how to define a finite set of digital artifacts, and the ability to develop constructs for assembling digital artifacts.

You may **search** or **browse** for credentials at any time by logging into the [DAU Virtual Campus](#).

Use the Global Search: This predictive search bar, located in the upper-right corner of the Virtual Campus website, helps users search for credential offerings by keyword from any screen in the system.

1. You may search a credential by name or type in the word “**credential**” to perform a generic, all-inclusive search.
2. Select a Credential from the predictive results or press **ENTER** on your keyboard to view all results in full screen view.

