

LEARN

PERFORMANCE

SUCCESS



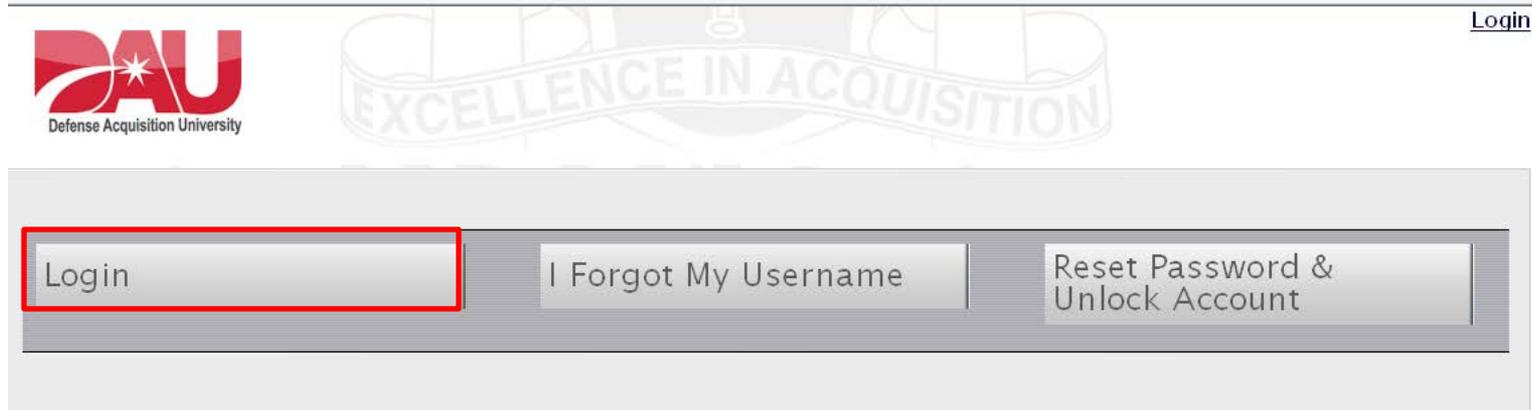
## **IDENTITY MANAGEMENT AND SINGLE SIGN-ON (SSO) HELP GUIDE**

# Identity Management Benefits

- Single Sign-On (SSO)
  - Login once and gain access to selected DAU applications without being prompted to log in again at each of them
  - Eliminates the need for multiple usernames and passwords
- Self-service - Allows user to manage their own account
  - Self Password Reset
  - Unlock Account

# DAU Identity Initial Set-up

1. Access - <https://identity.dau.mil>
2. The **DAU Login** window will open. Click **Login**.



DAU  
Defense Acquisition University

EXCELLENCE IN ACQUISITION

[Login](#)

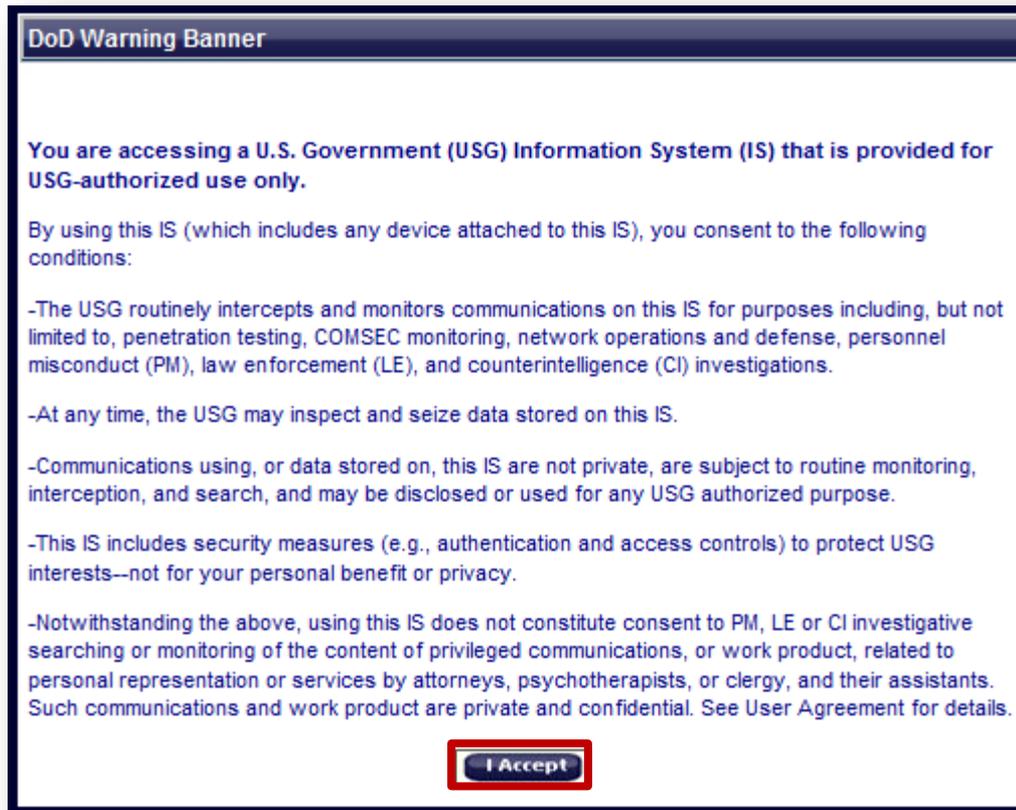
Login

I Forgot My Username

Reset Password & Unlock Account

# DoD Warning Banner

The **DoD Warning Banner** will appear. Click **I Accept**.



The image shows a screenshot of a "DoD Warning Banner" dialog box. The title bar at the top reads "DoD Warning Banner". The main text area contains the following information:

**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:

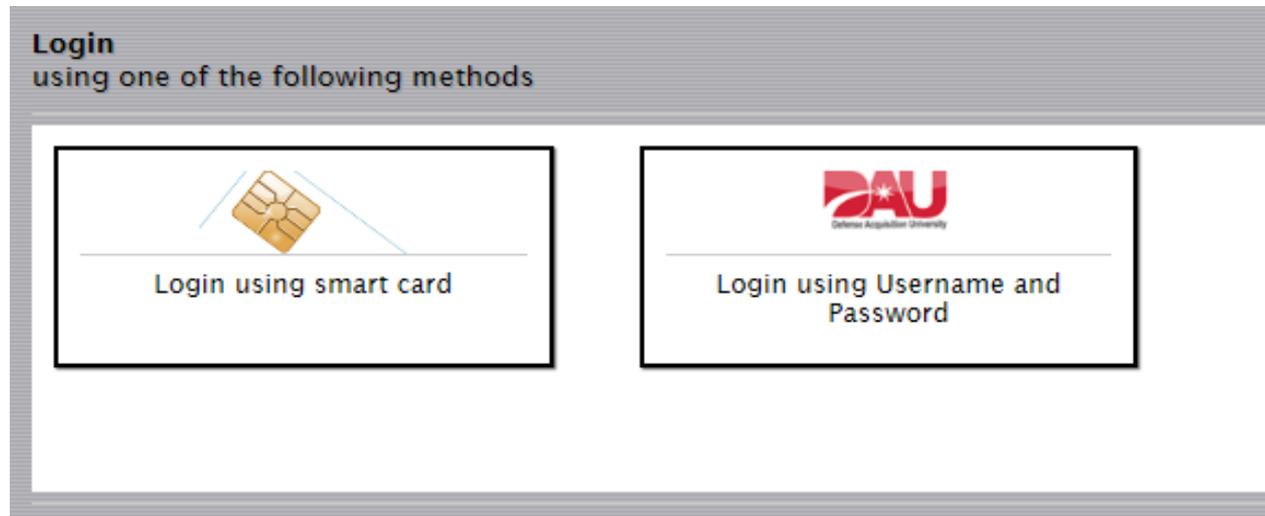
- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG 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. See User Agreement for details.

At the bottom center of the dialog box, there is a button labeled "I Accept" which is highlighted with a red rectangular border.

# DAU Identity Login

1. The **Login** page will appear. For the initial set-up, select **Login using Username and Password**. Once you have setup your profile you may login using your DoD CAC /smart card or username and password.

Note: PIV cards cannot be used to login to this system.



# DAU Identity Login (cont.)

2. Populate the following fields with your DAU account information (this is the information that was sent to your official business email address):

- **Username**
- **Password**

3. Select the **Login** button.

**Login**  
with your DAU account

---

Username

Password

---

**Login**

· [Login Help](#)

# Populate Password Reset Questions

1. **Password Self-Service Questions** – required to allow future password self-service requests.

**Selectable Questions** – Three predefined questions. Select each question and provide your answer in the following field.

NOTE: The default setting hides your answers as you type them. To view your answers as you type them, deselect the **Hide Answers** checkbox

Password Self-Service Reset Questions

Please answer all FIVE questions below for future password self-service reset (i.e. in case you forget your password). Ensure you scroll down and answer all questions.

Hide Answers

Selectable Questions - REQUIRED

Please select a question...  
[Text Field]

Please select a question...  
[Text Field]

Please select a question...  
[Text Field]

[Submit]

# Populate Password Reset Questions (cont.)

2. **Custom Questions** – You must also define one custom question and answer.

*Custom Questions - REQUIRED*

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\*For security reasons, you should avoid writing questions/answers based on easily obtainable information, such as date of birth, name of children, phone number and so forth.

# Populate Password Reset Questions (cont.)

3. **Help Desk Questions** – The answer you provide will be used in the event you need assistance from the DAU Help Desk.

*Help Desk Questions - REQUIRED*

What is the name of your first employer?

\*In order to receive Help Desk assistance to reset your password, you will need to answer this question.

Wait to see results

4. Click **Submit**.

# Accessing an SSO Application

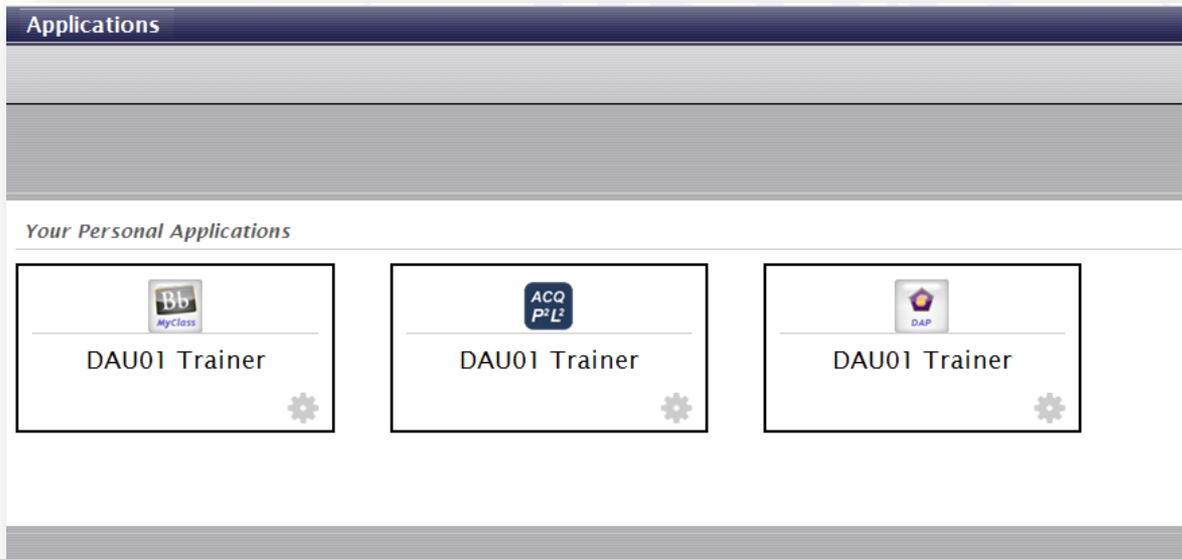
1. Select **Login to an SSO Application** to access the list of applications that you have been granted access to.



NOTE: After you have set up your account, you no longer need to return to this site (<https://identity.dau.mil>) to access applications. Instead, you can navigate to the application URL (ex. <https://learn.dau.mil>, <https://myclass.dau.mil>) directly and login with your CAC or username/password.

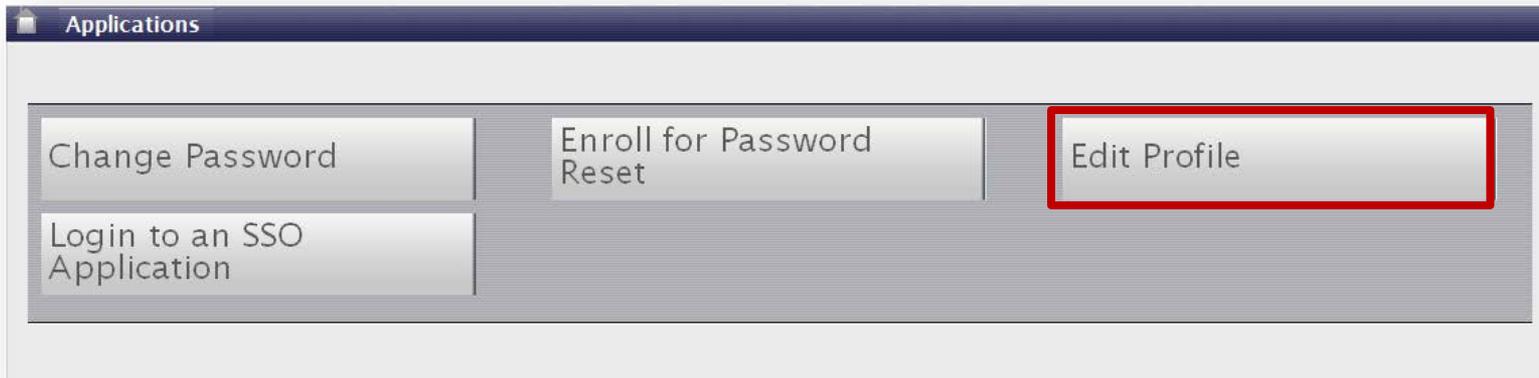
# Accessing SSO Applications (cont.)

2. Simply select the button corresponding to the SSO Application you wish to access.



# Edit Profile

Select **Edit Profile** to modify your profile.



# Edit Profile

Applications

Edit - Person

General Contact Information Organization

*Name Information*

First Name  
DAU01

Last Name  
Trainer

Middle Name

Middle Initial

Display Name  
DAU01 Trainer

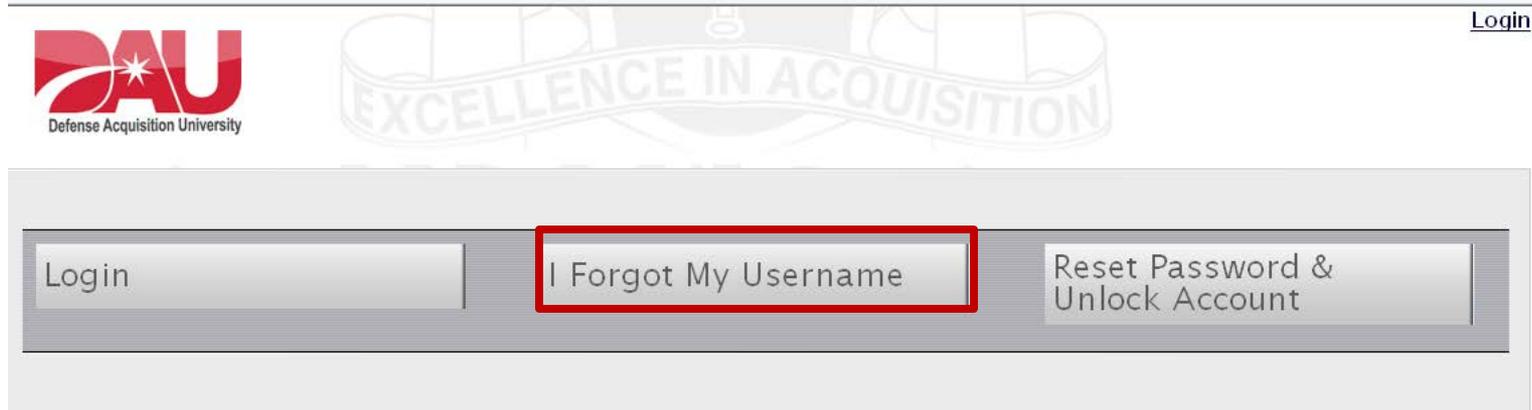
Login  
trainer01

Some information on your profile is populated automatically and cannot be edited. Using the **General** and **Contact Information** tabs populate the fields that are not grayed out.

All changes must be saved to be retained.

# Forgot Username?

1. Select **I Forgot My Username**.



# Forgot Username?

2. Enter your registered email address.
3. Click **Submit**.
4. Your Username will be emailed to you.

User Account Recovery

A recovery email will be sent to your work email address on record with DAU.

**Submit** **Cancel**

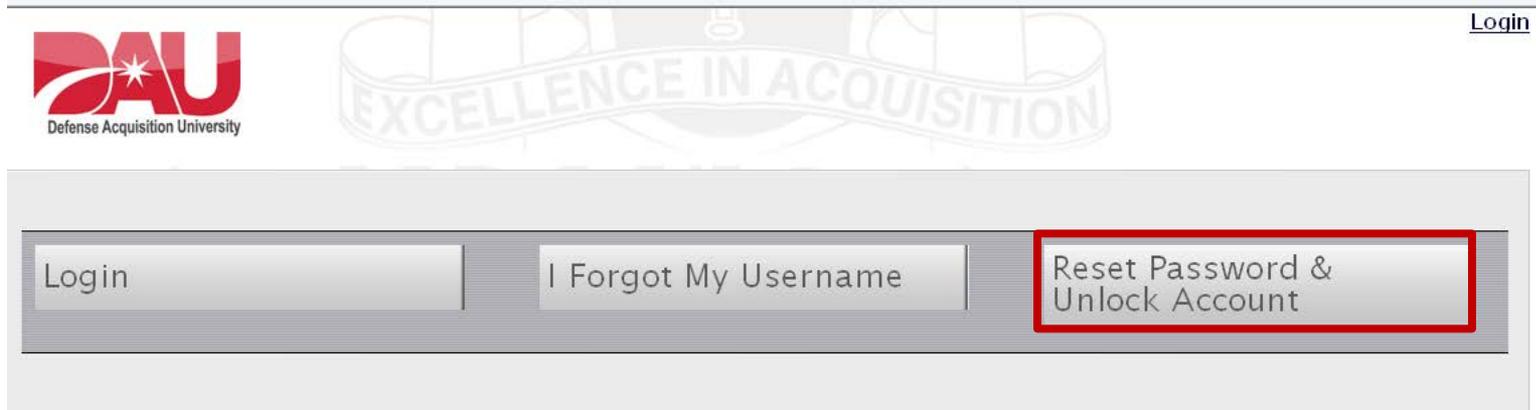
*DAU Identity Verification*

Required\* Enter your registered email address \*

**Submit** **Cancel**

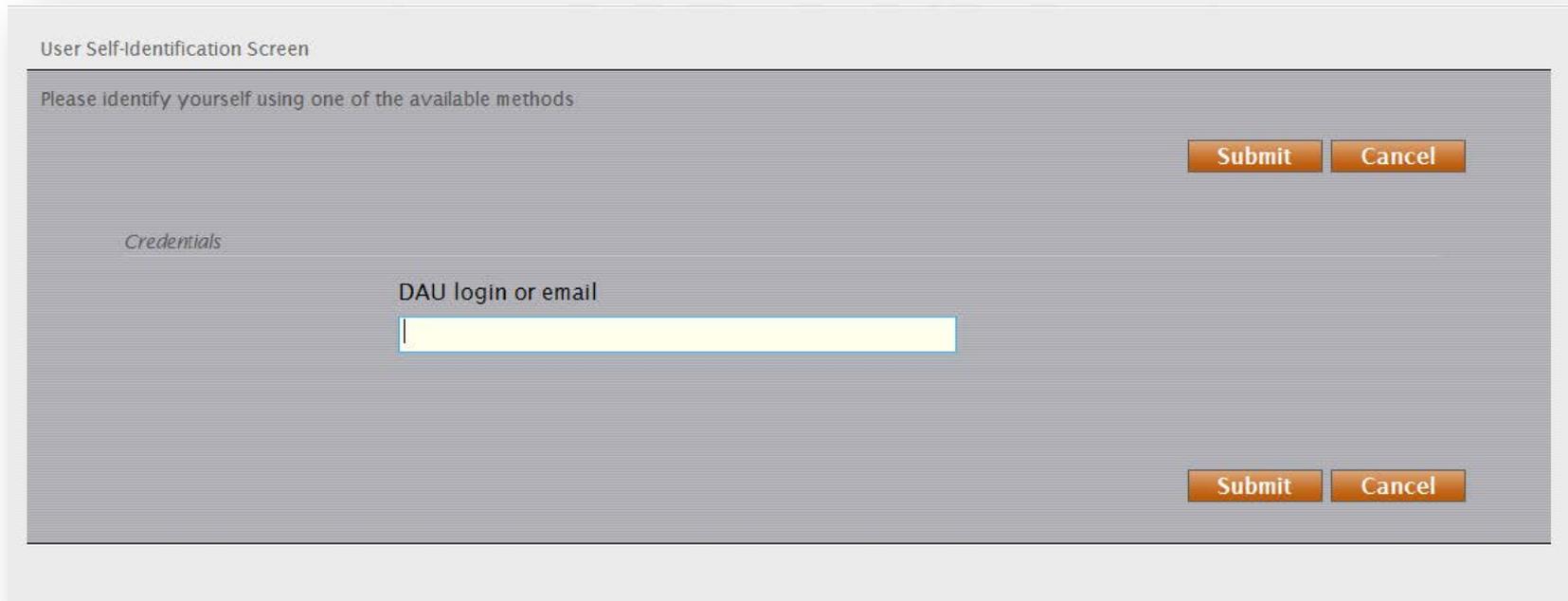
# Forgot Password & Unlock Account

1. Select **Reset Password & Unlock Account**.



# Forgot Your Password & Unlock Account

2. Enter your **DAU Login (username) or Email**.
3. Click **Submit**.
4. Answer the questions that you previously selected.
5. You will be prompted to create a New Password.
6. Afterwards, you will be redirected to the Login screen.



The screenshot shows a web interface titled "User Self-Identification Screen". Below the title is a grey box containing the instruction "Please identify yourself using one of the available methods". In the top right corner of this box are two orange buttons labeled "Submit" and "Cancel". Below the instruction, the word "Credentials" is written in a smaller font. Underneath, there is a label "DAU login or email" followed by a text input field with a yellow background and a blue border. At the bottom right of the grey box, there are two more orange buttons labeled "Submit" and "Cancel".