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

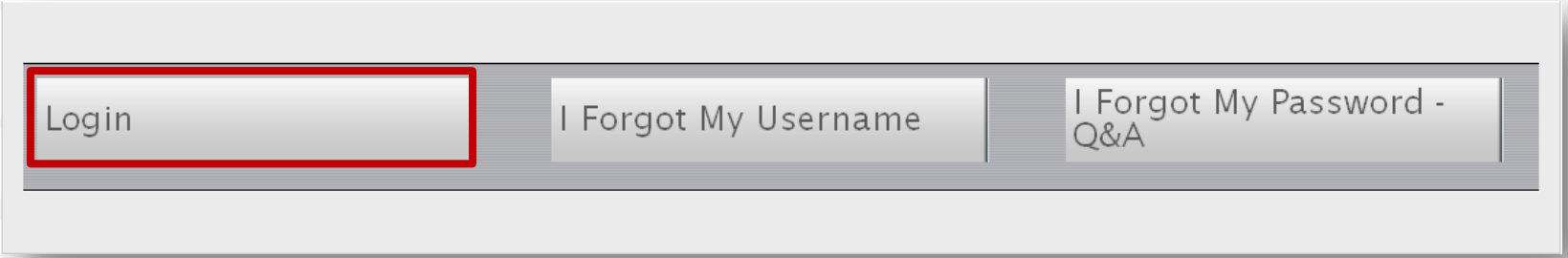
Identity Management Benefits

- 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
  - Account reactivation

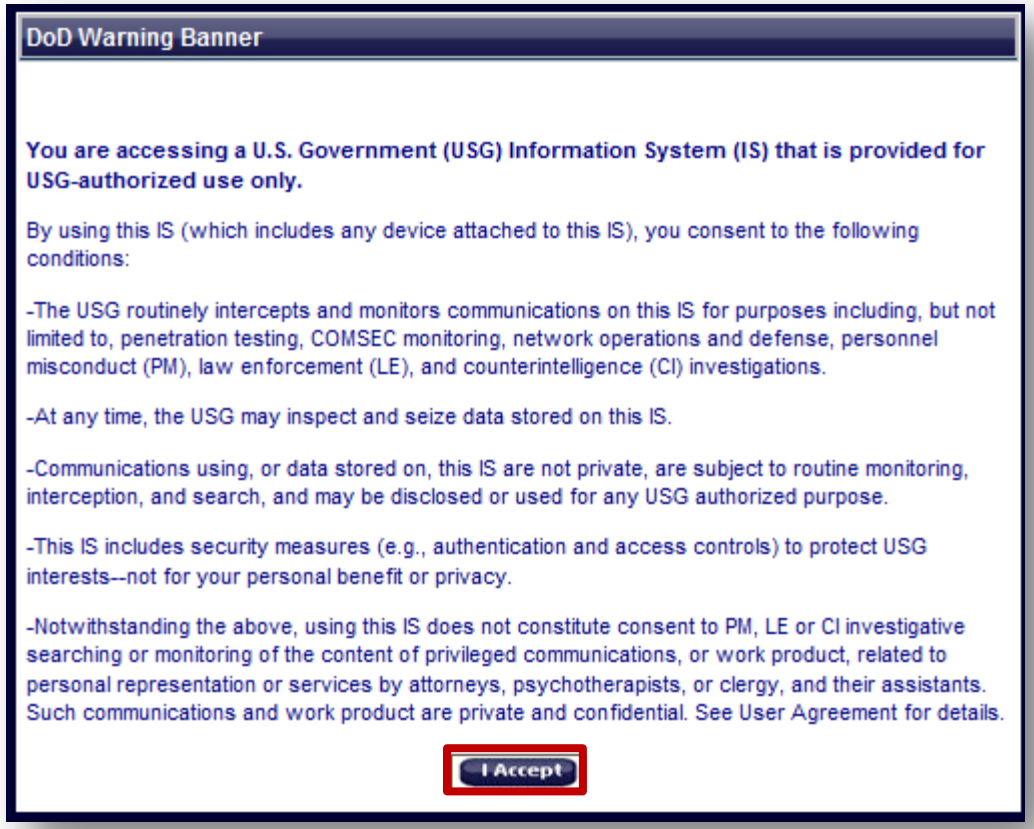
DAU Identity Initial Set-up

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



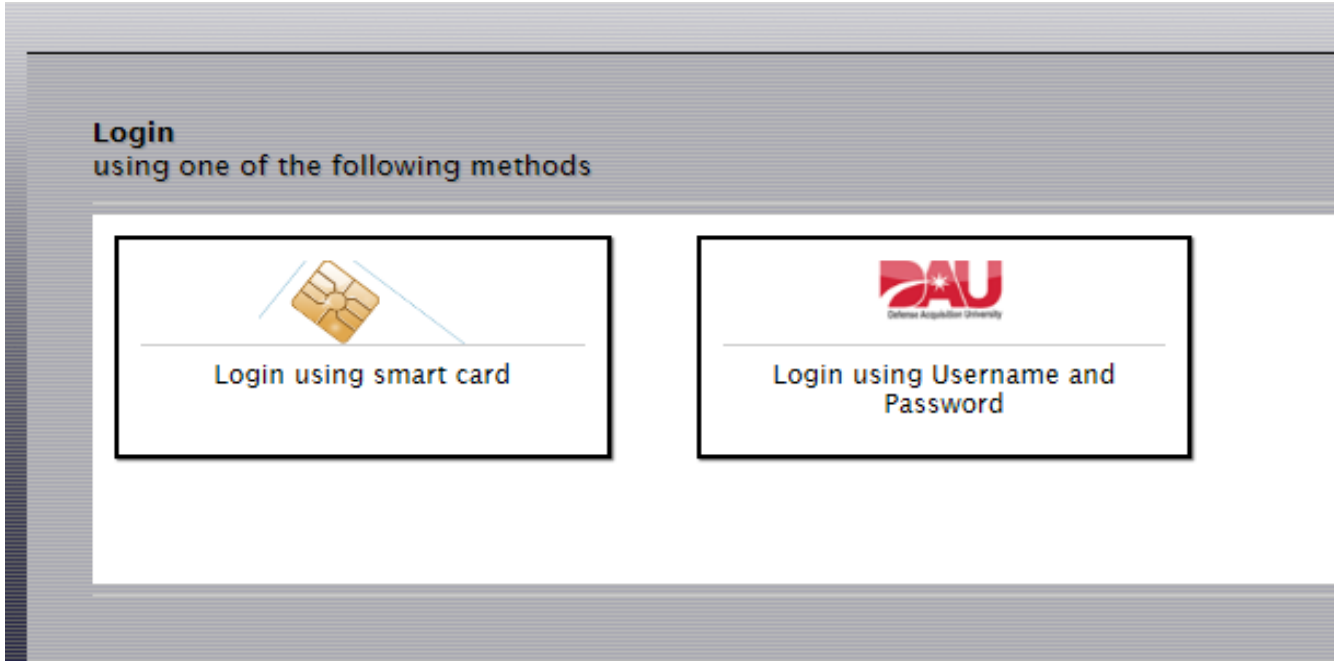
DoD Warning Banner

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



DAU Identity Login

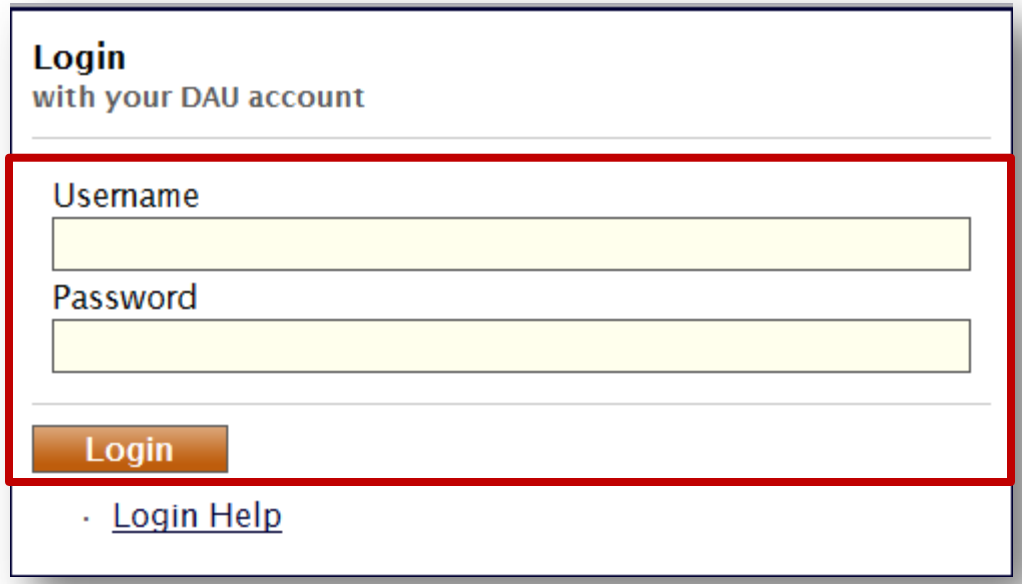
1. The **Login** page will appear. For the initial set-up, select **Login using Username and Password.** Once you have setup your profile you may login using your DoD CAC /smart card or username and password.



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**

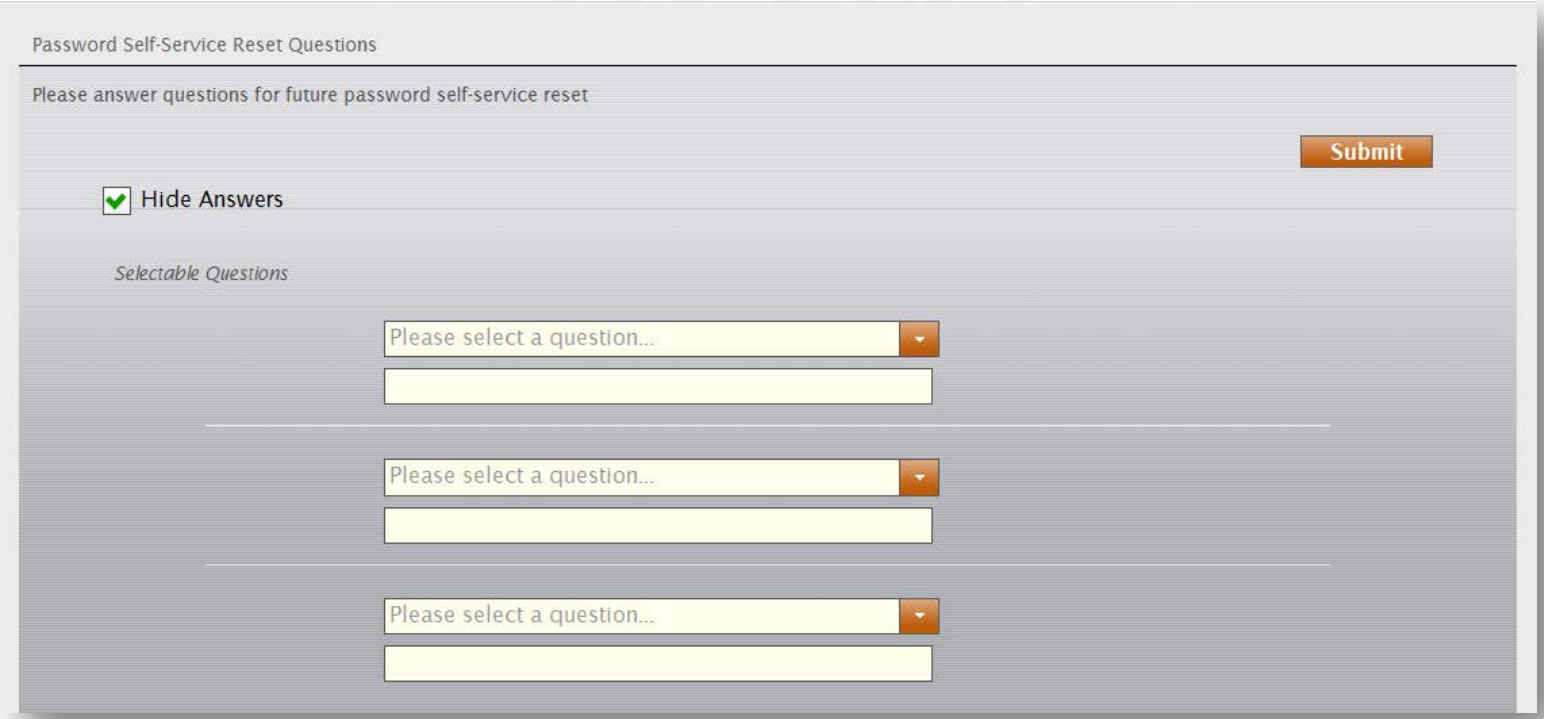
3. Select the **Login** button.



Populate Password Reset Questions

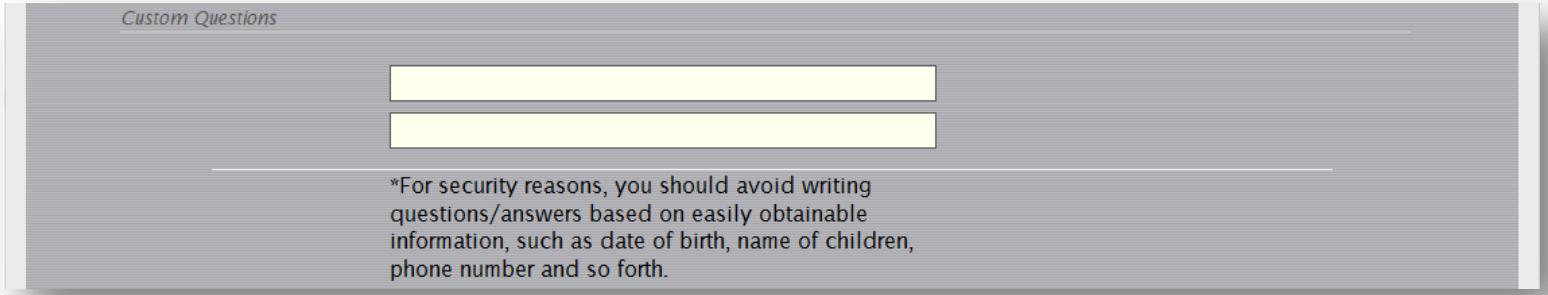
1. **Password Self-Service Questions –** required to allow future password self-service requests

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

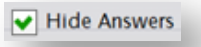


Populate Password Reset Questions (cont.)

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

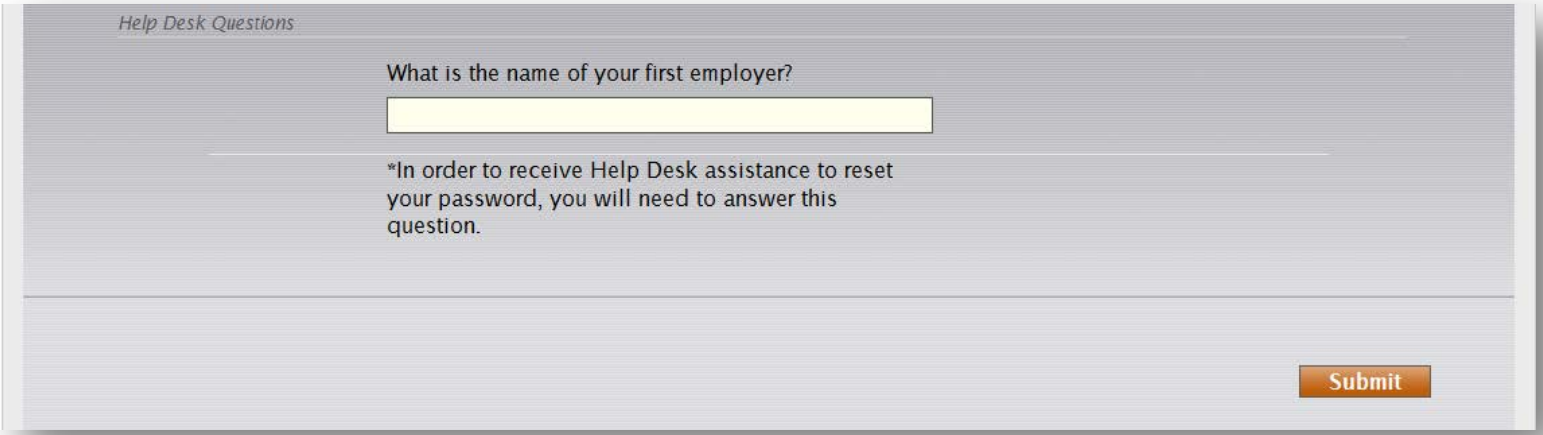


NOTE: The default setting hides your answers as you type them. To view your answers as you type them, deselect the **Hide Answers** checkbox (see the image embedded in the form on the previous slide - slide 7).



Populate Password Reset Questions (cont.)

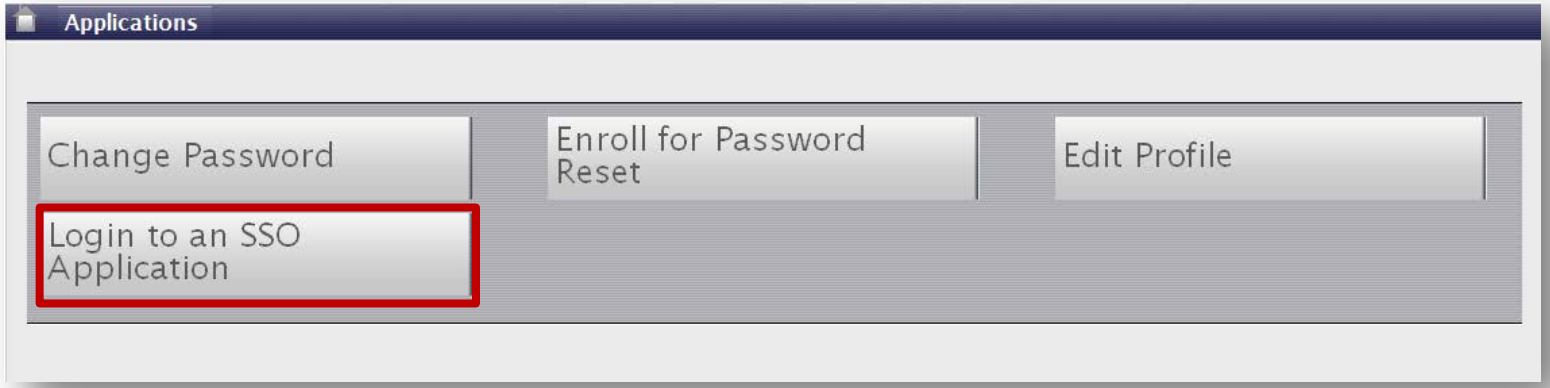
3. **Help Desk Questions** – The answer you provide will be used in the event you need assistance from the DAU Help Desk



4. Click **Submit**

Accessing an SSO Application

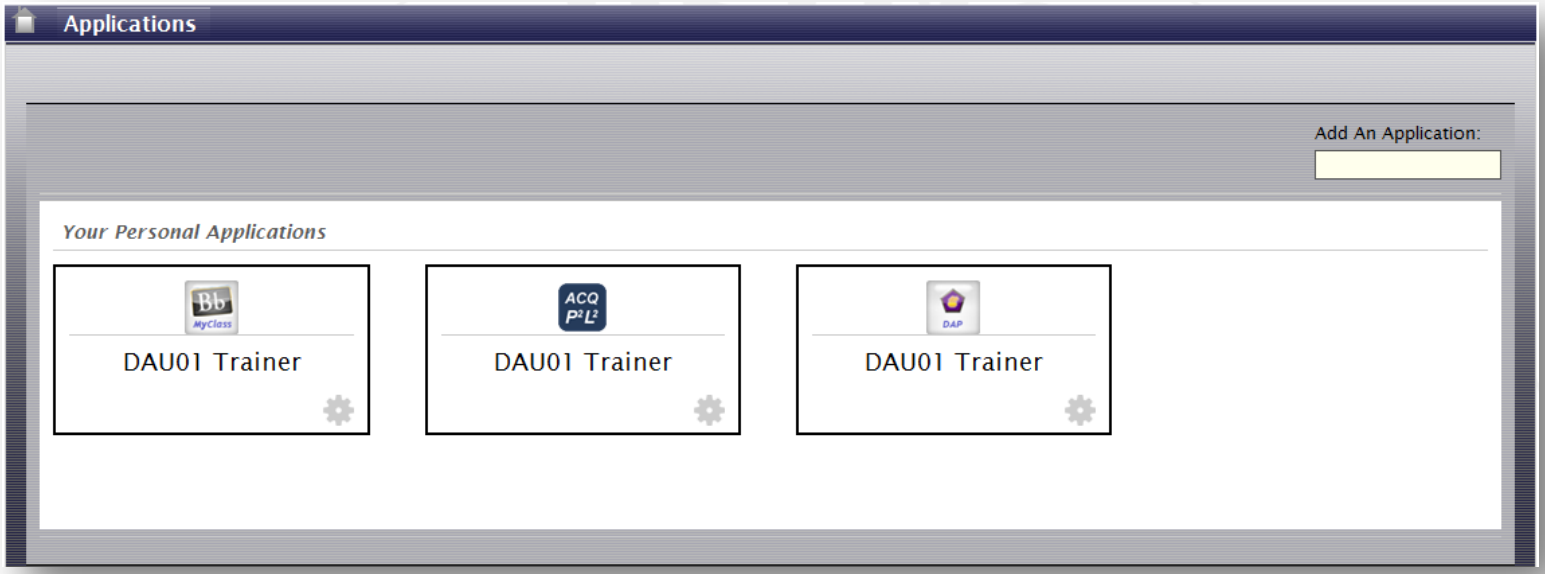
1. Select **Login to an SSO Application** to access the list of applications that you have been granted access to



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) directly and login with your CAC or username/password.

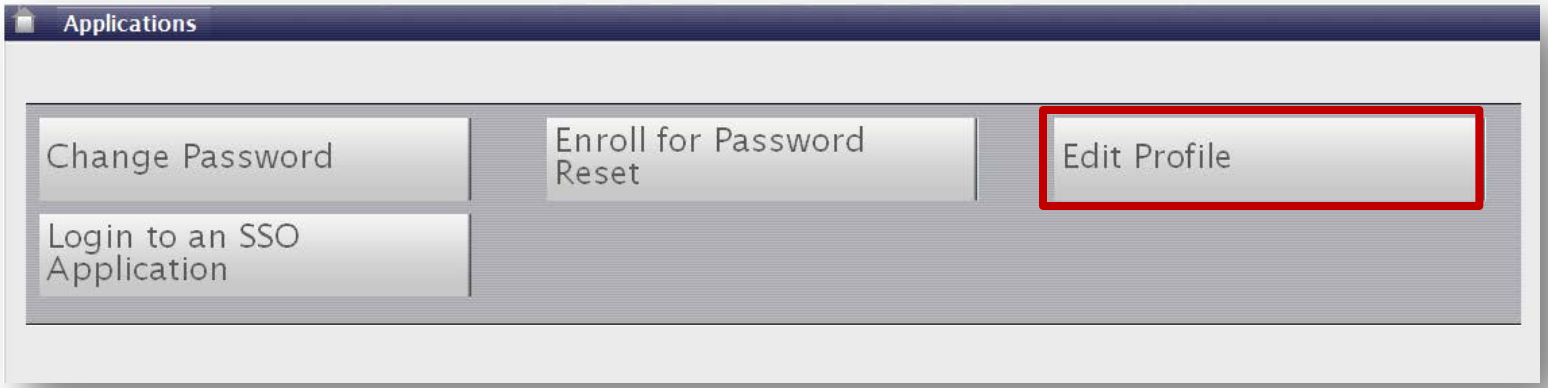
Accessing SSO Applications (cont.)

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

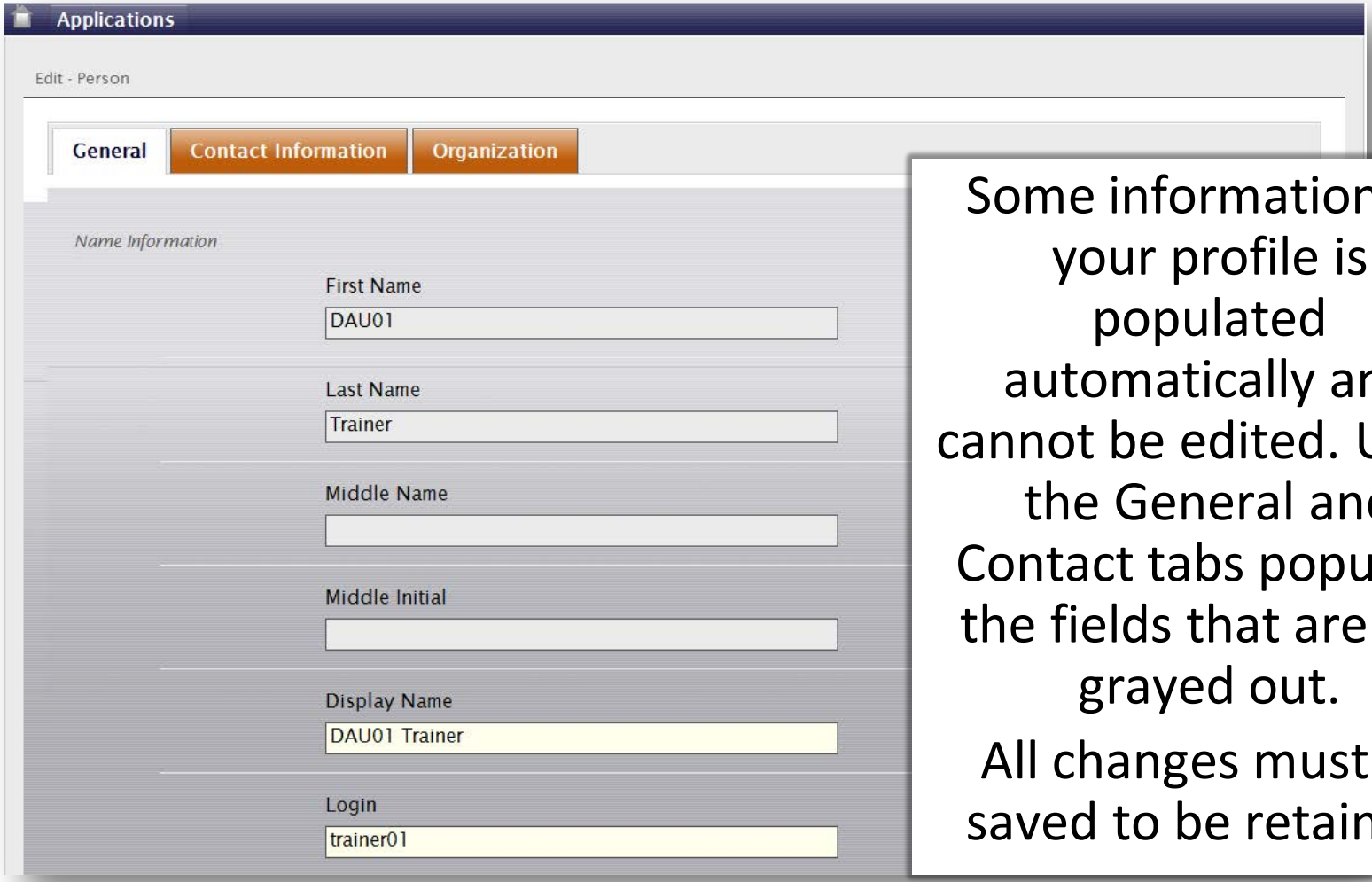


Edit Profile

Select **Edit Profile** to modify your profile



Edit Profile

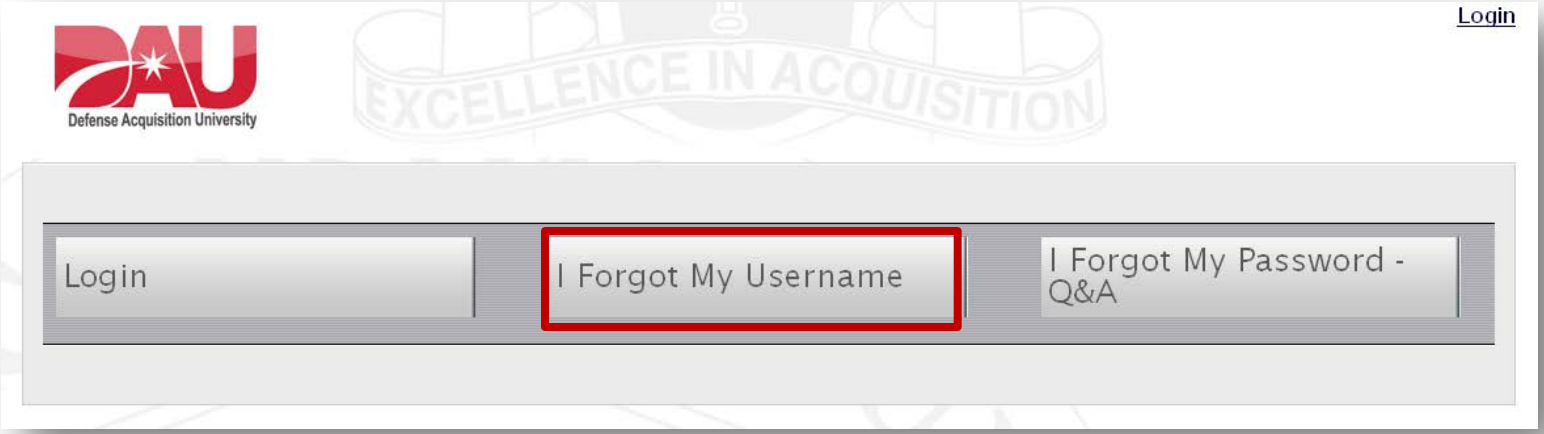


Some information on your profile is populated automatically and cannot be edited. Using the General and Contact tabs populate the fields that are not grayed out.

All changes must be saved to be retained.

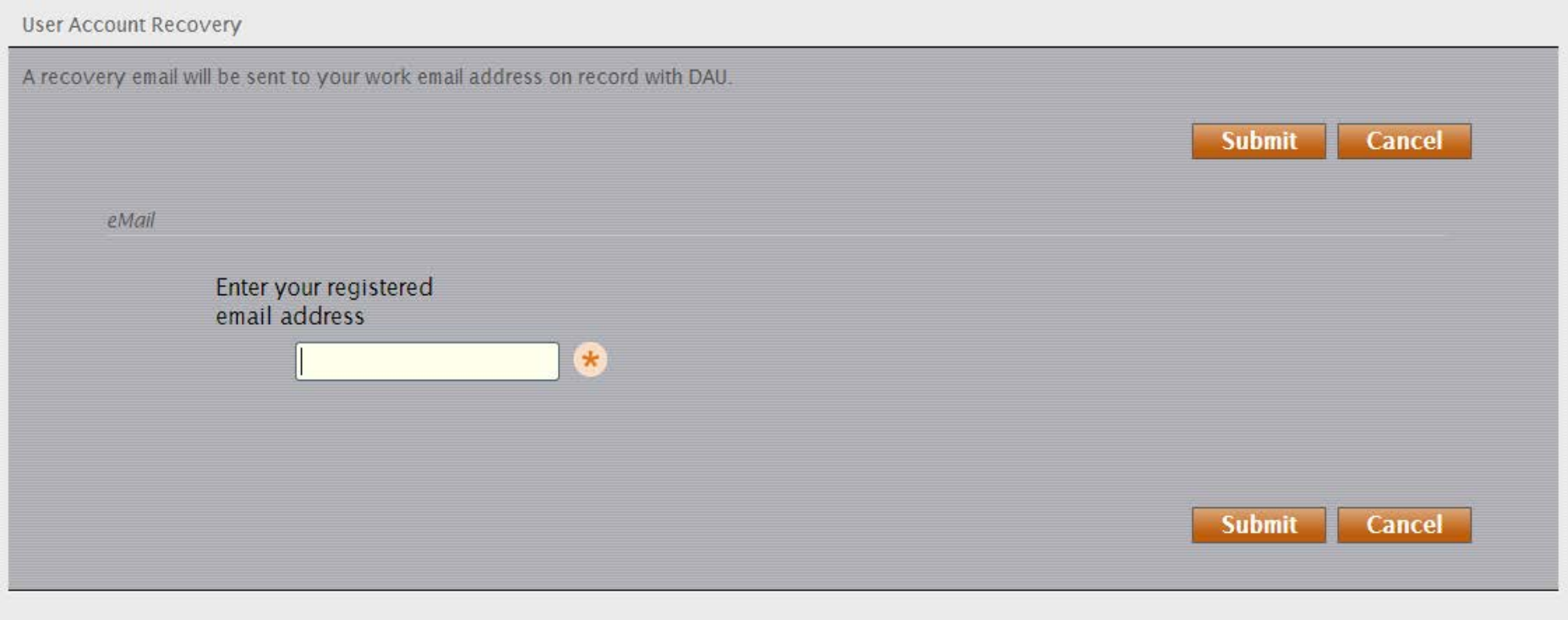
Forgot Username?

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



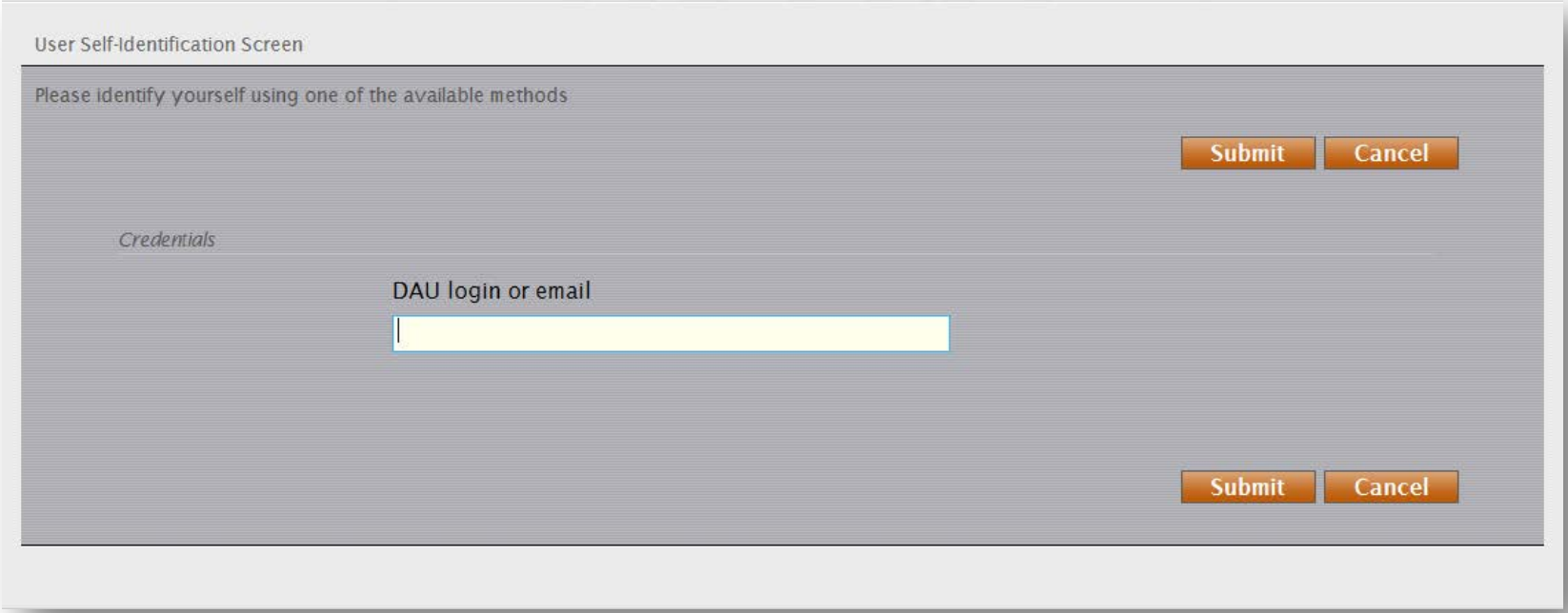
Forgot Username?

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



Forgot Password?

1. Select **I Forgot My Password Q&A**

Forgot Your Password?

2. Enter your **DAU Login or Email**
3. Click **Submit**
4. Answer the questions that you previously selected Your Password will be emailed to you