



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

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

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

IMPORTANT: Due to issues some users have experienced while trying to submit a SAAR (System Authorization Access Request) with Internet Explorer, **we recommend using the Firefox, Google Chrome, or Microsoft Edge browser to submit your request.**

STEP 1: Open a new browser and go to <https://saar.dau.mil> to begin. Please keep these instructions open to assist you with completing all the required steps.

STEP 2: If you already have a DAU account and it is validated by the system, certain pieces of information on the form will not be required for you to fill in.

DoD Common Access Card (CAC) ASSOCIATION

Do you want us to check to see if you already have a DAU ID by using your DoD CAC? Yes No *

- If you have a DAU account and your CAC is associated to it, there is a possibility that we already have some of your information on file. If you select “Yes” and the system does find your account, the fields for your DAU ID, Name, and Email address under **PERSONAL DETAILS** will automatically be filled in.

Do you know your DAUID? Yes No *

If you are a non-CAC holder and would like to verify if you have an existing DAU ID, you may contact the Help Desk at: (866)568-6924 or dauhelp@dau.mil.

- If you know your DAU ID, you can manually enter it under **PERSONAL DETAILS** instead of entering your SSN or Alternate ID.



STEP 3: Under **SYSTEM ASSOCIATION** you must select “**Virtual Campus**”. If you choose one of the other options, this will significantly delay the process to have an account created.

SYSTEM ASSOCIATION

Please select a system for which you are requesting access:

Reason for request :

Virtual Campus

DAU Homepage

Industry Students - Classroom Registrations Only

STEP 4: Under **PERSONAL DETAILS** fill in all the fields that have an asterisk.

IMPORTANT: Depending on the “**Citizenship Type**” you select, you **MUST ENTER your SSN or an Alternate ID** (which is the EIN for Foreign Local National students). The only exception to this is if the system was able to locate your DAU account with your CAC or if you are manually entering your DAU ID. Failure to enter your SSN or Alternate ID will prevent you from submitting the SAAR.

PERSONAL DETAILS

Citizenship Type : [] *

SSN : [] [] [] [] [] [] [] [] [] [] *

DAU ID : [] *

First Name : [] *

Last Name : [] *

MI : []

Suffix : []

Designation : [] *

Alternate ID : []

Organization: ..Please Select.. *

Sub Org. : ..Please Select.. *

Telephone : [] *

Email : [] *

ENTER your SSN or Alternate ID

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

SUPERVISOR DETAILS

First Name : [] *

Supervisor Email : [] *

Last Name : [] *

Supervisor Phone : [] *

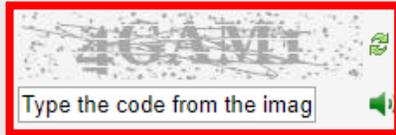
STEP 6: Read the **USER AGREEMENT** and check the box for “**I Agree**”. Type the code from the image in the box. You can select the green arrows to generate a new code OR select the green sound image so the code can be vocalized. Afterwards, select “**SUBMIT**”.



USER AGREEMENT

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.

***I Agree**



SUBMIT

[Contact Us](#) | [Suggestion Box](#)

DAU Help Desk 703-805-3459 | 1-866-568-6924

IMPORTANT: If there was any information that was not filled in correctly, you will be prompted to update the form. 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.

Once access has been granted, you will receive automated emails with further instructions on logging into your account. If you do not receive an email within 48 hours after submitting the SAAR, please contact the [DAU Help Desk](#) and provide the date the SAAR was submitted so we can escalate your request.