New Login Process, Effective as of September 9th, 2016:

Current/Previous DAU Students: Individuals who have previously registered for a DAU course through the Industry Training Application System may use their existing DAU credentials. Please skip to the heading below “To Apply for a Course via the Industry Training Application System (TAS).”

New DAU Students: If you are a NEW STUDENT or a returning student using the Industry Training Application System for the first time (due to recent change in position), you will need to complete the DAU System Authorization Access Request (SAAR) form in order to access the Industry Training Application System.

Guidance for completing the online SAAR:
In order for your request to be approved, the form MUST be completed by following the below guidelines:

- **System Association:** You MUST select Industry Training Application System.

- **Personal Details:** Enter the email address associated to the Industry/Contracting company you work for. Requests that contain an email address associated to a .MIL or .GOV domain are automatically rejected, unless "CTR" is referenced in the email address. If the Industry/Contracting company you work for does not have an email address that meets this criteria, you should enter a personal email address on the form.

After completing the form, please allow up to 48 hours for approval and processing of your request. Once your request is approved you will receive an email confirmation and the required information you will need to login and complete your profile in the DAU Identity Management system. Afterwards, you will have access to enter the Industry Training Application System to apply for a course.

To Apply for a Course via the Industry Training Application System (TAS):


2. In the upper-left corner, under "Student Functions", click on "Apply for Training" or “Prepare Applications.”

3. Select the **Login button** to be directed to DAU's Identity Management website where you will enter your DAU single sign-on credentials or use your DoD-issued CAC via the Smartcard option. **Click here** to access a job-aid that will guide you through the new login process.
IMPORTANT: If you require further assistance with the login process, please contact the DAU Help Desk at 1-866-568-6924, Option 1 or email DAUHelp@dau.mil.

4. After your credentials have been accepted, you will automatically be routed back to the Industry Training Application System.

5. If you have not previously used this training application system, you will be first required to prepare a profile. When you have completed it, click on the “Create/Update Student Record” button at the top or bottom of the screen.

6. Click on “Main Menu” in the upper right-hand corner.

7. Click on "Apply for Training" under "Student Functions".

STEP 1: Select the appropriate FY.

STEP 2: From the "Training Category" drop-down list, select “DAU Classroom and Web Certification Courses” or "DAU Continuous Learning Modules”.

STEP 3: Select the DAU course you want to take from the drop-down list.

STEP 4: Select the “Search” Button.

STEP 5: Select the desired location. (For Web Courses and Continuous Learning Modules you must select the web address https://learn.dau.mil.)

STEP 6: The last step in identifying the class is to select the CLASS number. (For Web Courses and Continuous Learning Modules you must select 301.)

   a) If you selected a DAU “Web Course” or “DAU Continuous Learning Module,” you will be directed to review your application and update if necessary. Please verify that the email address is correct. You will also need to re-enter the email address in the confirmation field provided. Afterwards, you may proceed by choosing the “SUBMIT THIS APPLICATION” button.

   OR

   b) If you selected a DAU “Classroom Course,” please proceed with the steps on the following page.
Remaining Steps for Classroom Course Applications:

**STEP 7:** Select the desired location.

**STEP 8:** The last step in identifying the class is to select the CLASS number. Please note the class Start and End date to help make your decision.

**STEP 9:** You will be directed to review your application and update if necessary. Please verify that the email address is correct. You will also need to re-enter the email address in the confirmation field provided. Afterwards, you may proceed by choosing the “SUBMIT THIS APPLICATION” button.

Need Help?

- **For course registration/student profile assistance, please contact:**
  
  **Industry/Contractor Registration Help Desk**
  
  Phone: n/a
  Email: Scheduling@dau.mil

- **For login assistance, please contact:**
  
  **DAU Help Desk**
  
  Phone: 1-866-568-6924
  Email: DAUHelp@dau.mil