



Classroom Registration for Defense Industry Contractors, FMS, NATO, and Foreign Nationals

Industry Training Application System (TAS)

This document will provide guidance on the following:

- [How to create a DAU Account and Request access to the Industry TAS](#)
- [How to apply for Classroom courses through the Industry TAS](#)

How to create a DAU Account to Request access to the Industry TAS

ALL USERS must have a DAU Account, regardless of whether you have used this registration system before and regardless of whether or not you have a DOD CAC. Additionally, **ALL USERS** must be approved for access to the Industry TAS before being able to enter the system.

Current users who previously registered for a DAU course through the Industry TAS can [click here](#) to skip to the enrollment instructions.

New users must complete the DAU [System Authorization Access Request \(SAAR\)](#) form in order to access the Industry TAS. Use the guidance below when completing the SAAR.

Foreign Local National Students must email the Industry Registrar to request an Employee Identification Number (EIN). This is necessary in order to submit the DAU SAAR and register for courses.

- **System Association:** You MUST select **Industry Students – Classroom Registrations Only**.
- **Personal Details:** Enter the work email address associated to the Company you work for. **IMPORTANT:** Email addresses that end in “.MIL” or “.GOV” –AND– do NOT have “CTR” as part of the address will be **REJECTED!** If your work email address does not meet this criteria you MUST enter a personal email address on the form.
- After you have successfully submitted the SAAR, the screen below should be displayed.

Your request has been submitted successfully.
NOTE: It can take up to 48 business hours for your request to be processed.
If your request is approved, you will receive an Access Granted email with further instructions. [Close](#)

- If you do not receive the screen above, please review the information on the SAAR and ensure all fields marked with a red asterisk (*) are properly filled in. After verifying this, you should “Uncheck” the “I Agree” box and then recheck it in order for the “Submit” button to



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become accessible again. If you are using Internet Explorer and continue to experience problems, please use a different browser such as Google Chrome or Firefox.

- Once you receive your login credentials and the “Access Granted” emails, login to the DAU Identity Management System to finish setting up your DAU account. This includes changing your password and establishing your Security Questions. View the [Identity Management Help Guide](#) for further details.

How to apply for Classroom courses through the Industry TAS

Step 1: Access the Industry Training Application System:

Go to <https://dau.atrrs.army.mil/channels/nondod/logon.asp>

Click on I Agree to the Security notice.

Select the Login button.

Step 2: Complete your Profile:

If you have already completed your Profile, skip down to **Step 3** below.

- Click on “**STUDENT**”, then click on “**MY PROFILE**”.
- All required fields are marked with an asterisk (*).
- When you have completed all fields, click on “**UPDATE**” at the bottom of the Profile page.
- You will be asked to CONFIRM your Supervisor’s email address and you email address by typing them in.
- Also, if there are any fields that have not completed properly, they will be highlighted and you will be prompted to complete those fields.
- When you have successfully completed all fields, you will receive a “Success” banner at the top of the page.

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Step 3: Create a training request:

1. Click on "**STUDENT**" at the top of the page, then click on "**CREATE TRAINING REQUEST**".

2. **Select a training year.** The page will default to the current Fiscal Year.

3. **Select a category.** In the "**Select a Training Category**" dropdown box, choose from "**DAU Classroom Courses**" or "**DAU Online Training**".

4. **Select a course.** In the "**Select by Course Number**" box, click the dropdown arrow, OR, begin typing the first few letters of the desired course (ACQ, CON, etc.). Find and select the desired course.

5. **Select a class:**

Classroom courses: Select the desired course.

Classroom courses are grouped by Location. In the "Action" column, click on "**SELECT**" beside the desired class location.

Classes are then sorted by start date. Click on "**SELECT**" to choose the desired class.

Review the prerequisites. The prerequisite box will show the "Overall Prerequisite Status".

This will show whether the prerequisites are MET or NOT MET. Click on "**CONTINUE WITH APPLICATION**".

6. **Review the information** on the "Course Application" page for the desired class.

7. **Submit the request.** Scroll to the bottom of the page and click on "**APPLY**".

IF the prerequisites are **NOT MET**, you will be prompted to add required remarks concerning the prerequisites.

8. **Review disability status.** A Disability Status box will appear.

Choose "**SKIP AND SUBMIT APPLICATION**", or if an update is needed, update the information and click "**UPDATE AND SUBMIT APPLICATION**".

Your application will now be processed. The application will either be automatically approved, or if the prerequisites have not been met, the application will be sent to the Industry Registrar for review. If you already have a Reservation in this course, you will be notified and you will be able to log into DAU and begin taking the course.



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Step 4: View Training Applications:

You can review your training applications:

Click on "[STUDENT](#)", then "[DASHBOARD](#)", then "[VIEW MY APPLICATIONS](#)".
Or, you can click on "[STUDENT](#)", then click on "[REVIEW / CANCEL REQUESTS](#)".

OTHER OPTIONS from the STUDENT menu:

DAU COURSE CATALOG:

Click on "[STUDENT](#)", then on "[DAU COURSE CATALOG](#)", to bring up the DAU iCatalog, in a separate tab.

DAU SCHEDULE LOOKUP:

Click on "[STUDENT](#)", then click on "[DAU SCHEDULE LOOKUP](#)", to bring up the DAU Training Course schedule, in a separate tab.

OPTIONS from the HELP / SUPPORT menu:

HOW TO / FAQs / TUTORIALS:

Click on this link and a new tab will open. Scroll to the bottom of that page to "[Training Help Files](#)". There you will find links for:

1. [Registration Process Tutorial](#) (← This is the document you are currently viewing).
2. [Identity Management Tutorial](#)
3. [Frequently Asked Questions \(FAQs\)](#)

CONTACTS:

Click on this link and you will find Contact information for the various Components.

USEFUL LINKS:

Click on this link and you will find several links for DAU information, such as the DAU Virtual Campus, DAU Locations, etc.

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Need more help?

For login assistance or guidance about the SAAR, please contact:

DAU Help Desk

Help Desk Hours of Operation: Monday-Friday, 6am – 8pm EST

Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459; Option 1

Email: DAUHelp@dau.mil

Website: <https://www.dau.mil/helpdesk>

For course registration and student profile assistance, please contact:

Industry/Contractor Registration Help Desk

Email: Industry.Registrar@dau.mil

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