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PERFORMANCE

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

UPDATED FEB 2018

Identity Management Benefits

➤ **Single Sign-On (SSO)**

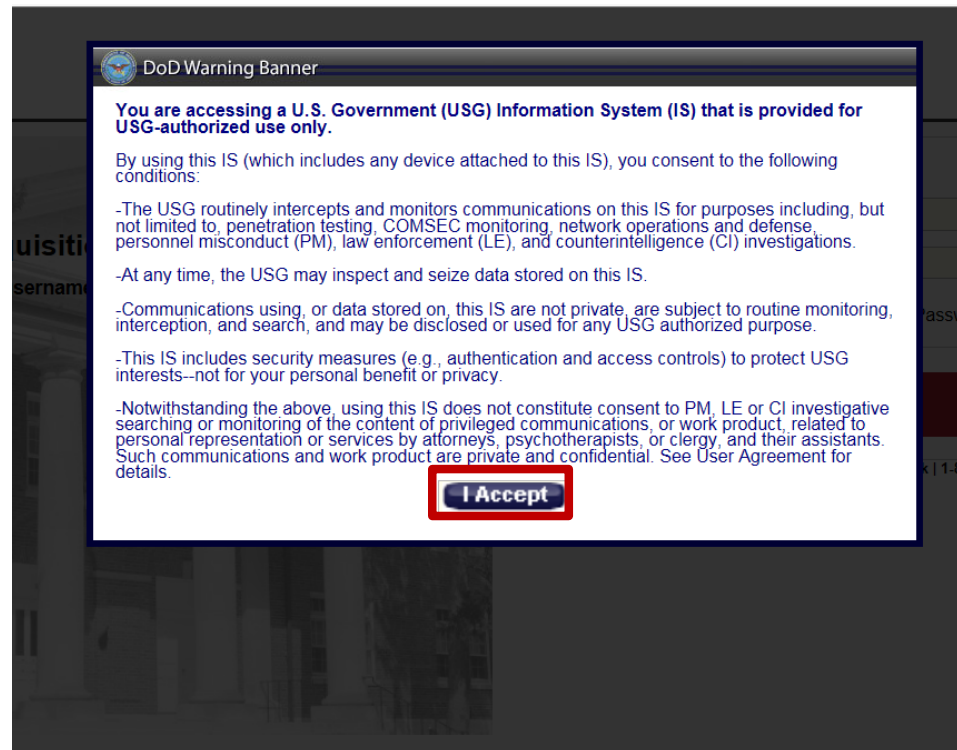
- Login and gain access to desired DAU applications
- Eliminates the need for multiple usernames and passwords.

➤ **Self-service**

- Allows users to manage their own account.
- Password Reset
- Unlock Account

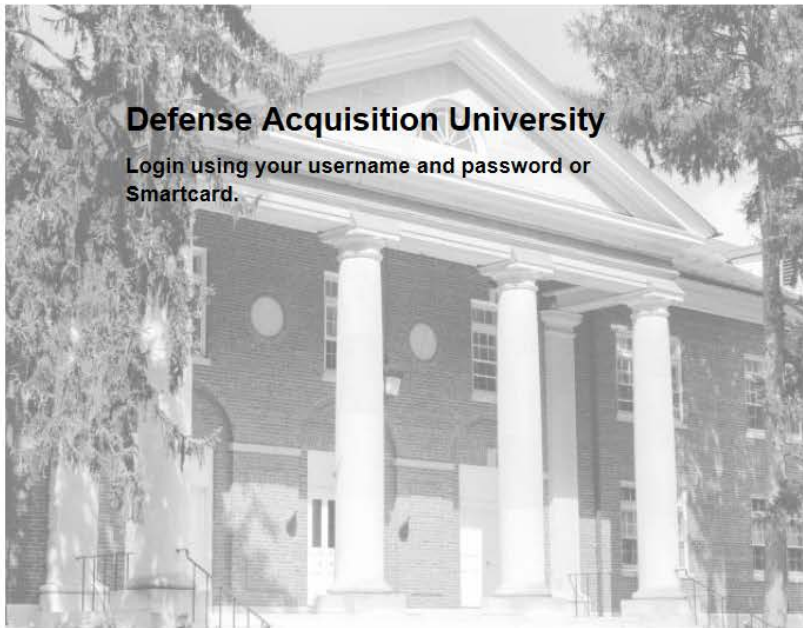
DAU Identity Initial Set-up

- Access <https://identity.dau.mil>.
- The **DoD Warning Banner** will appear. Click **I Accept** to proceed.



DAU Identity Initial Set-up (cont.)

- The **DAU Identity Management Login** window will be displayed.



Login
with your DAU account


[? Forgot your: Username or Password](#)


DAU Helpdesk | 1-866-568-6924 | dauhlp@dau.mil | [FAQ](#)


DAU Identity Login


- ****IMPORTANT**** For the initial setup, enter your **Username & Password** and select the **Login** button. This information would have been sent to your official business email address. If you have a DoD CAC, please refrain from logging in with it first.
- After successfully logging in, changing your password, and completing the Security questions, when you access your account in the future you may login using your DoD CAC or Username & Password.

Login
with your DAU account

 Username


 Password

 [Forgot your: Username or Password](#) Login



 Login using your SmartCard

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Change Your Password


- **Password:** You will be prompted to change the password that was sent to you via email. Follow the password requirements listed at the bottom of the page. If you receive a red examination mark by any of the password requirements, you will need to modify your password.  Afterwards select the **Submit** button.






New Password Modified ↻

.....  

Confirm Password

..... 

..... 

- Password contains user name 
- The minimum password length is 15 characters 
- Passwords cannot be reused more often than every 30 day(s) 
- You may not reuse your last 10 password(s) 
- Passwords must contain characters from at least three of the following categories: 
 - ✓ English upper case letters [A, B, C, ... Z]
 - ✓ English lower case letters [a, b, c, ... z]
 - ✓ Westernized Arabic numerals [0, 1, 2, ... 0]
 - ✓ Non-alphanumeric characters such as punctuation symbols

Submit

You can select this symbol if you want to see the password you're typing in.

Security Questions

- **Security Questions:** Required to allow you to reset your password and/or unlock your account in the future.
- **Selectable Questions:** Select a question from each menu and provide your answer.

Password Self-Service Reset Questions

Please answer questions for future password self-service reset

Hide Answers
Selectable Questions

Please Select a Question

Your answer

Please Select a Question

Your answer

Please Select a Question

Your answer

To view the answers you're typing, **uncheck** the box that says **Hide Answers**.

Security Questions (cont.)

- **Custom Question:** You must also define one custom question and answer. Afterwards select the **Submit** button.

Your question

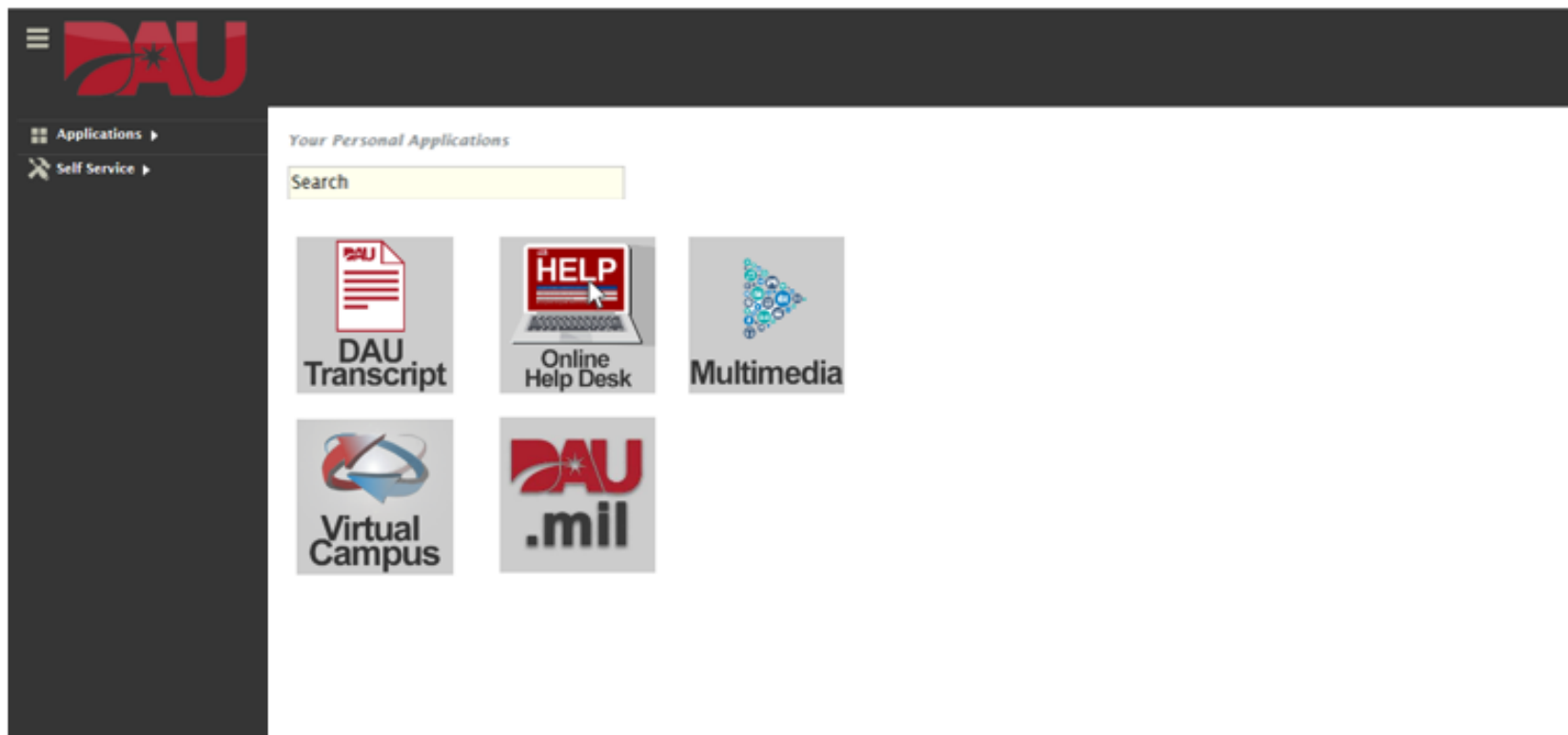
Your answer

*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.

Submit

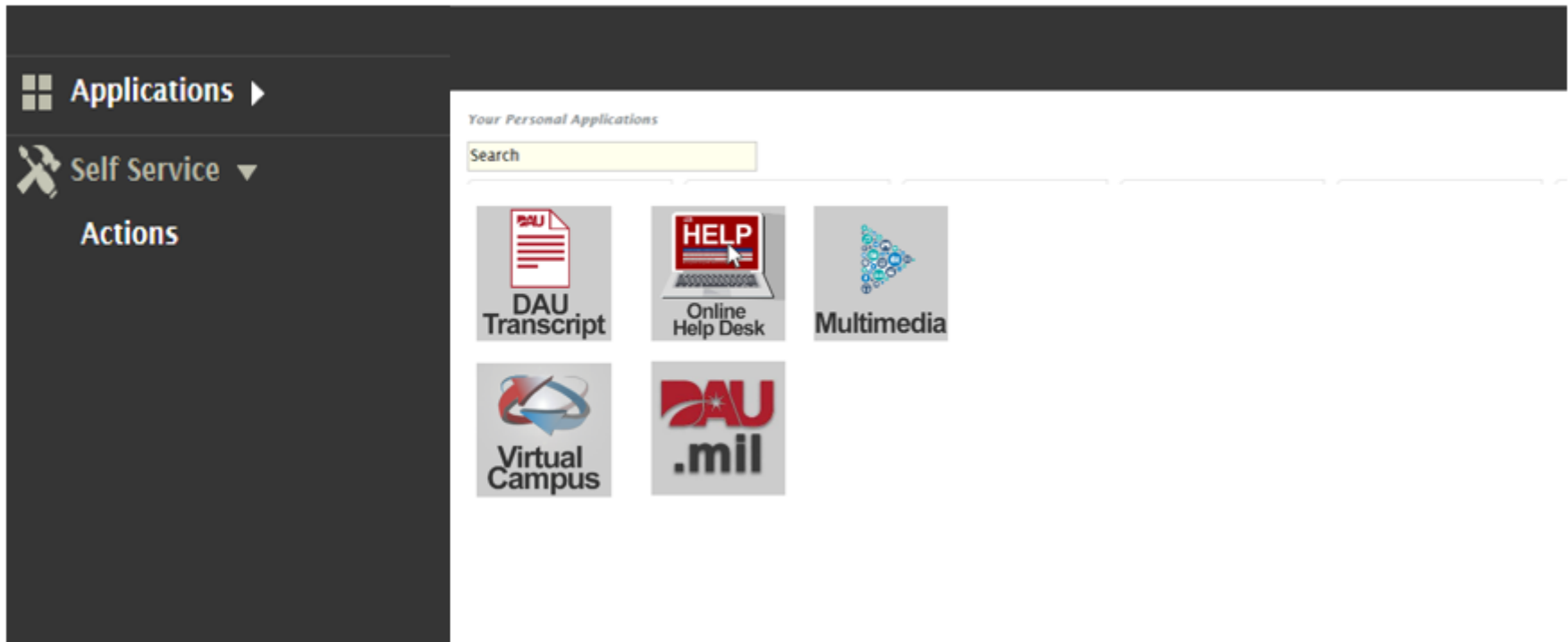
Accessing Your Personal Applications

- After setting up your Security Questions, you will be directed to **Your Personal Applications**. Select the DAU System you want to access. **NOTE: The only DAU Systems that will be displayed are the ones you've been granted privileges to access.**



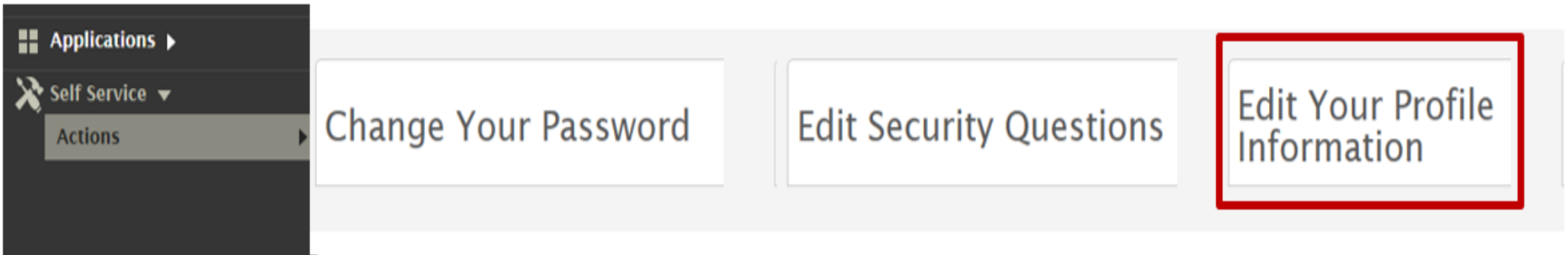
Edit Profile

- Select the **Self Service** option from the menu on the left and then click on **Actions**.



Edit Profile

- Select the **Edit Your Profile Information** button.



Edit Profile

✱ **General** | **Contact Information** | **Organization** | **Advanced** | **Photos**

Name Information

First Name

TESTING

Last Name

ACCOUNT

Middle Name

Login

TACCOUNT01



About

Description

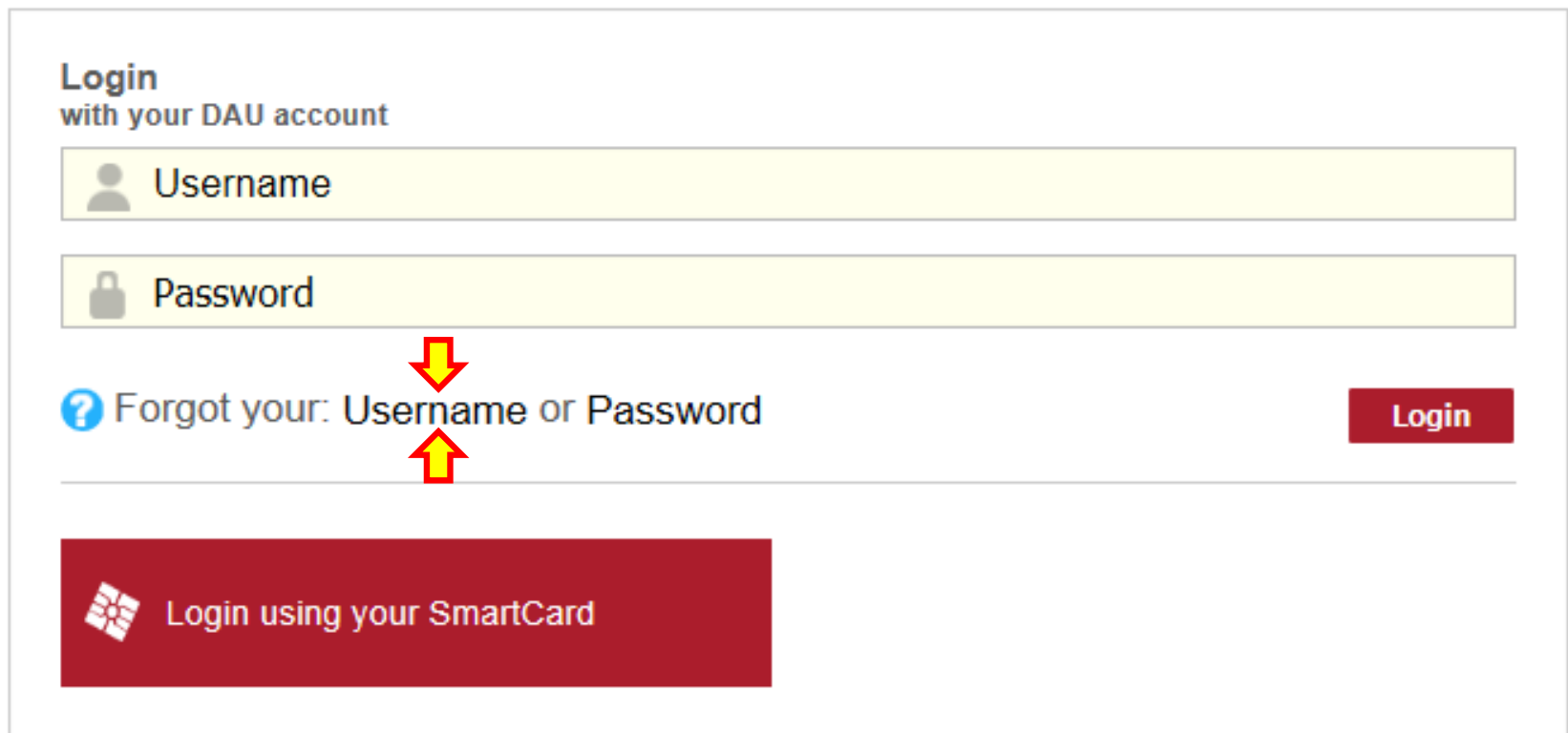
Some information in your profile is populated automatically and **cannot be edited**. As you go through the tabs at the top you will be able to edit fields that are not grayed out. Select the **Save** button at the bottom for changes to take effect.

Save

Undo

Forgot Username?

- In the middle there will be a section that says “**Forgot your**”. Select the option that says **Username**.



The screenshot shows a login interface for a DAU account. At the top, it says "Login with your DAU account". Below this are two input fields: "Username" (with a person icon) and "Password" (with a lock icon). Below the password field is a link that says "Forgot your: Username or Password" with a question mark icon. A red arrow points down from the "Forgot your" text to the "Username" option, and another red arrow points up from the "Username" option to the "Forgot your" text. To the right of the link is a red "Login" button. Below the link is a red button that says "Login using your SmartCard" with a SmartCard icon.

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Forgot Username?

- Enter your registered email address and click **Submit**.
- Your Username will be sent to the email address on your profile.

Registered Email Address

Please enter a registered email address

Registered Email Address

eMail

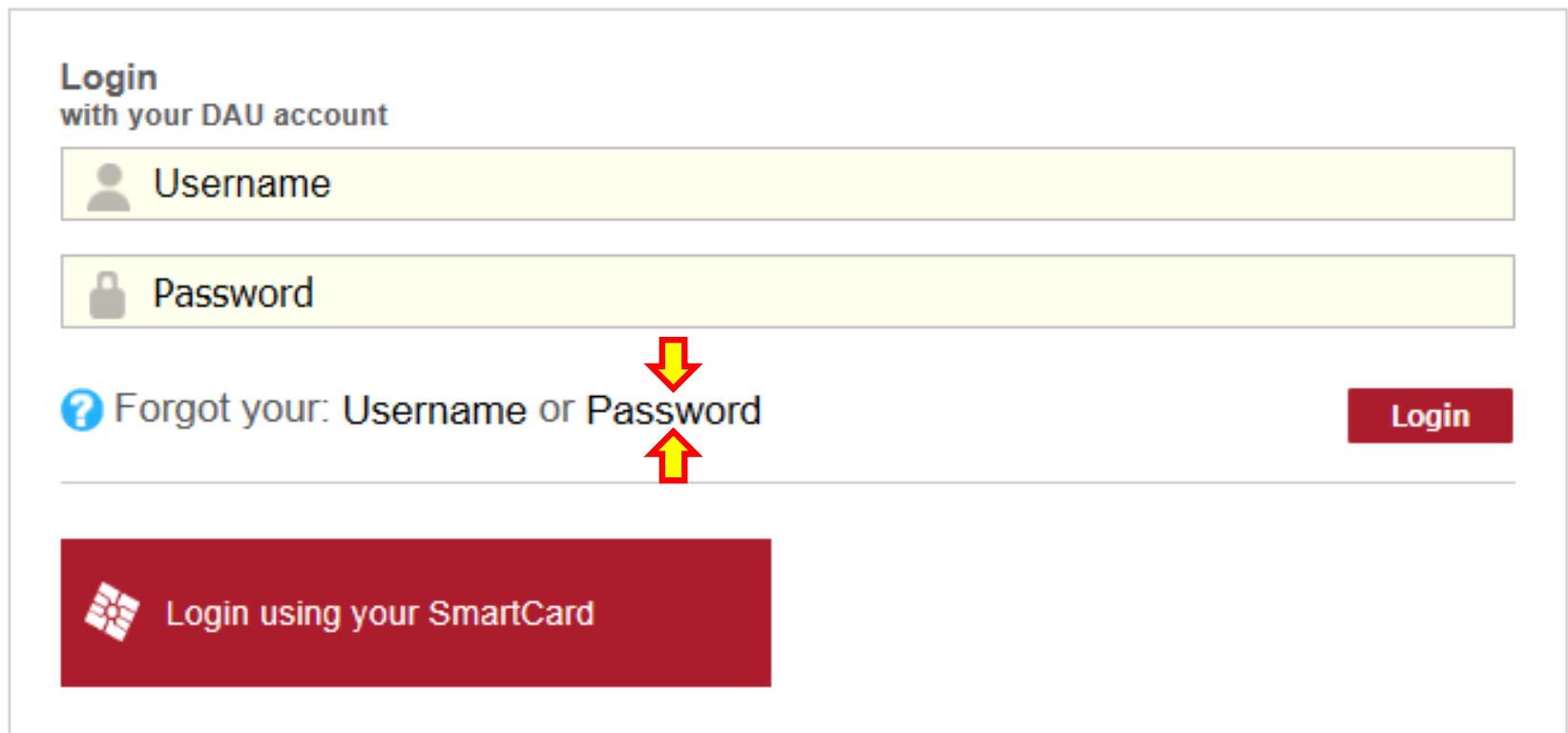


Submit

Cancel

Forgot Password?

- In the middle there will be a section that says “**Forgot your**”. Select the option that says **Password**.



The screenshot shows a login interface for a DAU account. It features a 'Login with your DAU account' section with two input fields: 'Username' and 'Password'. Below these fields is a link that says '? Forgot your: Username or Password'. Two red arrows point to this link, one from above and one from below. To the right of the link is a red 'Login' button. Below the login section is a red button that says 'Login using your SmartCard' with a SmartCard icon.

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Forgot Your Password?

- Enter your **DAU Identity Management Username** or **Email address** and click **Submit**.
- You will be prompted to answer the security questions you previously selected.

User Self-Identification Screen

Please identify yourself using one of the available methods

Credentials

DAU Identity Management login or
email


Submit

Cancel


Forgot Your Password?


- After correctly answering your questions, you will be directed to create a new password. Once you have entered a password that meets the criteria, select the **Submit** button. You will be redirected back to the login screen to enter your credentials.






New Password Modified ↻

..... 

Confirm Password

..... 

..... 

- Password contains user name 
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