



Student Task Aid

2021

Our Vision

DSCU delivers the education and training required to develop an agile, certified, and experienced security cooperation workforce ready to meet the current and future global security cooperation mission.



<https://www.dscu.mil>

IT Recommendations

Please refer to the following recommendations before working in the CSOD Learning Management System.



Disconnect from VPN

- CSOD may be “blocked” by the JSP VPN. Access would need to be initiated after disconnecting from the VPN.
- A ‘warning’ pops up when you download an excel file (e.g., to view a report), click View Spreadsheet instead.



Disable popup-blocker

Disable your popup-blocker by going to your browser’s settings, privacy and security, popups and redirects, and allow popups from www.dau.csod.com.



Internet Browser

- Add Cornerstone to your Organization’s white pages and use Google Chrome as the Internet Browser.
- Increase the size of your screen by holding **CTRL** button and + at the same time or go to your browser’s settings, zoom.

Frequently Asked Questions (FAQ's)

Visit the DAU FAQs @ <https://www.dau.edu/faq/>
Or contact the DAU Help Desk:

Commercial: 703-805-3459; Option 1

Toll Free: 866-568-6924, Option 1

DSN: 655-3459; Option 1

Email: DAUHelp@dau.mil

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User Profile Data

01

Request an Account Using the SAAR Form
Log On (CAC Access, Username and Password)
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Request an Account Using the SAAR Form

New Users will need to submit a DAU SAAR form to obtain access to CSOD...

Step 1: Go to <https://saar.dau.edu>.



Browser Notice

We recommend using **Microsoft Edge** when filling out this form.

Step 2: Select **Department of Defense Agency**.

Request DAU Platform Access

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

2

Department of Defense Agency

Other Federal Agency (Non-DoD)

Have a Common Access Card?

Make sure to use your **Authentication Certificate** when filling out your request.

Already have an account? [Sign in.](#)

NOTE: If you support the Department of Defense and have a Common Access Card (CAC), the system can determine if there is already a DAUID associated to your information.

Request an Account Using the SAAR Form (Cont. 1)

Step 3: Select **Continue** after reading the **Warning Notice**.

Warning Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

3

Continue

[Go Back](#)

Step 4: Answer the DoD CAC question.



Do you support the Department of Defense and have a Common Access Card (CAC)?* ☐ Yes ☐ No

Select your Authentication Certificate when using your DoD CAC.

4

Select a certificate for authentication

Site saar.dau.edu:443 needs your credentials:

11/4/2020	
	DOE JAN ANN.1234567890 DOD ID CA-59 Authentication- DOE JAN ANN.1234567890 11/4/2020
	DOE JAN ANN.1234567890 DOD ID CA-59 ID - DOE JAN ANN.1234567890 11/4/2020

[Certificate information](#)

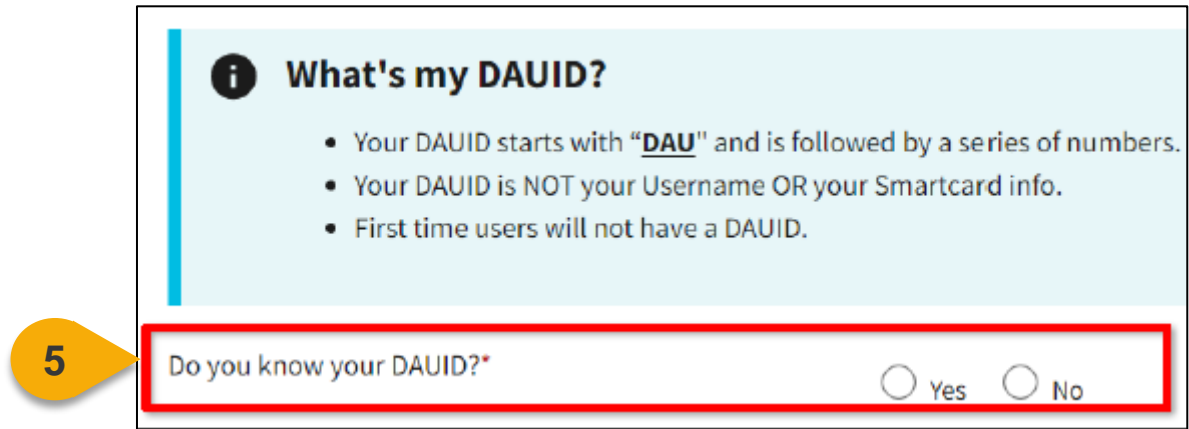
OK

Cancel

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Contents

Request an Account Using the SAAR Form (Cont. 2)

Step 5: Read the information regarding your **DAUID** and answer **Yes** or **No** to the question.

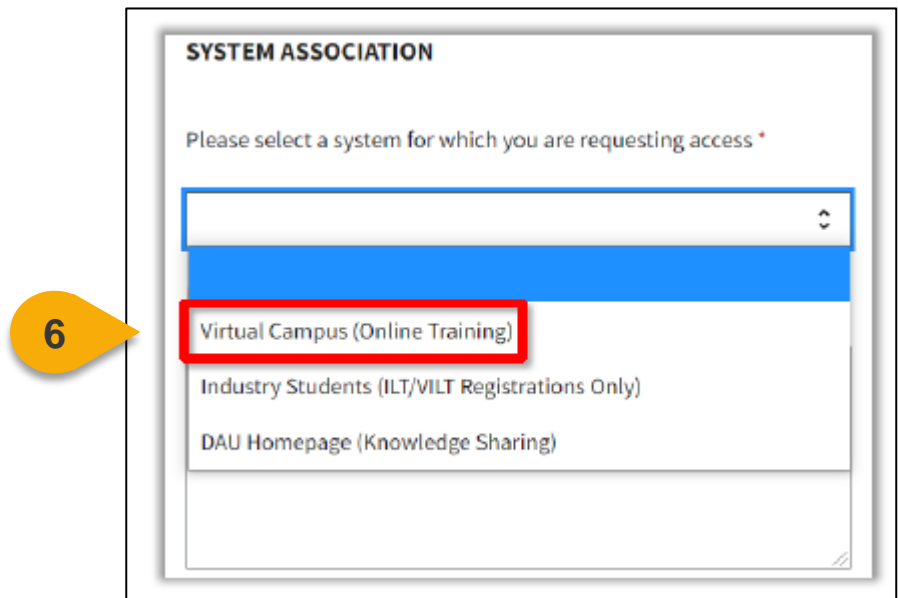


i What's my DAUID?

- Your DAUID starts with "**DAU**" and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First time users will not have a DAUID.

5 Do you know your DAUID?* ☐ Yes ☐ No

Step 6: Select **Virtual Campus (Online Training)** to obtain access to the Virtual Campus.



SYSTEM ASSOCIATION

Please select a system for which you are requesting access *

6 Virtual Campus (Online Training)

Industry Students (ILT/VILT Registrations Only)

DAU Homepage (Knowledge Sharing)

Request an Account Using the SAAR Form (Cont. 3)

Step 7: Enter the **reason** you are requesting access to the system.

Reason you are requesting an account

7

Foreign National Students must have a DoD CAC or a DAUID to submit this form. Guidance is available on the [FAQ Website](#) for obtaining the required DAUID.

Step 8: Select your **Citizenship Type**.

Citizenship Type *

8

US Citizen
US Permanent Resident
Foreign National w/FIN
Foreign National w/DAUID

Step 9: Enter your **SSN/FIN** or **DAUID**. If you do not have either, please go to the [FAQ website](#) for additional guidance.

SSN/FIN *

DAUID *

9

Request an Account Using the SAAR Form (Cont. 4)

Step 10: Enter your **First** and **Last Name**.

10

First Name*	<input type="text"/>
Last Name *	<input type="text"/>
MI	<input type="text"/>
Suffix	<input type="text"/>

Step 11: Select your **Designation**.

11

Designation *

- Active Military
- Reserve Military
- Civilian
- Contractor

Step 12: Select your **Organization**.

12

Organization*

- Army
- Navy
- Air Force
- Defense Contract Management Agency
- Defense Logistics Agency
- Other Defense Agencies
- Industry
- Foreign Military Sales/NATO

Step 13: Select your **Sub Org**.

13

Sub Org.*

Step 14: Enter your **Telephone** number.

14

Telephone*

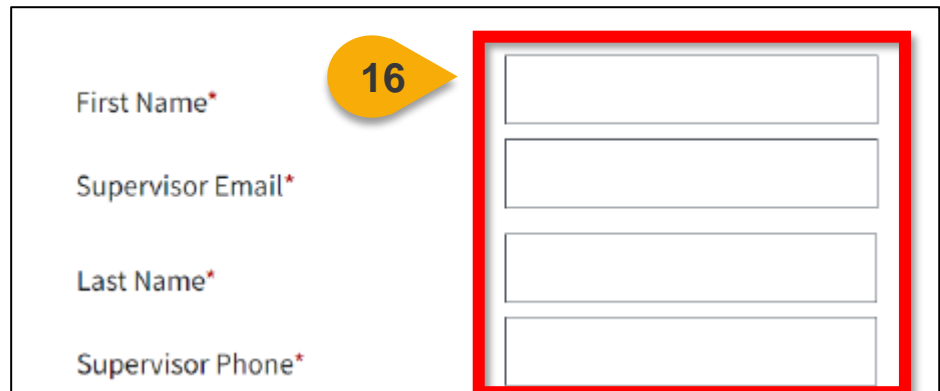
Step 15: Enter your **Email**.

15

Email*

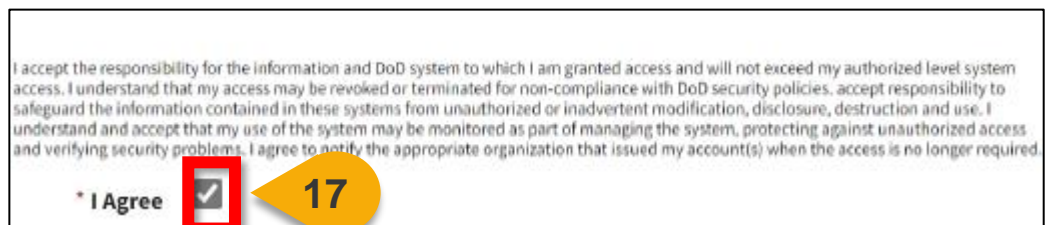
Request an Account Using the SAAR Form (Cont. 5)

Step 16: Enter the contact information for your **Supervisor**.



Form for Step 16: Enter the contact information for your Supervisor. The form includes four input fields: First Name*, Supervisor Email*, Last Name*, and Supervisor Phone*. A red box highlights the input fields, and a yellow callout bubble with the number 16 points to the First Name field.

Step 17: Read the User Agreement and select the **I Agree** box..



Form for Step 17: Read the User Agreement and select the I Agree box. The form includes a text area for the User Agreement and a checkbox labeled * I Agree. A red box highlights the checkbox, and a yellow callout bubble with the number 17 points to the checkbox.

Step 18: Enter the captcha Security Code and click the **Submit** button.

Note: You can select the green arrows to generate a new code or select the green sound image for the code to be read out loud.




Form for Step 18: Enter the captcha Security Code and click the Submit button. The form includes a captcha image showing the code ZBP1W, a text input field for the code, and a Submit button. A red box highlights the captcha image and the Submit button, and a yellow callout bubble with the number 18 points to the Submit button.

IMPORTANT: If there was any information that was not filled in correctly, there will be red text in the area of the form that requires your attention for correction. Afterwards, you will need to select the “I Agree” check box again and enter the new code in the image box for your SAAR to be submitted. Select the “Submit” button once you have completed the form.

Request an Account Using the SAAR Form (Cont. 6)

Step 19: Read the information on the **SAAR Thank You Page** regarding next steps.

Thank you!

 **Access Request Submitted**

Your DAU SAAR was submitted successfully! Please read the information below for next steps.

Here are your next steps:

- 1 Wait 24 hours**

It can take up to 24 hours to process your SAAR request after submission. Please wait for further instruction to be emailed to the address you provided on your SAAR.
- 2 Check your email**

If you don't already have a DAU account, you will receive an email entitled "**Welcome to DAU**". Please follow the instructions in that message to complete your account setup. *Make sure to check your junk/spam folder!*
- 3 Need Help?**

If after 24 hours you haven't been granted access, haven't received your welcome email, or need help completing your account setup, please contact our helpdesk at DAUHelp@dau.edu for further assistance.

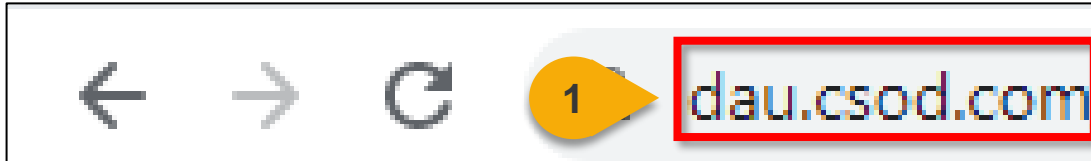
Visit our [Frequently Asked Questions](#) page for additional information on your account and DAU system access.

[Visit FAQs](#)

Log On - CAC Access

When you want to login using your CAC...

Step 1: Go to URL: <https://dau.csod.com/> (preferably using Google Chrome or Edge). You may want to log out of VPN before starting this process.



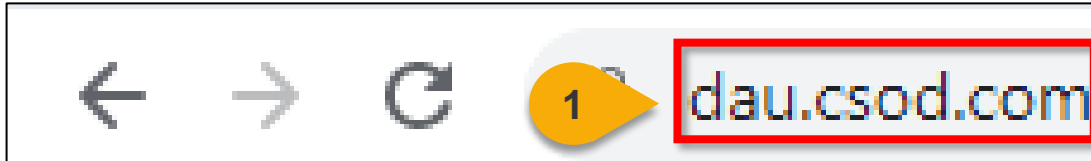
Step 2: The Sign In window will popup. Select the “Sign in with CAC Card” button below the fields for Username and Password.

A screenshot of the DAU Sign In window. At the top is the DAU logo. Below it is a circular placeholder for a profile picture. The text 'Sign In' is centered. There are two input fields: 'Username' and 'Password'. Below these is a checkbox labeled 'Remember me'. A blue 'Sign In' button is positioned below the checkbox. Below the button is the word 'OR'. At the bottom, there is a button labeled 'Sign in with CAC Card', which is highlighted with a red rectangular box. A yellow callout bubble with the number '2' points to this button. At the very bottom, there is a link that says 'Need help signing in?'.

Log On – Username and Password

When you want to login using your Username and Password...

Step 1: Go to URL: <https://dau.csod.com/> (preferably using Google Chrome or Edge). You may want to log out of VPN before starting this process.

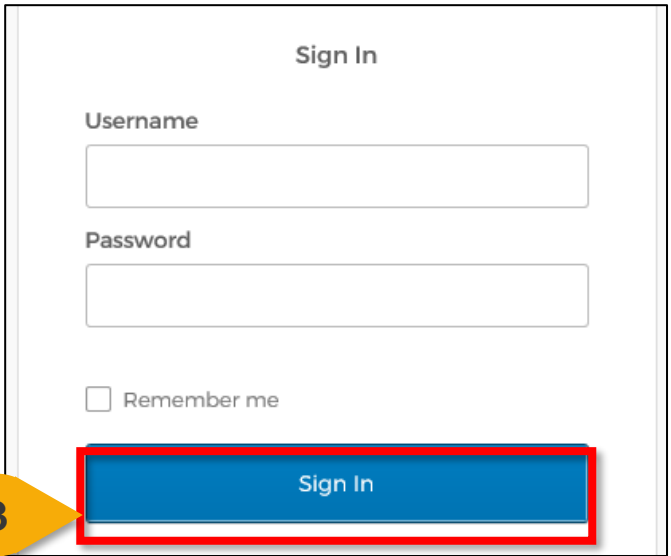


Step 2: The Sign In window will popup. Enter your Username (work email used by OKTA and CSOD) and Password (DAU provided).

A screenshot of the DAU Sign In window. The window has a white background with a light gray border. At the top is the DAU logo in red. Below it is a gray silhouette of a person's head and shoulders. Underneath is the text 'Sign In'. A red rectangle highlights the 'Username' and 'Password' input fields. A yellow callout bubble with the number '2' points to the 'Username' field. Below the input fields is a checkbox labeled 'Remember me'. Below that is a blue 'Sign In' button. Underneath the button is the text 'OR'. Below 'OR' is a blue-outlined box containing the text 'Sign in with CAC Card'. At the bottom is the text 'Need help signing in?'.

Log On – Username and Password (Cont. 1)

Step 3: Click Sign In.



Sign In

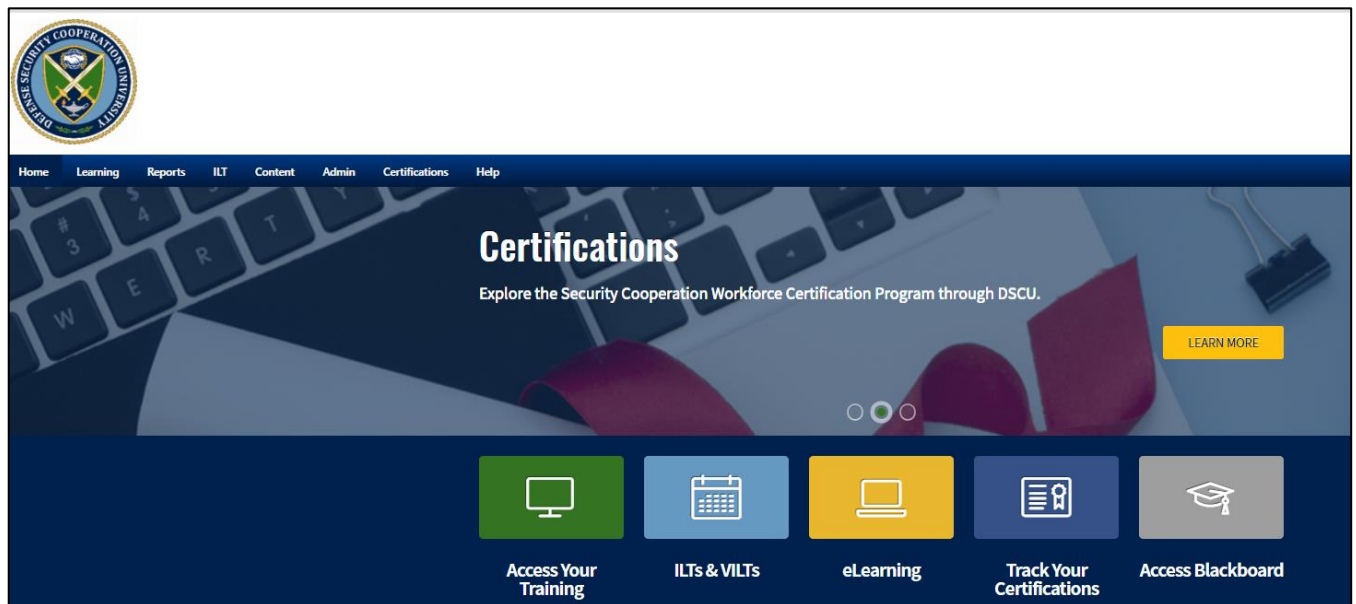
Username

Password

☐ Remember me

Sign In

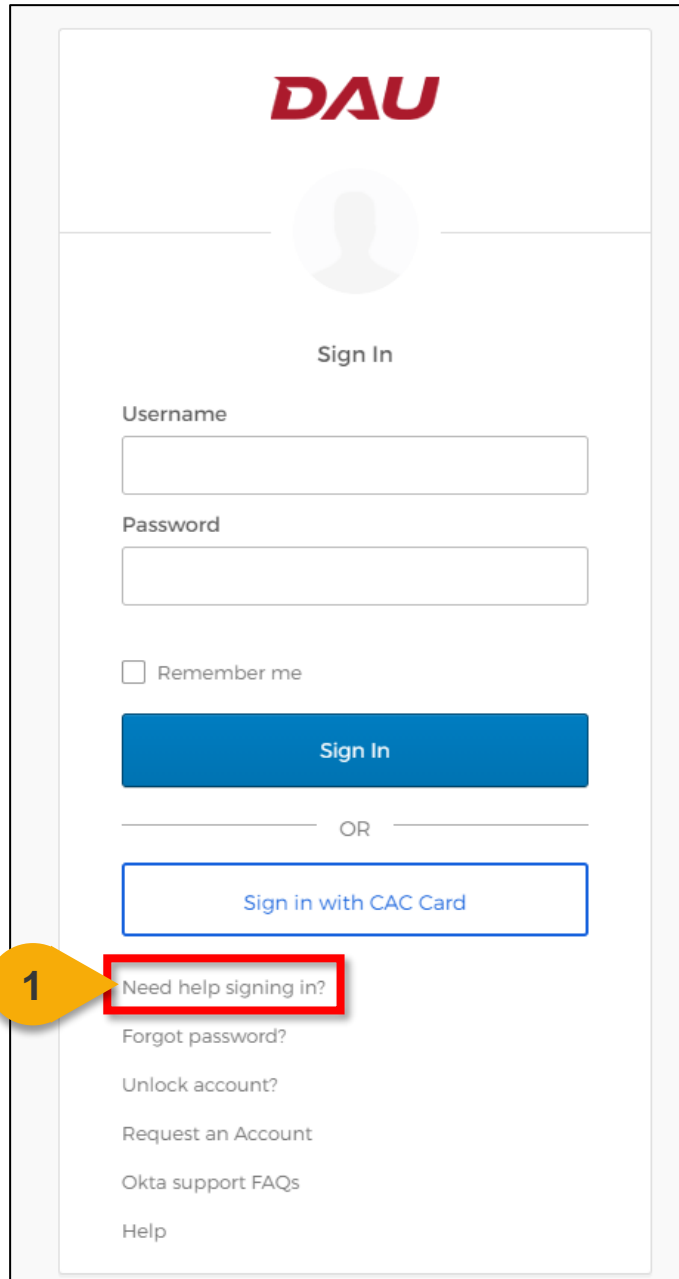
CSOD should open with your Organization's logo in the upper left corner.



Forgot Password

When you can't log on...

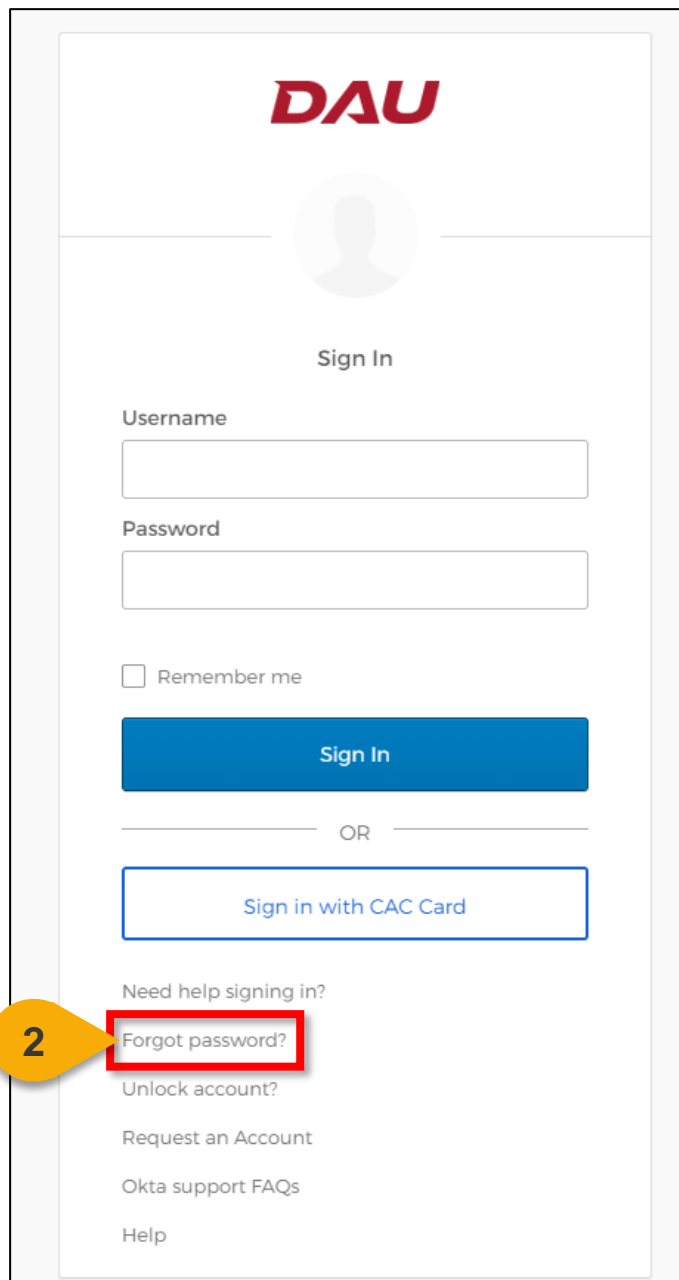
Step 1: If you need help signing in, select the **Need help signing in?** link at the bottom of the window.



The screenshot shows the DAU Sign In page. At the top is the DAU logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is a horizontal line with "OR" in the center. Underneath is a button labeled "Sign in with CAC Card". At the bottom, there is a list of links: "Need help signing in?", "Forgot password?", "Unlock account?", "Request an Account", "Okta support FAQs", and "Help". A yellow callout bubble with the number "1" points to the "Need help signing in?" link, which is also highlighted with a red rectangular box.

Forgot Password (Cont. 1)

Step 2: If you already set up OKTA to reset your password, select the **Forgot Password?** option to have a new password/PIN sent to your email or phone.



The screenshot shows the DAAU Sign In page. At the top is the DAAU logo. Below it is a placeholder for a user profile picture. The text "Sign In" is centered. There are two input fields: "Username" and "Password". Below these is a checkbox labeled "Remember me". A blue "Sign In" button is present. Below the button is a horizontal line with "OR" in the center. Underneath is a button labeled "Sign in with CAC Card". At the bottom, there is a section titled "Need help signing in?". The link "Forgot password?" is highlighted with a red rectangle and a yellow callout bubble containing the number "2". Other links in this section include "Unlock account?", "Request an Account", "Okta support FAQs", and "Help".

Forgot Password (Cont. 2)

Step 3: Select the **OKTA support FAQs** option and follow the directions for **Q2**.

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Q2: HELP! I requested a password be sent to me via email, but there is not a password in the email I was sent. Where is my password?

DAU - Okta Password Reset Requested

Hi Teresa,

A password reset request was made for your Okta account. If you did not make this request, please contact the DAU Help Desk dauhhelp@dau.edu immediately.

If you require further assistance, please view the Okta support FAQs or contact the DAU Help Desk using the options below:

[Okta support FAQs](#)

Phone: [703-805-3459](tel:703-805-3459) | [866-568-6924](tel:866-568-6924) | DSN: 655-3459; All Option 1

Email: dauhhelp@dau.edu

A: If you have not completed the account setup process, you will not be able to use the self-service feature to reset your own password. You need to request the DAU Help Desk (DAUHelp@dau.edu) provide you with your login information so you can officially setup your account. Include the last 4 of your SSN/EIN/FIN when submitting this request so your account can be validated.

Once you successfully complete the SSO log in process, CSOD should open with your Organization's logo in the upper left corner.

