

Finding your DAU USER ID

If you have an Active DAU ID you can Find it by Logging into the DAU Virtual Campus

Step 1: Log into the DAU Virtual Campus (<https://dau.csod.com>) with your Username/Password or CAC.

Step 2: Mouse over the **Home** menu at the top left and select **Universal Profile**.

Step 3: Mouse over the **Bio** menu and select **About**. Your User ID will be displayed on the page. When you find it ...

Step 4: Go to this location (Customer POC - PUTS DIRECTIONS/LOCATION HERE) and enter your DAU ID.

Step 5: If you completed Steps 1 – 4, this means you have an active DAU account and you are done.

Note: If you were unable to get past Step 1, please go to the next slide and continue with Step 6

Note: Your User ID should look something like this: DAU0512900055

Find/Get a DAU USER ID and Activate

- If you were unable to login to the DAU Virtual Campus, you may not have an account OR your account may currently be inactive. Proceed with Steps 6 – 11 below.

Submit the DAU Systems Authorization Access Request (SAAR).

Step 6: Go to <https://saar.dau.edu> (Recommended browser is Microsoft Edge).

Step 7: Fill out the SAAR form.

Step 8: You should receive a **Welcome to DAU** email from noreply@dau.edu within 2 hours, which includes a link to activate your account. If you do not receive the email, please [contact the DAU Help Desk](#) for further assistance.

Step 9: Complete the account activation process using the link in the automated email you receive. Guidance is available at [this location](#).

Step 10: After activating your account, click the **Virtual Campus** tile on your dashboard. This will take you into your Virtual Campus account and automatically activates your student account.

Step 11: Go back to **Steps 2 -3** to locate your DAU ID. Then go to this location (Customer POC - PUTS DIRECTIONS/ LOCATION HERE) and enter your DAU ID

Note: Your User ID should look something like this: DAU0512900055

Troubleshooting

- Learners needing assistance activating their DAU ID or require assistance submitting the DAU SAAR should contact the DAU Help Desk.
 - Help Desk Hours of Operation: Monday-Friday, 0600-2000 Eastern
 - Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459; Option 1
 - Public Service Portal: https://services.dau.edu/psp?id=public_portal