



Defense Acquisition University

Course Registration for Defense Industry (Contractors)

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 for “Step-by-Step Instructions to Apply for a Course.”

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.

IMPORTANT: When completing the online SAAR form, please be sure to select “Industry Training Application System” under the System Association field. **After completing the form, please allow up to 48 hours for the 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 and may proceed with the “Step-by-Step Instructions to Apply for a Course” below. To get started, please access the SAAR form at: <https://saar.dau.mil/>.

NOTE: If you are a non-US citizen located outside the United States, you will need an employee identification number to apply for training, regardless of your organization. The employee identification number (EIN) is used in lieu of a social security number. To request an employee identification number (EIN) please send your full name and the Country you are currently working in to the ATRRS Help Desk at ahelp@asmr.com.

Step-by-Step Instructions to Apply for a Course:

1. Access the Industry Training Application System at:
<https://www.atrrs.army.mil/channels/nondod/logon.asp>
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.

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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 have to retype the email address in again. Once you make any other necessary corrections/updates, please submit the application by clicking the red "**SUBMIT THIS APPLICATION**" button at the Bottom of the page. You may be prompted to answer two questions in the **STUDENT CONTACT INFO** section. After you answer the questions, click the "**SUBMIT THIS APPLICATION BUTTON**" again. If you properly clicked "**SUBMIT THIS APPLICATION**" a pop-up message (*A notification has been emailed to the student and to the student's supervisor*) will appear on your screen. Click "**OK**" to close it.

OR

- b) If you selected a DAU "**Classroom Course**," please proceed with the steps below:

STEP 7: Select the desired location.



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- 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 have to retype the email address in again. Once you make any other necessary corrections/updates, please submit the application by clicking the red **"SUBMIT THIS APPLICATION"** button at the Bottom of the page. You may be prompted to answer two questions in the student contact info section. After you answer the questions, click the **"SUBMIT THIS APPLICATION BUTTON"** again. If you properly clicked **"SUBMIT THIS APPLICATION"** a pop-up message (*A notification has been emailed to the student and to the student's supervisor*) will appear on your screen. Click **"OK"** to close it.

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