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

UPDATED OCT 2016

Identity Management Benefits

- ➢ Single Sign-On (SSO)
  - – Login once and gain access to selected DAU applications without being prompted to login again at each of them.
  - – Eliminates the need for multiple usernames and passwords.

- ➢ Self-service: Allows users to manage their own account.
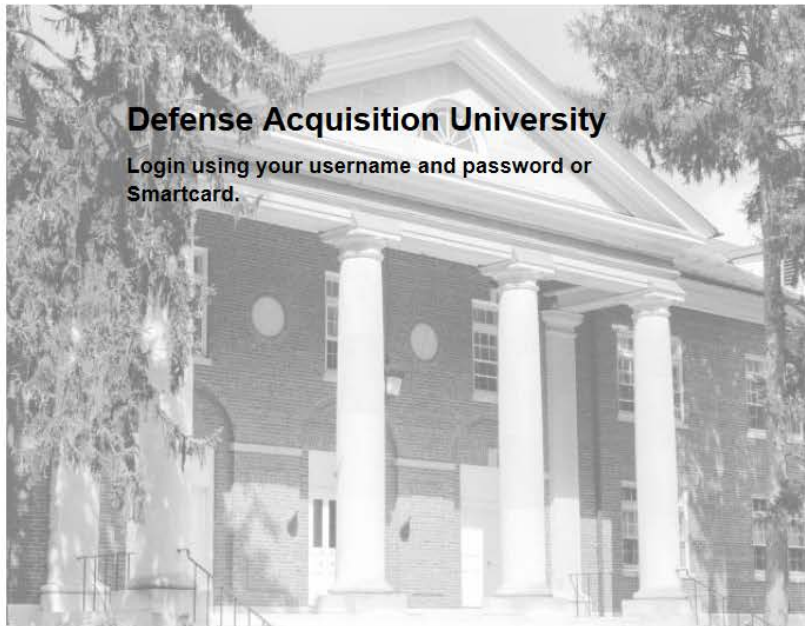 - – Password Reset
  - – Unlock Account

DAU Identity Initial Set-up

➢ Access https://identity.dau.mil.

➢ The **DoD Warning Banner** will appear. Click **I Accept** to proceed.
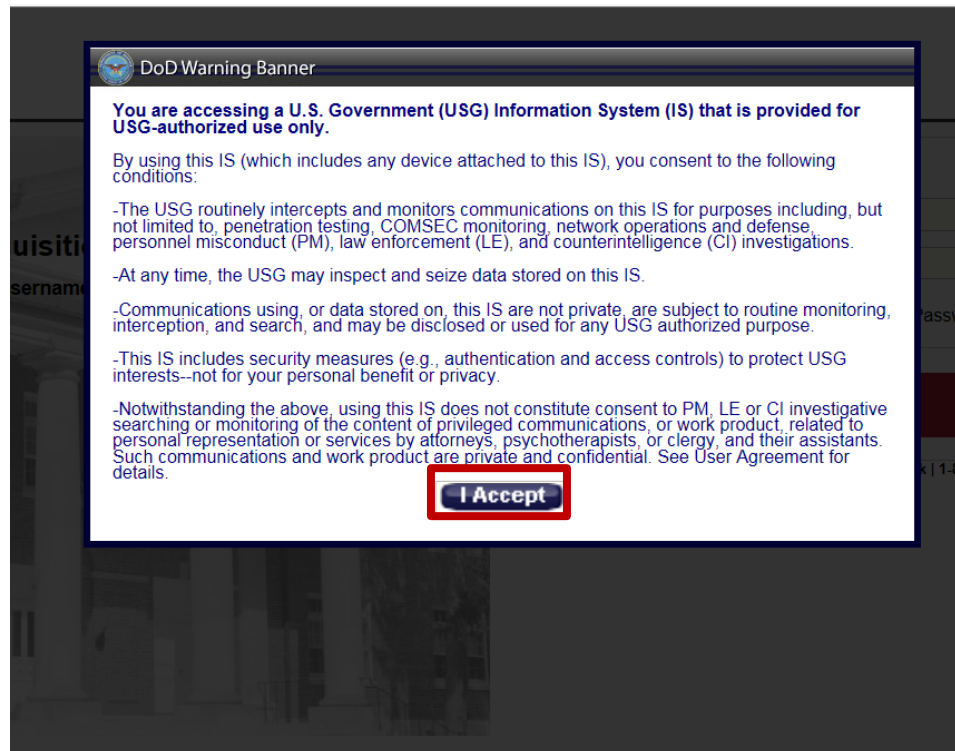
DAU Identity Initial Set-up (cont.)

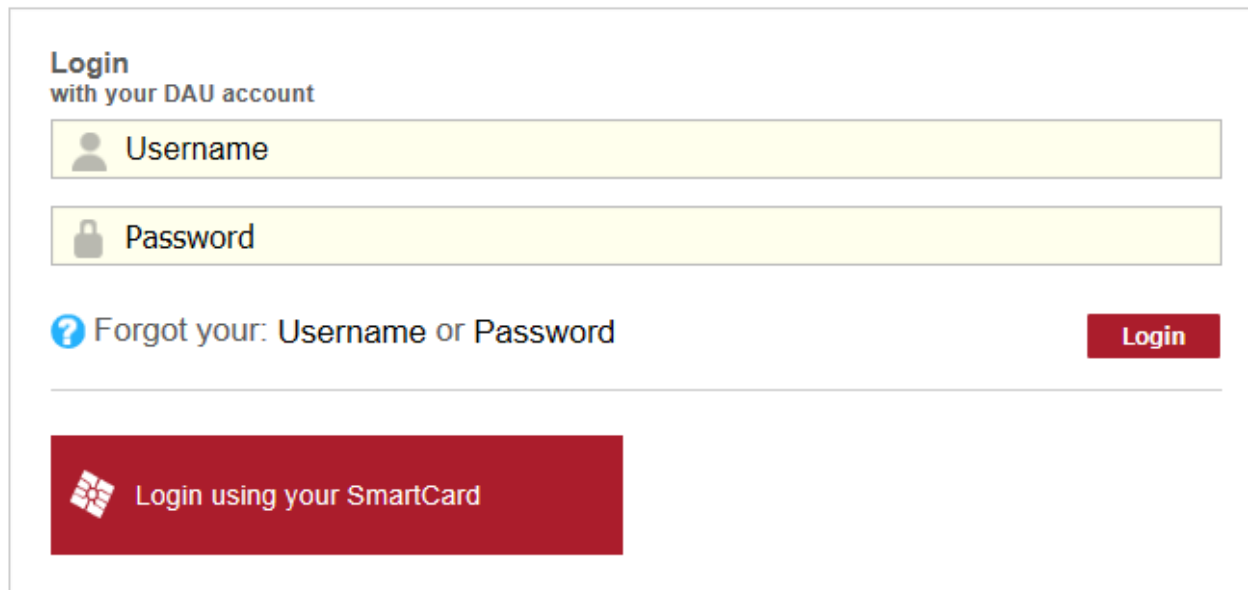➢ The **DAU Identity Management Login** window will be displayed.

DAU Identity Login

➤ 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.

➤ Once you have setup your profile, when you access your account again 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

DAU Helpdesk | 1-866-568-6924 | dauhelp@dau.mil | FAQ

Security Questions

➢ **Security Questions:** Required to allow you to reset your password and/or unlock your account in the future.

➢ **Selectable Questions:** Three predefined questions. Select each question and provide your answer in the following field.

☑ Hide Answers
Selectable Questions

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

Please Select a Question ▾

Your answer

Please Select a Question ▾

Your answer

Please Select a Question ▾

Your answer

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**.
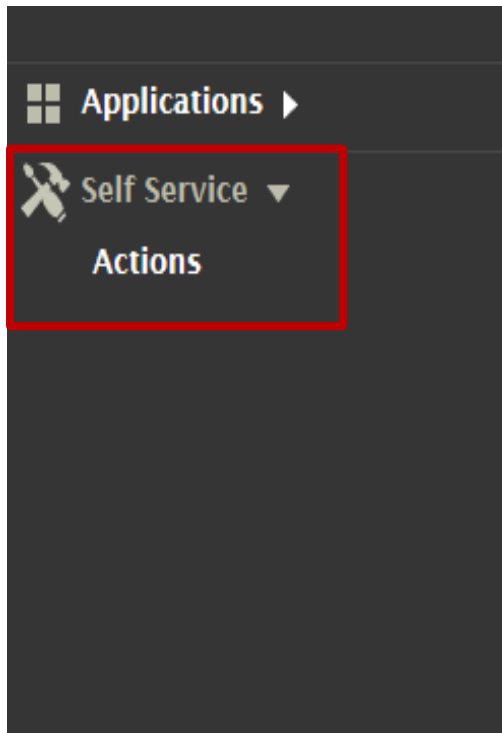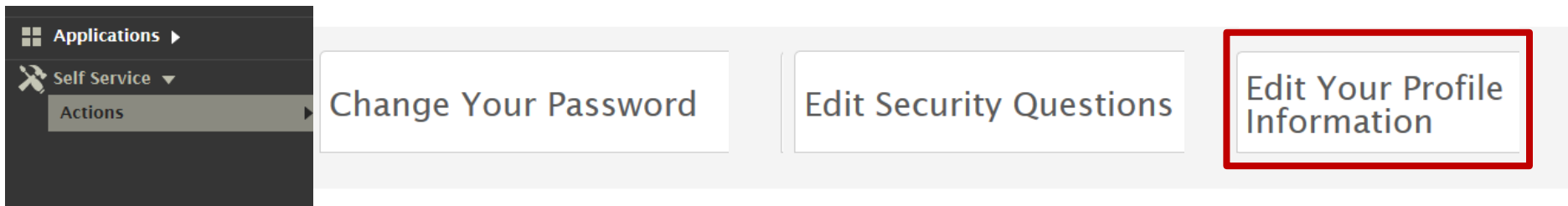
Edit Profile

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

Edit Profile

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

Name Information

First Name

TESTING

Last Name

ACCOUNT
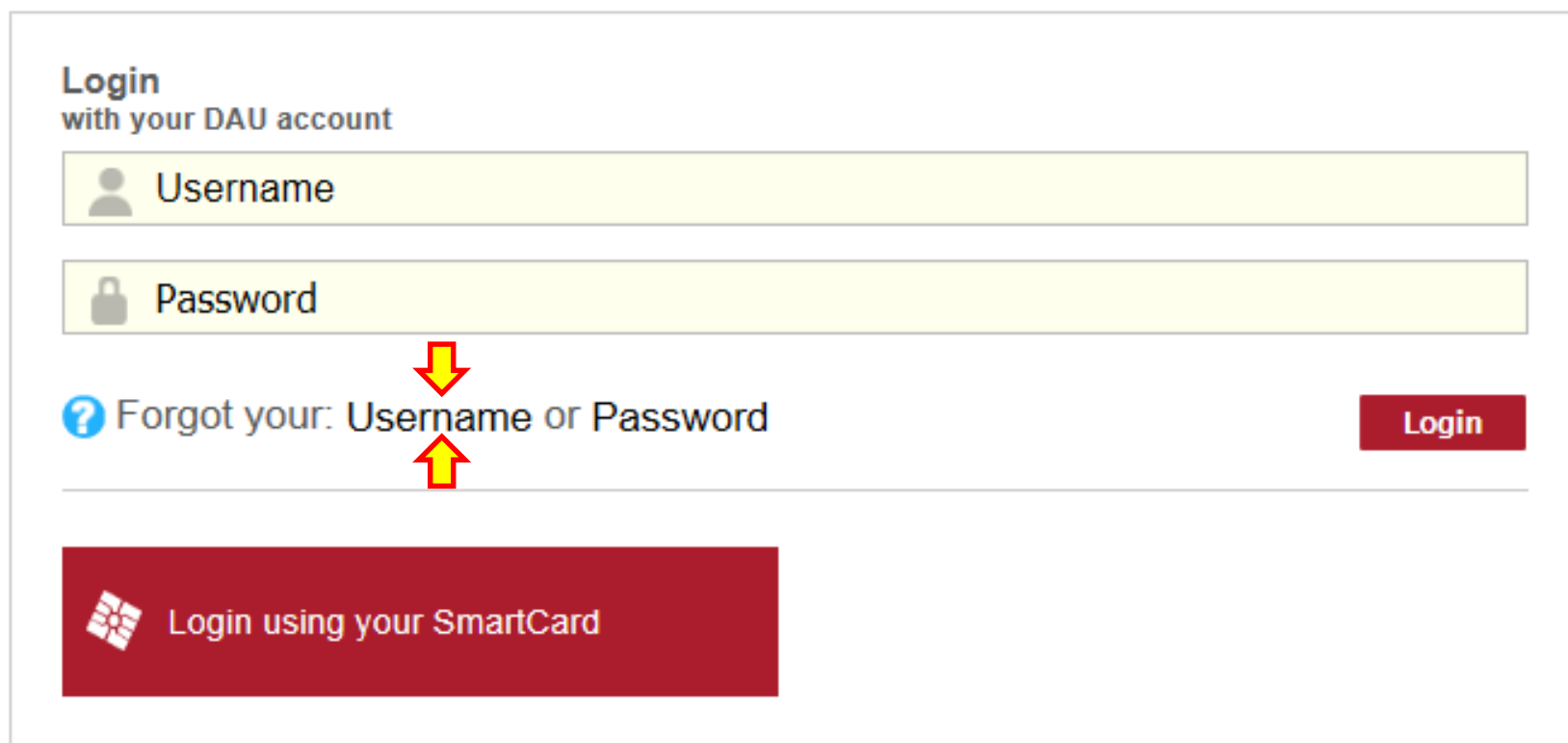
Middle Name

Login

TACCOUNT01

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.

About

Description

Save | Undo

Forgot Username?

➢ In the middle there will be a section that says "**Forgot your**". Select the option that says **Username**.

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

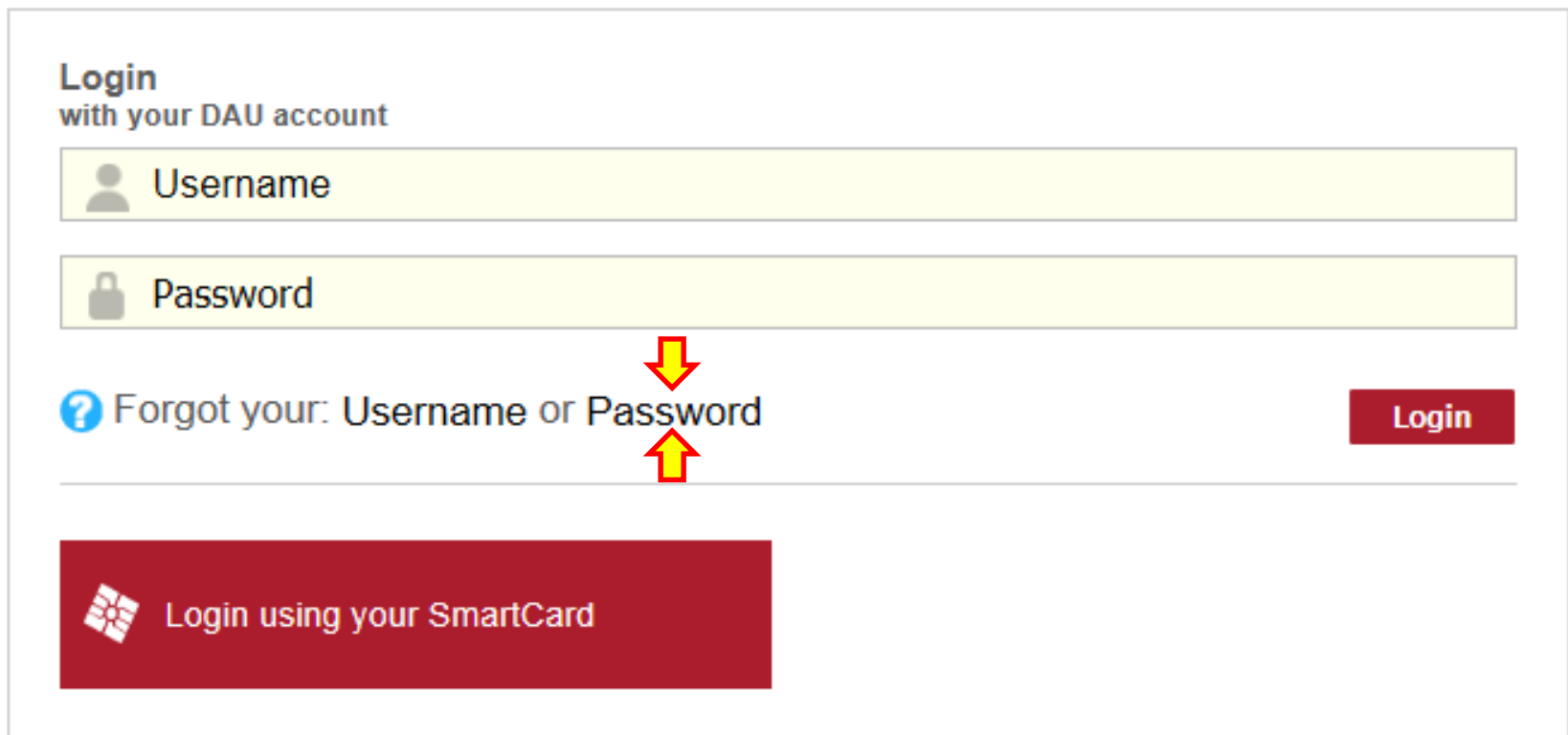Please enter a registered email address

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**.

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

●●●●●●●●●●●●●

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

· 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