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

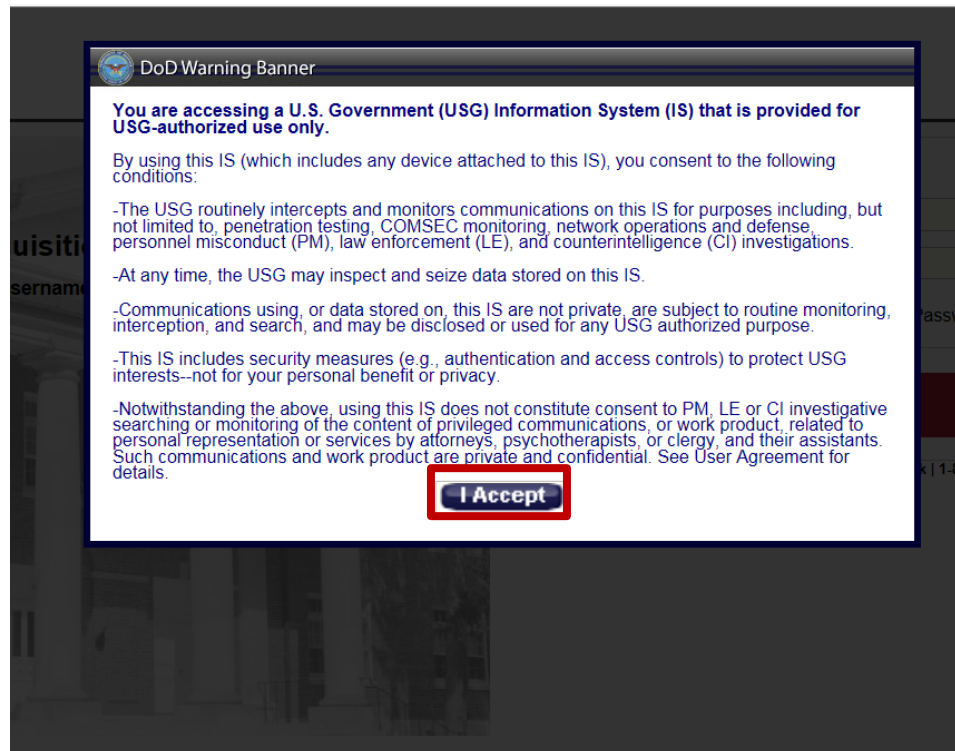
UPDATED OCT 2016

# 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

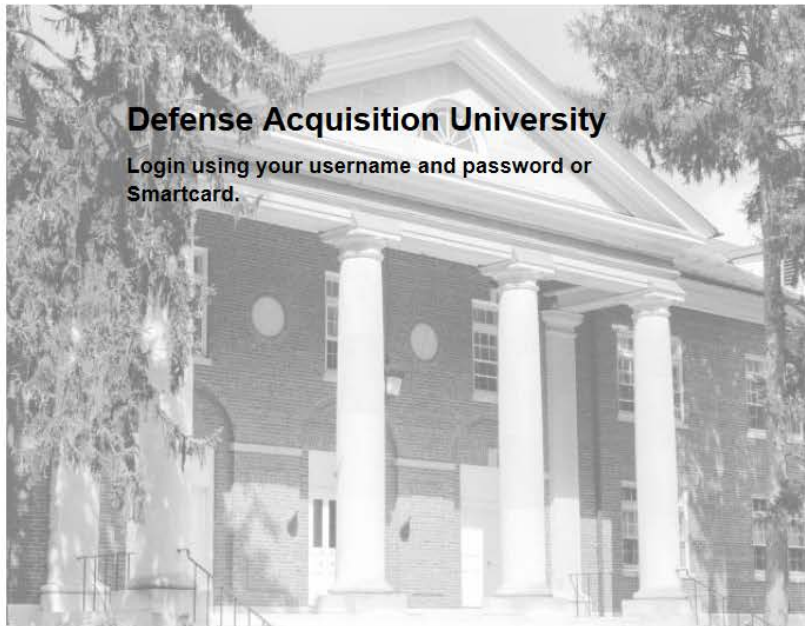
# DAU Identity Initial Set-up

- 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.



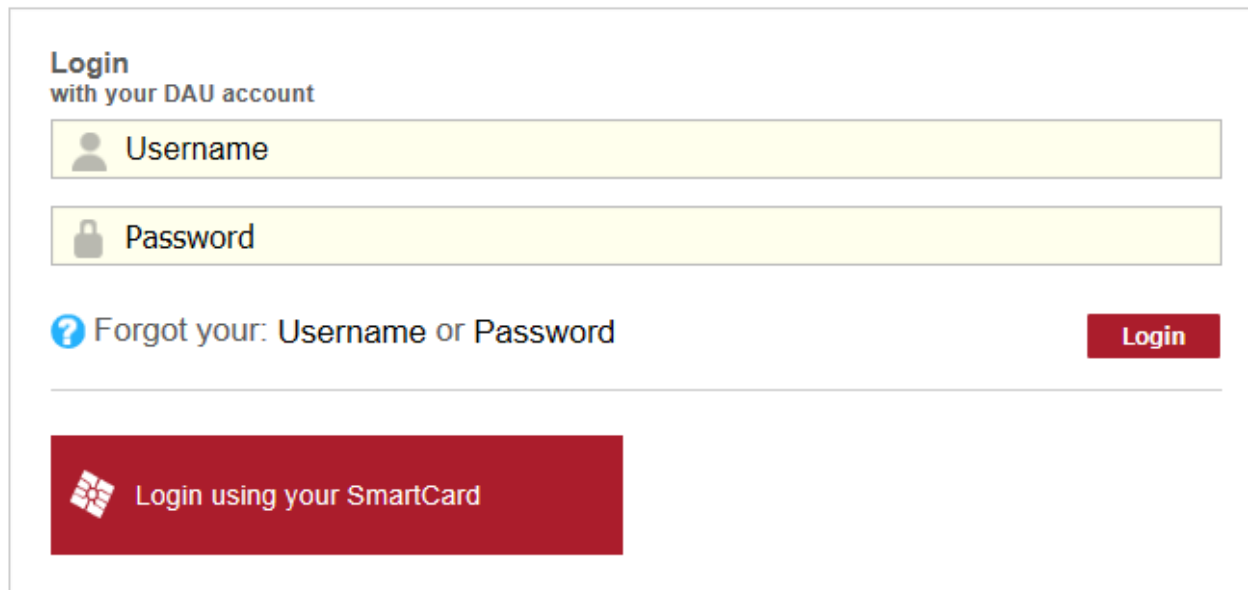
Login  
with your DAU account

[Forgot your: Username or Password](#)

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

# 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.



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. To the right of the password field is a red "Login" button. Below the input fields is a link that says "Forgot your: Username or Password" with a question mark icon. At the bottom of the form is a large red button with a SmartCard icon and the text "Login using your SmartCard".

DAU Helpdesk | 1-866-568-6924 | [dauhhelp@dau.mil](mailto:dauhhelp@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*

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.

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\*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.

# 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.**

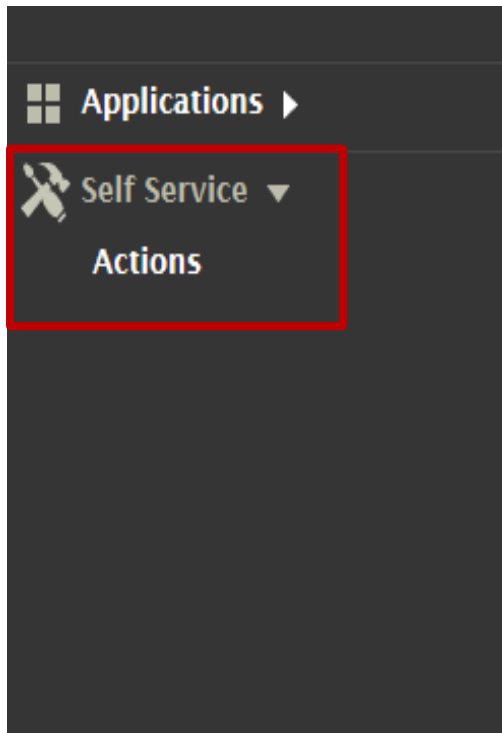
The screenshot displays the 'Your Personal Applications' interface. On the left is a dark sidebar with two menu items: 'Applications' and 'Self Service', both with right-pointing chevrons. The main content area is titled 'Your Personal Applications' and features a yellow search bar. Below the search bar is a 2x3 grid of application tiles, each with a logo and text:

- Virtual Campus: Logo with a red and blue circular arrow.
- Industry TAS: Logo with a gear and a profile head.
- MyClass: Logo with 'Bb' in a yellow box.
- ACC: Logo with a globe and 'ACC' text.
- Should Cost: Logo with 'P<sup>2</sup>L<sup>2</sup> Should Cost' text.
- DAP: Logo with a purple pentagon and a yellow hand.



# Edit Profile

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



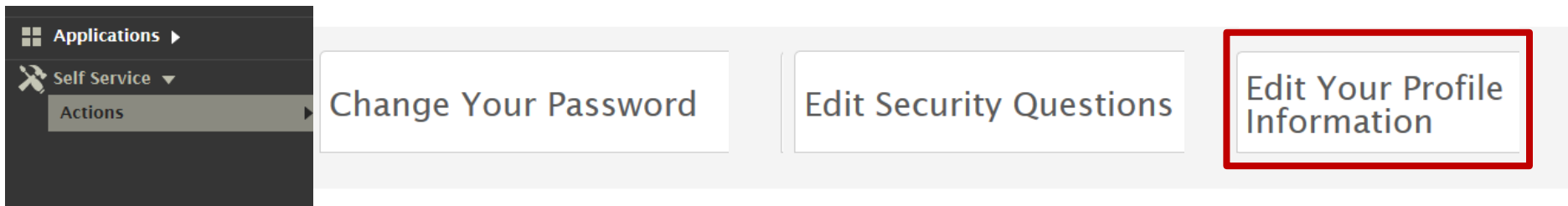
## *Your Personal Applications*

Search



# 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

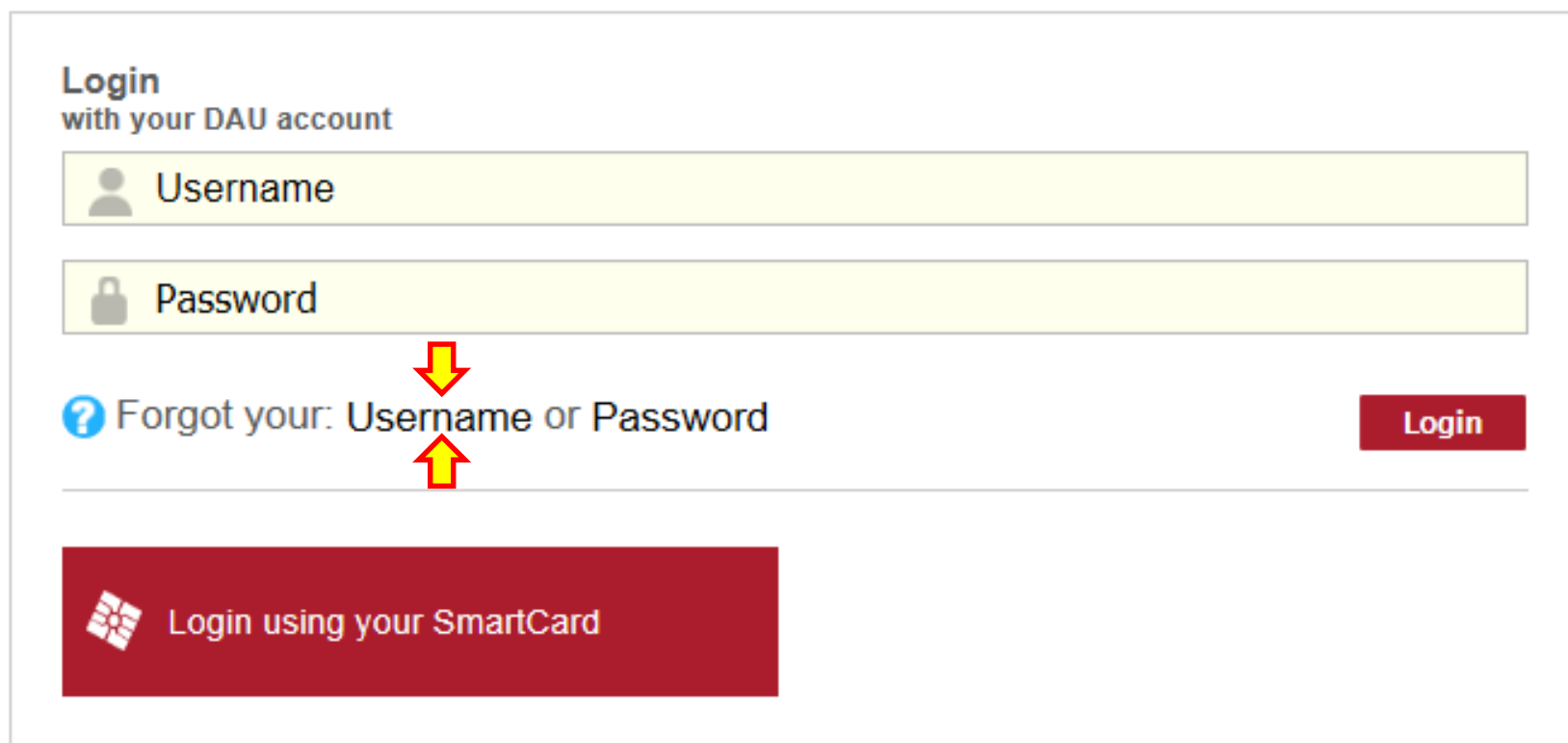
Some information in your profile is populated automatically and **cannot be edited**. As you go through the tabs at the top you will be able to edit fields that are not grayed out. Select the **Save** button at the bottom for changes to take effect.

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" and "Password". Underneath the password field is a link that says "Forgot your: Username or Password". This link is highlighted with a red arrow pointing down from above and another red arrow pointing up from below. To the right of this link is a red "Login" button. At the bottom of the form 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*

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eMail

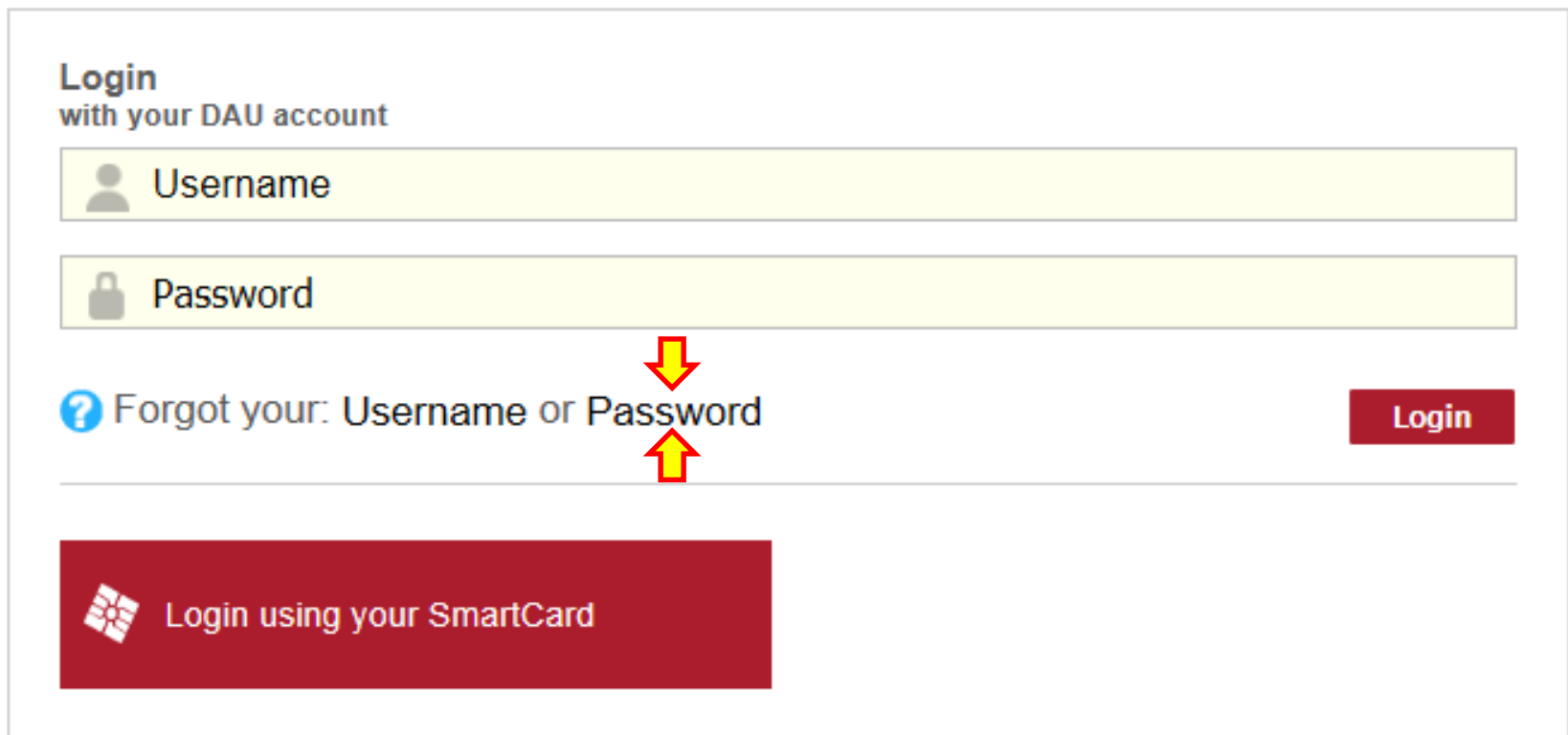


Submit

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. At the top, it says "Login with your DAU account". Below this are two input fields: "Username" and "Password". Under the "Password" field, there is a link that says "Forgot your: Username or Password". This link is highlighted with two red arrows, one pointing down to it and one pointing up to it. To the right of this link is a red "Login" button. Below the login section is a red button that says "Login using your SmartCard".

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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*

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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 
- 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



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

Submit