

## NROTC Supply Binder - Tab 3-27

**SUBJECT:** How to Register for Defense Acquisition University Training Courses

**PURPOSE:** To inform NROTC Unit Supply Technicians of the process for registering for Defense Acquisition University (DAU) Training Courses needed to meet their Purchase Card and Ordering Officials training requirements.

**OVERVIEW:** Personnel assigned the duties of Agency Program Coordinator (APC), Head of Activity (HA), Cardholders (CH) and Ordering Officials are required to complete on-line training courses that are conducted by DAU. The preferred manner in registering for these courses is through the Navy's electronic Director, Acquisition Career Management (eDACM) website.

### **ACTION REQUIRED:**

1. DAU on-line training has transitioned to a new system on 24SEP18 which changes the registration process for those who cannot access the eDACM website.
2. NROTC personnel who are able to access the eDACM website are to follow the process contained in the sections labeled:
  - a. DAU Course Listings
  - b. Registering From A .Mil Or CAC Enabled Computer
3. NROTC personnel who are unable to access the eDACM website should follow the process contained in the sections labeled:
  - a. DAU Course Listings
  - b. Unable to Register Through eDACM

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## DAU COURSE LISTINGS:

1. To locate the different courses offered by DAU along with course descriptions, go to:

a. <http://icatalog.dau.mil/>. If this link doesn't work, conduct an internet search for "DAU icatalog".

**DAU's Interactive Catalog (iCatalog) provides information regarding the University's:**

- \* Regular (certification and assignment specific) training courses
- \* Continuous learning courses
- \* The various acquisition career field certification & Core Plus Development Guides
- \* Alternate means to meet training requirements etc.

**Learning Asset Information**

- Training Courses
- Continuous Learning
- Mission Assistance Workshops

**Course Schedule**

**Prerequisites & Predecessors**

ALL	ACQ	AUD	BCF	CMA	CMC	CME	CMI	CMQ	CON	COR	ENG	EVM	FE	GRT	IND	ISA	LOG	PMT	PQM	RQM	SBP	STM	SYS	TLR						
<p><b>Access Concept Card</b>      <b>Access Schedule</b>      <b>Access Public Course Material</b>      <b>CLPs</b>      <b>Last Modified</b></p>																														
CON 090																										Federal Acquisition Regulation (FAR) Fundamentals	YES	YES	140	18-May-2015
CON 100																										Shaping Smart Business Arrangements	DL	YES	16	10-Jul-2014
CON 121																										Contract Planning	DL	YES	12	10-Jul-2014
CON 124																										Contract Execution	DL	YES	13	10-Jul-2014
CON 127																										Contract Management	DL	YES	10	10-Jul-2014
CON 170																										Fundamentals of Cost and Price Analysis	YES	YES	76	29-Mar-2016
CON 200																										Buyer's Guide	DL	YES	25	14-Jun-2016
CON 216																										Legal Aspects of Contracting	DL	YES	23	01-Mar-2017
CON 232																										Overhead Management of Defense Contracts	YES	YES	71	06-Jan-2015
CON 234																										Joint Contingency Contracting Course	YES	YES	64	17-May-2016
CON 237																										Simplified Acquisition Procedures	DL	YES	6	10-Jul-2014
CON 243																										Architect-Engineer Contracting	YES	YES	35	09-Mar-2015

# REGISTERING FROM A .MIL OR CAC ENABLED COMPUTER:

1. To register for a DAU course, go to:

a. <https://www.atrrs.army.mil/channels/navyedacm/Public/DODConsentForm.htm>



Welcome to eDACM - The DON's Secure System for Managing your Career in Acquisition

Sponsored by the **DON Director, Acquisition Career Management (DACM)**, eDACM may be used to:

- View your DAWIA Transcript
- Apply for DAU Training and Travel Funding
- Apply for DON Sponsored Continuous Learning Events
- Document your Continuous Learning Points
- Apply for the Acquisition Workforce Tuition Assistance Program
- Apply for Career Field Certification
- Apply for Defense Acquisition Corps Membership (Civilians and Marine Corps)

#### Who may use eDACM?

- **All DON employees may use eDACM**, although some functions are restricted to members of the DON AT&L workforce
- **DON Supervisors and Training Managers** who have MIS user accounts may also use this site to access MIS reporting and analytics capabilities. Click [here](#) if you would like to request a MIS user account.
- **Non-DON employees** should click [here](#) to determine the appropriate website to use.

[Log In with CAC](#)

Select Log In with CAC

My Dashboard - Windows Internet Explorer

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**eDACM**  
*Sustaining the Naval Acquisition Workforce*

My DAWIA Status Manage Career Manage Employees Help Links About eDACM Logout

My Dashboard **Kevin** Go to My Profile and enter your information

My DAWIA Transcript

My Profile

ing the requirements of your **AWIA WORKFORCE POSITION** is displayed below. Please contact your **DAWIA POC** to discuss any overdue requirements identified in the remarks.

DAWIA Status		
Requirement	Status	Remarks
Primary Career Field Certification		Level 2 certification in the CONTRACTING career field required by Aug 12 2014. <a href="#">View training needs</a>
Acquisition Corps Membership		Acquisition Corps membership not required for this position.
Continuous Learning		In initial CL period. 80 points required by Mar 21 2013.

Announcements  
View Announcements

Transcript Summary

**Position Data**  
Designated ACQ Position: Yes  
Career Field: CONTRACTING  
Position Type: Not Critical Acquisition Position or Developmental

**Career Field Certification**  
None

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My Dashboard **binson**

Travel Education Experience Tuition Assistance Certification Acquisition Corps Training DON Continuous Learning

Your progress toward me your **DAWIA POC** to discuss

T&L Workforce Position is displayed below identified in the remarks.

Status

Requirement	Status	Remarks
Primary Career Field Certification		Level 2 certification in the CONTRACTING career field required
Acquisition Corps Membership		Acquisition Corps membership not required for this position.

Select Search for DAU Training

Announcements  
View Announcements

Transcript Summary

**Position Data**  
Designated ACQ Position: Yes  
Career Field: CONTRACTING  
Position Type: Not Critical Acquisition Position or Developmental

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eDACM » Manage Career » Training » Search for DAU Training

### DAU Training Search

This function provides multiple options to search for DAU Training:

- The "Standard" option allows you to see a complete listing of DAU Instructor Led Training or provides a link to the DAU Virtual Campus for online training.
- Click on "Autocomplete for DAU Instructor Led Training" to be able to enter in specific course keywords to find DAU classroom offerings.
- Click on "Search by Course Abbreviation" to be able to filter by DAU course abbreviations e.g. "ACQ"/"CON"/"PMT" etc.

Standard

Please select a course type:

DAU Instructor Led Offerings **Select for CON Courses**

Order by Course Title  Order by Course Number

Continue

DAU Online Training **Select for CL and DoD Courses**

Please logon to DAU Virtual Campus to register for and launch online training

Autocomplete for DAU Instructor Led Training

Search by Course Abbreviation

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### DAU Training Request

Please review your training request and provide the additional information requested. When complete, click on **Submit Request**

Training Offering Information	
Fiscal Year:	2013
School Number:	558
Course Number:	CLM 200
Phase:	Class: 301
Course Title:	ITEM UNIQUE IDENTIFICATION (IUID)
Class Location:	HTTPS://LEARN.DAU.MIL
Class Start Date:	01 Oct 2012
Class End Date:	28 Sep 2013
School Name:	DAU WEB BASED TRAINING ENROLLMENTS
Delivery / Mode of Instruction:	Internet
Current Schedule:	900

Employee Information	
Name:	Organization:
Host Command:	
Email Address:	
Supervisor Name:	Supervisor Email:
Job Code:	UIC:
SUBUIC:	
Pay Plan:	Pay Grade:
Career Field:	Level Required:
Work Address:	
Street:	

**Verify the information and select Submit Request**

Training Remarks	
Remarks for Reviewing Official (Optional)	<input type="text"/>
	<input type="button" value="Submit Request"/>

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[Manage Training Requests >](#)

Training Offering Information	
Fiscal Year:	2013
School Number:	558
Course Number:	CLM 200
Phase:	Class: 301
Course Title:	ITEM UNIQUE IDENTIFICATION (IUID)
Class Location:	HTTPS://LEARN.DAU.MIL
Class Start Date:	01 Oct 2012
Class End Date:	28 Sep 2013
School Name:	DAU WEB BASED TRAINING ENROLLMENTS
Delivery / Mode of Instruction:	Internet
Current Schedule:	900

**Training Request Status:** Reservation

Your application for CLM 200 has been successfully sent to the DAU Virtual Campus for enrollment. If you experience problems or have questions after you have received your "Welcome to Course" message, you should contact the DAU Help Desk by telephone. Thank you, DAU Virtual Campus will send you an email in the next 72 hours with your class access information.

This is an official U.S. Navy website. Please read the Privacy Policy, the Terms of Use Agreement, and the External Links Disclaimer. For additional information, contact the Webmaster.

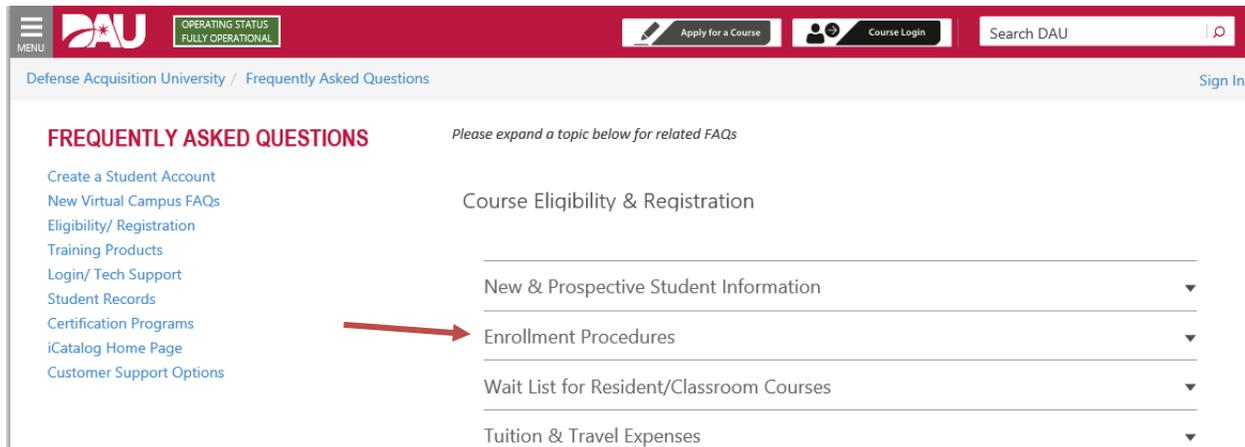
Once you have registered for a course, it may take up to 72 hours to receive an email confirmation. Once you have received your email confirmation, select the link provided in the email to take you to your course.

## UNABLE TO REGISTER THROUGH EDACM

Personnel who cannot access the eDACM site should select the following link:  
<https://www.dau.mil/fag/Pages/Eligibility-Registration.aspx>

*Note: No record of training will go into your official eDACM training file if you access DAU through this process. It is recommend printing out and save all training certificates.*

1. Select on Enrollment Procedures and follow the guidance under “How do I obtain a DAU account to register for courses as a new student?” to register for access into the DAU system.



The screenshot shows the DAU website's 'Frequently Asked Questions' page. The navigation bar includes 'MENU', 'DAU', 'OPERATING STATUS FULLY OPERATIONAL', 'Apply for a Course', 'Course Login', and 'Search DAU'. The main content area is titled 'FREQUENTLY ASKED QUESTIONS' and lists several categories. A red arrow points to the 'Enrollment Procedures' link under the 'Course Eligibility & Registration' section.

2. Select “Click here” link.

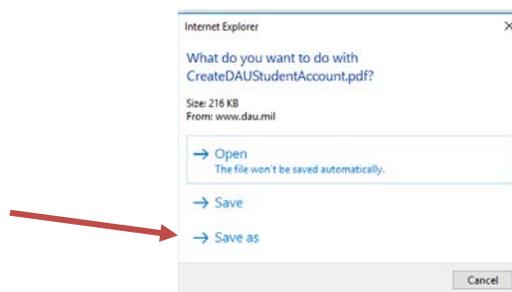


The screenshot shows a dropdown menu with the text 'Enrollment Procedures' and a small upward-pointing triangle on the right side.

### How do I obtain a DAU account to register for courses as a new student?

To get started, you will need to submit a DAU SAAR. [Click here](#) for more information.

3. This will open up a .pdf save option block. It is recommended that you save the document to use as a reference when filling in your SAAR.



The screenshot shows an Internet Explorer file save dialog box. The title bar reads 'Internet Explorer'. The main text asks 'What do you want to do with CreateDAUStudentAccount.pdf?' and provides details: 'Size: 216 KB' and 'From: www.dau.mil'. There are three options: 'Open', 'Save', and 'Save as'. A red arrow points to the 'Save as' option. A 'Cancel' button is at the bottom right.

4. Open the .pdf document and select the following link:



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## **Guidance for completing the DAU SAAR for access to the Virtual Campus**

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**New Users:** You will need to request access to the Virtual Campus in order to obtain a DAU account to register for courses.

**Current Users:** If you have not logged into your account since September 2016, you will need to request access to the Virtual Campus.

**IMPORTANT:** Due to issues some users have experienced while trying to submit a SAAR (System Authorization Access Request) with Internet Explorer, **we recommend using the Firefox, Google Chrome, or Microsoft Edge browser to submit your request.**

**STEP 1:** Open a new browser and go to <https://saar.dau.mil> to begin. Please keep these instructions open to assist you with completing all the required steps.

5. Fill in the on-line SAAR form following the .pdf instructions.

For reason of request, use “To complete mandatory DAU training. Member is attached to an NROTC unit which is on a .edu domain which prevents registering for training through eDACM.”

For Sub Org, select “Chief of Naval Education and Training”.

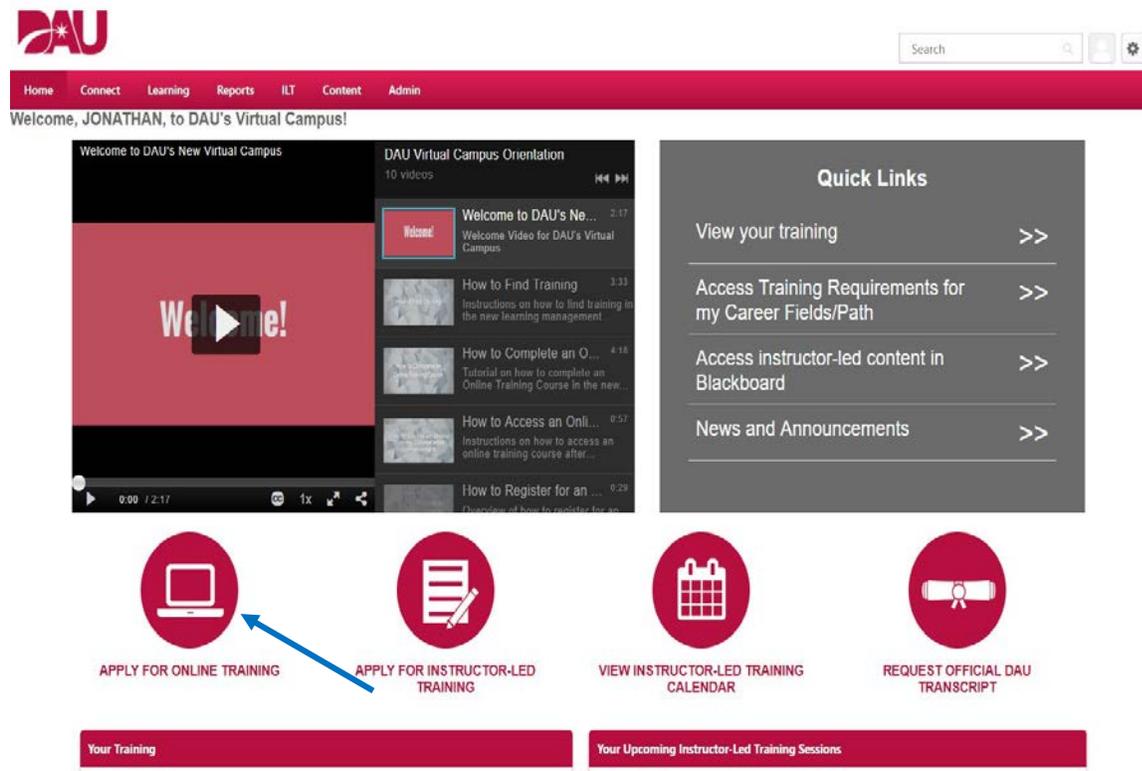
A screenshot of the DAU SAAR (System Authorization Access Request) form. The form is divided into two main sections: 'SYSTEM ASSOCIATION' and 'PERSONAL DETAILS'. In the 'SYSTEM ASSOCIATION' section, there is a dropdown menu for 'Please select a system for which you are requesting access:' with 'Virtual Campus' selected. Below it is a text field for 'Reason for request:'. In the 'PERSONAL DETAILS' section, there are several fields: 'Citizenship Type' (dropdown, 'US Citizen'), 'Designation' (dropdown), 'SSN' (text field), 'DAU ID' (text field), 'Alternate ID' (text field), 'First Name' (text field), 'Organization' (dropdown, 'Navy'), 'Last Name' (text field), and 'Sub Org.' (dropdown, 'Chief of Naval Education and Training | UM16'). Red arrows point to the 'Reason for request' field and the 'Sub Org.' dropdown menu.

6. Submit your SAAR.

7. Once you have received an email notifying you that your account has been created, follow the directions in the email.

- For course registration/student profile assistance, email: [Scheduling@dau.mil](mailto:Scheduling@dau.mil)
- For login assistance, call 1-866-568-6924 Option 1 or email: DAUHelp@dau.mil

8. Once you access the system, you will be taken to your dashboard. Select “Apply for Online training”.



9. Further guidance on registering for courses once your account has been created can be found at <https://www.dau.mil/faq/Pages/Eligibility-Registration.aspx>. Select Enrollment Procedures and from the drop down, select “I am a current/returning student and would like guidance on how to register for a course under your New Virtual Campus.”