

US CITIZENS/PERMANENT RESIDENTS WITHOUT CAC

Updated 11-DEC-2023

The user's SSN will be used only to identify them to prevent duplicate accounts. Within *myDSCU*, students will be identified only by their student number (DAUID).

Start at: <https://saar.dau.edu/DOD/AuthorizationRequest.aspx>

DOD COMMON ACCESS CARD (CAC) ASSOCIATION

Do you Support the Department of Defense and have a Common Access Card (CAC)?

Select "No".

DAUID ASSOCIATION

Do you know your DAUID?

Select "Yes" or "No" as applicable.

SYSTEM ASSOCIATION

Please select a system for which you are requesting access.

Select 'Virtual Campus' from the drop-down.

Reasons You Are Requesting an Account

Reason (example): "To complete required SC Certification Training"

PERSONAL DETAILS

- Citizen Type: Select "US Citizen" or "US Permanent Resident" as appropriate.
- Designation: Select as appropriate.
- SSN/FIN: Enter your SSN. This is used to identify a user and is never used again in *myDSCU*.
- DAUID: Enter if known. (Required if you answered "Yes" to the DAUID question above)
- Name, Email, Telephone fields: Enter your information.
- Under Organization, select "Defense Security Cooperation University"
- Under Sub Org, select the appropriate organization.
NOTE: options are limited to highest level organizations; users may change their organization to a more specific sub-organization within *myDSCU*.

SUPERVISOR DETAILS

Enter your supervisor's information.

USER AGREEMENT

Read the paragraph, check the "I Agree" box, fill in the security code, and click "Submit".

* You should receive a "Welcome" email from DAU within 15 minutes. Emails are sent from ServiceNow@dau.edu. They might get diverted to your Spam/Junk Mail folder. Please follow all instructions in the email carefully.

Once your account is set up, you can access *myDSCU* at <https://dscu.csod.com> or using the "myDSCU" button on the DSCU website.

Contact the DAU Help Desk if you do not receive a Welcome email within 15 minutes.

DAU Help Desk:

- Phone: 703-805-3459 | 866-568-6924 | DSN: 655-3459 - Use Option 1 for each

- ServiceNow Portal: https://services.dau.edu/psp?id=public_portal

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