

INDIVIDUALS WITHOUT A CAC

Updated 1-AUG-2025

Since this category of user has neither SSN nor DoD ID (EDIPI), the user will be identified by a Foreign Identification Number (FIN) to prevent duplicate accounts. Within myDSCU, students will be identified only by their student number (DAUID).

These students must obtain a DAUID by sending an email to dsca.ncr.dscu.list.registrar@mail.mil with the following details:

Personal information: Enter your information

Organization: Foreign Military Sales/NATO

Sub-Organization: Foreign Military Sales

Short Description: EIN and DAUID Request

Detailed Summary:

I will be taking training from DSCU and I am requesting an Employee Identification Number (EIN) and a DAUID, in order to have an account on the learning management system. Please put me in the "Industry | SCW_Industry" Sub-Organization.

Here is my information:

1. Your Full Name:
 2. Your Work Email Address:
 3. Your Country of Citizenship:
 4. Your Country of Current Residence:
 5. Your Employer:
 6. Your Supervisor Name:
 7. Your Supervisor's Email Address:
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These details will be forwarded from DSCU to DAU; **you can expect a response from the DAU ServiceNow office with your EIN within the next 24-48 hours.**

Then, you can move on to the "Completing the SAAR" section (Next Page)

COMPLETING THE SAAR

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

a. Citizen Type: Select "Foreign National w/DAUID" (or other if U.S. citizen w/out CAC)

b. Designation: Should default to "Foreign National Non-Contractor".

c. DAUID: Enter the DAUID from the Help Desk ticket email.

d. Name, Email, Telephone fields: Enter your information.

e. Under Organization, select "Defense Security Cooperation University"

f. Under Sub Org, select "Industry | SCW Industry".

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 you have responded to the emails, you should be able to access myDSCU at <https://dscu.csod.com>.

You will need to enter your Username (from the email), and your password (which you should have set up from one of the emails), then click "Sign In".

CSOD requires two-factor authentication, so you will need to send a PIN to your telephone or to your email address (set up from the emails). Click the "Send code" button to send the PIN. Enter the PIN and click the "Verify" button.

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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