

Application Procedures for Defense Industry Contractors and Non-DoD Federal Employees

Defense Industry Employees Working For Companies That Support DoD

- 1. Go to http: www.dau.mil.**
- 2. On the left hand side of the screen, point cursor to I Need Training, a pop menu appears, point cursor to Apply for Course, pop up menu appears, left click Contractor/Industry, next screen, left click Apply For Course Now, next screen is a Security Alert, Asks: Do you want to proceed? Left click Yes**
- 3. If you have not previously created a student record, under student functions Select Update Student record, next screen asks you to sign in below**
- 4. Select Contractor/Industry as your employment category, enter your SSN and DOB and select LOGON**
- 5. Complete the student record and select the create update ICON (Red Bar)**
- 6. Screen will say “Thank you your record has been updated”. On the bottom of the screen**
- 7. Select the prepare application link.**
- 8. Next screen asks you to select a course from the drop down menu. Highlight course Select search.**
- 9. Next screen asks you to select a location.**
- 10. Next screen asks you to select a class number**
- 11. You now have an application, you must then confirm your email address and answer two questions in the student contact info section. After you do so**
- 12. Select SUBMIT ICON.**

Federal Employees Working For Non-DoD Federal Agencies:

- 1. Go to http: www.dau.mil**
- 2. Same as 2 above, except left click Non-DoD Federal Agencies**
- 3. Select the Federal Agency that you work for, enter your SSN and DOB and select LOGON. If the Agency is not listed, select All Other Non-DoD as your category**
- 5. Follow Steps 5 through 10 above.**
- 6. You now have an application. Confirm email address. The two questions required to be answered industry employees do not apply to Non-DoD Federal employees and do not appear on the Non-DoD application.**
- 7. Select SUBMIT ICON**