

## Instructions for Accessing DAU Training

1. Access the DAU Training website at <http://www.dau.mil/>.
2. From the menu on the left side of the screen, select “Continuous Learning.” Next choose “Register for Continuous Learning Modules.”
3. At the DAU virtual campus screen, choose the appropriate category, i.e., “DoD Civilian Employee of a Non-military Agency.”
4. At the ACQTAS screen, from the “Select your Defense Agency” dropdown list, choose the appropriate agency name; ie, “Defense Human Resources Activity” or “Civilian Personnel Management Service.” Either fill in your SSN and date of birth and click “Login” or choose the option to log in using your CAC.
5. If this is your first visit to the DAU site, you will next have to complete a Student Profile, which automatically appears after Login. You must completely fill in the Student Profile page, being very careful to enter your email address correctly. Then click the “Update Profile.” If you are a returning user, choose the “Continue” button.
6. From the left column, entitled “ACQTAS Student Functions,” select “Apply for Training.”
7. On the “Search for a Course” page:
  - a. Step One: Training Category, select “Continuous Learning Modules.”
  - b. Step Two: Choose applicable course:

CLG001	DoD Government Purchase Card (initial training)
CLG004	Government Purchase Card Refresher Training (Annual refresher training)
CLG005	Purchase Card Online System (PCOLS) Tutorial

- c. Step Three: Click on “Select Course.”
8. Review your profile and select the “Submit Application” button. DAU will email your Username and Password and information on how to access the course.
9. Upon completion of the course and course survey, log out, log back in and print out the course certificate.