



# HSI Community of Practice Quick Start Guide

Version 1.0

HSI COP Site: [dau.edu/cop/hsi](http://dau.edu/cop/hsi)



Distribution A - Approved for Public Release

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# 1. Overview

## Mission

The HSI Community of Practice (COP) serves as a hub for human systems stakeholders across government, industry, and academia to share knowledge for the purpose of developing warfighter-centered systems. The target audience includes all practitioners and stakeholders concerned with integrating human considerations in system development.

## Key Features

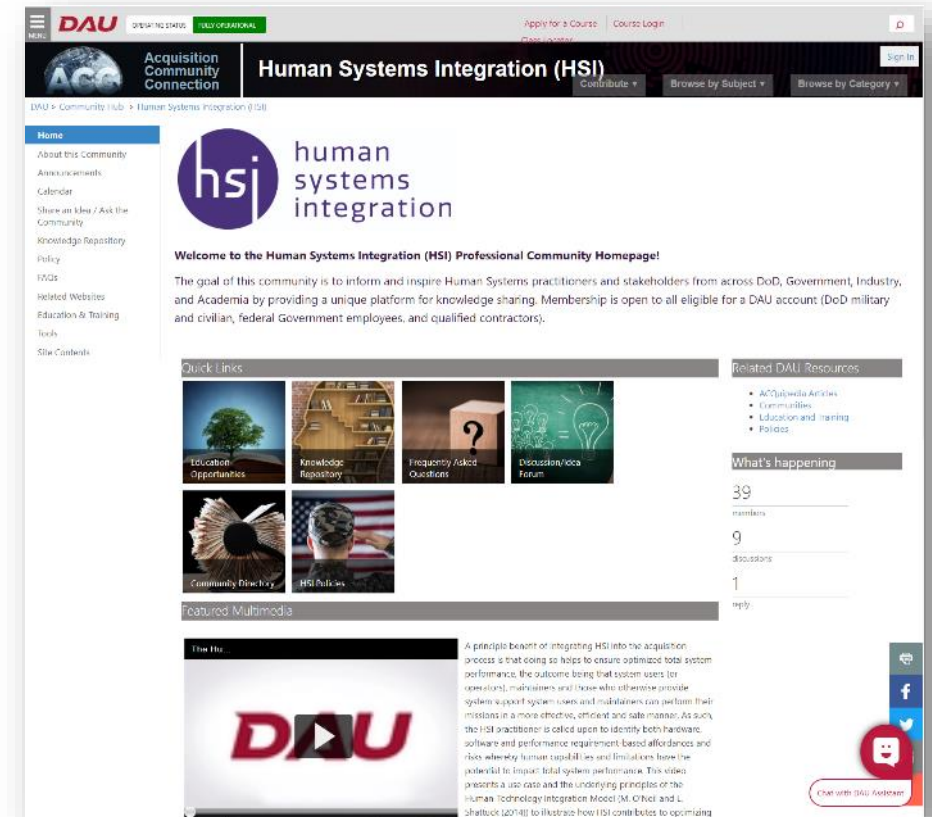
- HSI Knowledge Repository (Online Library)
- Share an Idea / Ask the Community Forum
- Links of Interest
- Education & Training Opportunities
- HSI FAQ's
- Community Event Calendar

## Operation

The HSI COP is maintained by members and moderated by volunteers from a variety of DoD, government, industry, and academic organizations. Joining the COP enables full access to all resources in the community, and the ability to post discussion items and share documents in the Knowledge Repository.

## Membership

Membership is open to all persons eligible for a DAU account, including DoD employees and Contractors, and non-DoD employees including other Federal Organizations, Academic institutions, and NATO partners.



# 2. Account Activation for DoD Employees

DoD Uniformed Personnel, DoD Civilians, DoD Contractors

**Start Here:**  
<https://saar.dau.edu/>

**Request DAU Platform Access**

Obtain authorized access to DAU systems by filling out and submitting the electronic SAAR form. Select an option below to get started.

Department of Defense Agency

Other Federal Agency (Non-DoD)

**Have a Common Access Card?**  
 Make sure to use your Authentication Certificate when filling out your request.

1. Select **Department of Defense Agency**.

**Warning Notice**

DoD Common Access Card (CAC) ASSOCIATION

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

Select your Authentication Certificate when using your CAC.

2. If you hold a current CAC select **yes**. (You'll skip the DAU ID section.)

Note: Always select your *email certificate* when accessing DAU.

Select a certificate for authentication

My Certificates

- OC:00000000-00000000-00000000-00000000
- OC:00000000-00000000-00000000-00000000

Smart Card

Enter PIN:

Click here to view PIN manual

3. If you have an active registration with DAU and know your DAU ID, select **yes**. You'll be asked to provide your DAU ID in the personal details section.

If you do not have an active DAU ID or don't remember it, select **no**; you'll be asked to provide your SSN instead.

**What's my DAUID?**

- Your DAUID starts with "DAU" and is followed by a series of numbers.
- Your DAUID is NOT your Username OR your Smartcard info.
- First-time users will not have a DAUID.

(Do you know your DAUID?)  Yes  No

4. System Association Select **DAU Homepage (Knowledge Sharing)** for access to Communities of Practice (including the HSI COP)

**SYSTEM ASSOCIATION**

Please select a system for which you are requesting access\*

- Virtual Campus (Online Training)
- Industry Students (IL/IVU Registrations Only)
- DAU Homepage (Knowledge Sharing)**

Access to HSI Cop

5. Provide your biographical info here.

6. Declare your organizational affiliation here. If your organization is not listed, then select **other not listed** in the Sub Org menu.

Organization\*

Sub Org\*

First Name\*

Last Name\*

MI\*

SSN\*

Designation\*

**PERSONAL DETAILS**

**Foreign National Students**  
 Foreign National students must have a DAUID to submit this form. Guidance is available on the SAAR website for obtaining the required DAUID.

Citizenship Type\*  Designation\*

SSN\*

What if I don't have a SSN/DAUID?

DAUID\*

First Name\*

Last Name\*

MI

Skills

Organization\*

Sub Org\*

Telephone\*

Email\*

7. Enter your supervisor's name and contact info here.  
 Note: Your supervisor will not be contacted or need to provide endorsement to register for a DAU account.

**SUPERVISOR DETAILS**

First Name\*

Last Name\*

Supervisor Email\*

Supervisor Phone\*

8. Complete the Captcha, click submit, and you should see an activation email within 24 hours!

**USER AGREEMENT**

I accept the responsibility for the information and for my system to which I am granting access. I understand that this access may be revoked or limited for more compliance with DAU security policies. I accept responsibility for providing the information requested in these system forms. I understand that my information may be used for system administration and may be shared with other users of the system. I agree to notify the appropriate organization that I am granting access to the system to which I am granting access.

I Agree



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**Last Step – Join the COP!**

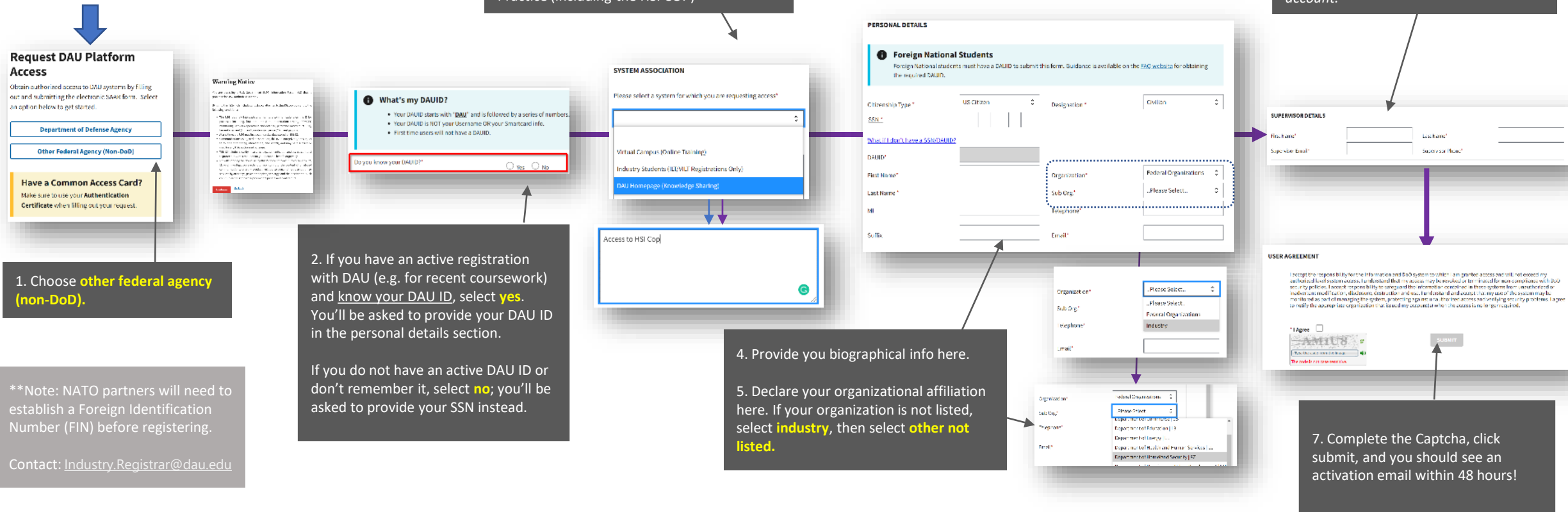
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Version 1.0  
 Author: Mike O'Neil, M.S., CHFP (COP Moderator)

# 2. Account Activation for Non-DOD Personnel

(Other Federal Agencies, Industry, Academia, NATO partners\*\*)

**Start Here:**  
<https://saar.dau.edu/>



\*\*Note: NATO partners will need to establish a Foreign Identification Number (FIN) before registering.  
 Contact: [Industry.Registrar@dau.edu](mailto:Industry.Registrar@dau.edu)



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**Last Step – Join the COP!**

# 3. Join the HSI COP

## You will need

- ✓ An active DAU account

*Register for a DAU account first by completing the SAAR process (See pages 1-2)*

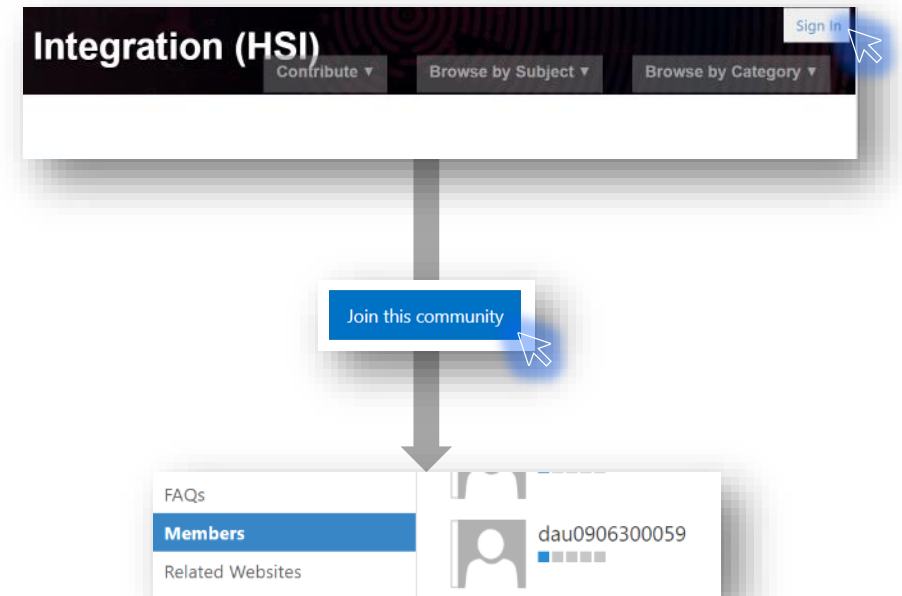
## Time Required

- ✓ 3 minutes

## Steps

1. Navigate to the HSI COP:  
<https://www.dau.edu/cop/hsi/>
2. Log in to DAU using your CAC or DAU ID/Password.
3. Click on the **Join** Button, usually on the right side of the screen.
4. Your name (or DAU ID) should appear in the members page accessible in the site menu at left.

Note: DAU profiles are not fully functional as of August 2021, so editing/customizing your profile info is not possible.



# 4. Ask a Question or Share an Idea

## You will need

- ✓ A title for your question or idea
- ✓ Summary of your question or Idea

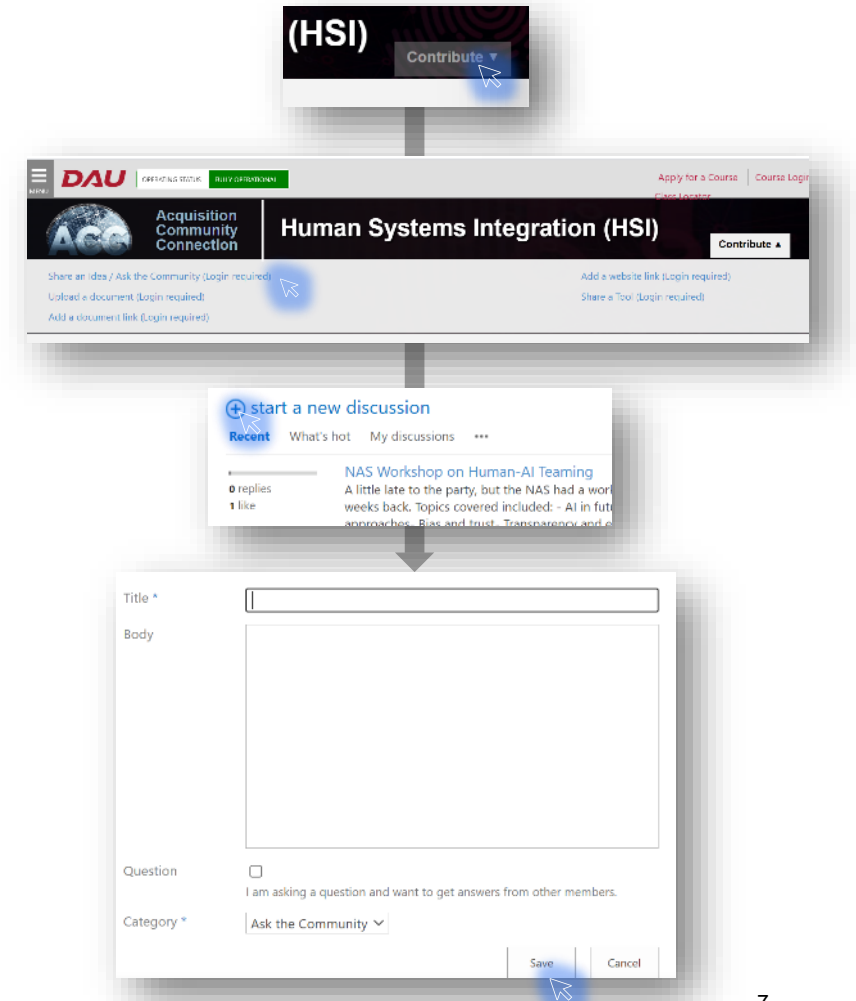
## Time Required

3-5 minutes

## Steps

[log in to DAU]

1. Click on **contribute** on the top right of the screen.
2. Select **'Share an Idea / Ask the Community'**.
3. Select **Start a New Discussion**.
4. Enter a title and the body of your question or idea. Don't forget to select a category, and then select **save**.



# 5. Upload to the Knowledge Repository

## You will need

- ✓ Title for proposed content
- ✓ Summary description for your content that you can cut and paste
- ✓ File ( for upload)
- or-
- ✓ Link to downloadable file (to share as a link).

## Time Required

5-10 minutes

## Steps

[log in to DAU]

1. Click on **contribute** on the top right of the screen.

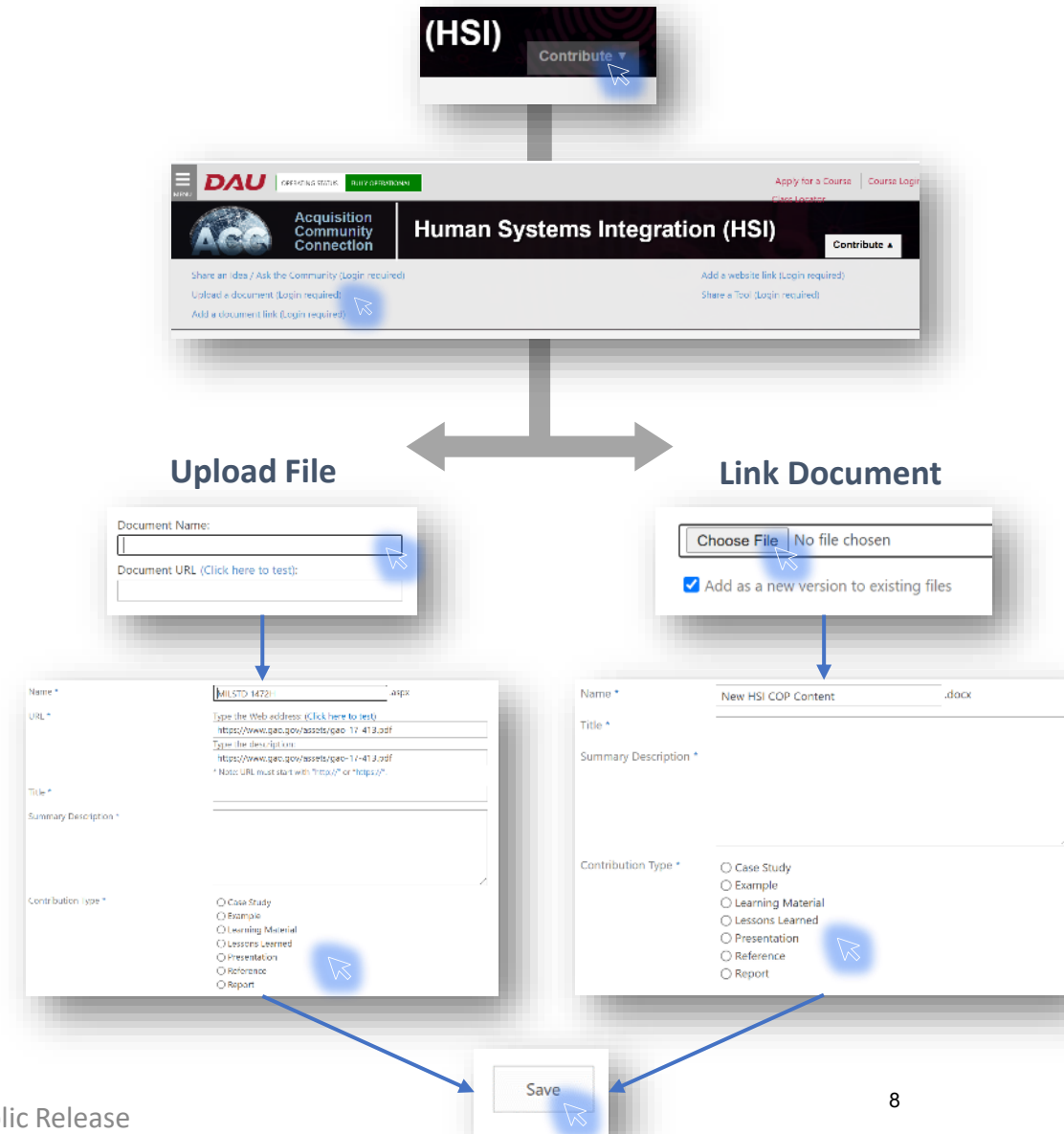
2. Select **'Upload a Document'** or **'Add a Document Link'**.

*(Note: Links are preferred as DAU has limited space to host documents, but either is acceptable)*

3. **Choose your file** —or- enter a URL **link to your document**. You will have a chance to add descriptive information in the next step.

4. Enter a **Title** and **Summary Description** for your document/linked file to help other HSI COP members understand what it is. Select the **Contribution Type** that best fits *(note: DAU sets these categories)*.

5. Click on **save**. You should see your document/link appear in the Workforce Sponsored Documents section.





# 6. Share a Link of Interest

## You will need

- ✓ Link URL
- ✓ Link Title
- ✓ Summary of the linked item

## Time Required

3-5 minutes

## Steps

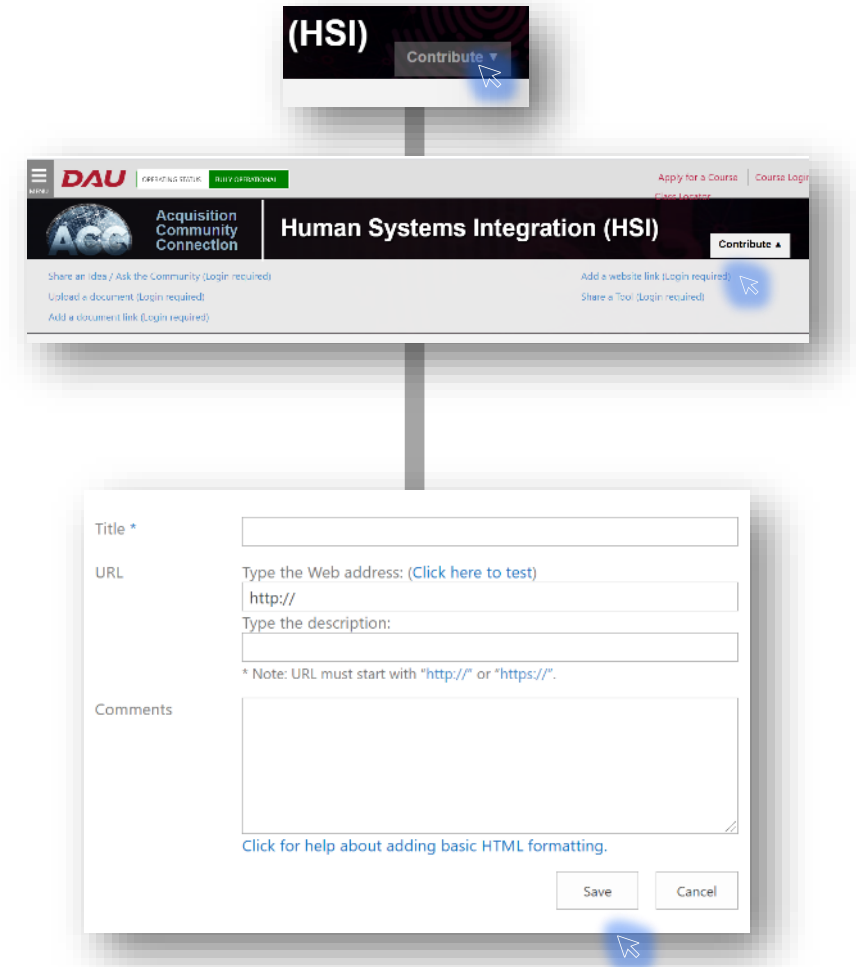
[log in to DAU]

1. Click on **contribute** on the top right of the screen.

2. Select '**Add a Website Link**'.

4. Enter a **Title**, **URL**, a brief **description** of the link. You can also add comments to help COP members understand what it is.

5. Select **save**.



# 6. Suggest a Change to the HSI COP

## You will need

- ✓ Title for your suggestion
- ✓ Brief description of your suggestion
- ✓ File or Link (as needed)

## Time Required

5-10 minutes

## Steps

[log in to DAU]

1. Navigate to the Ask a Question / Share an Idea Forum ( or follow links provided in a site page). Locate the conversation called **Suggest a Change to the COP.**
2. Describe your idea or suggestion. Examples include desired features, sections or content for the COP.
3. Moderators meet periodically to review suggestions (typically once per month).

Note: We hope to automate this process in with an online submission form in the future!



# 7. Additional Info

DAU Help Desk: [DAUHelp@dau.edu](mailto:DAUHelp@dau.edu) | 703-805-3459 | 1-866-568-6924

DAU Registration Portal: <https://saar.dau.edu/>

DAU COP Tutorials: <https://www.dau.edu/sites/governance-and-training/SitePages/Community%20Overview%20and%20Navigation.aspx>

Foreign Nationals & NATO Partners Registration contact: [Industry.Registrar@dau.edu](mailto:Industry.Registrar@dau.edu)