

## **Instructions for Completing the Mandatory DOD DAU Government Purchase Card Tutorial**

- 1. Go to the Defense Acquisition University website <http://www.dau.mil/>**
- 2. Position your mouse cursor on the Continuous Learning link.**
- 3. You will see two options pop up to the right -- click on the “Continuous Learning Module” option.**
- 4. You will come to a page where you will see Self-Paced Modules to select. Prior to beginning the tutorial, you must register for a log-in ID, password, and alternate password. You may do so by clicking on the Register link at the far left of the Self-Paced Modules screen. Once you receive confirmation of successful registration, you will need to log in using your new ID and password.**
- 5. After you log in with your new ID and password, click on “Learning Center” and then on “Course Information Access.” You will see the Self-Paced Modules screen again. Select the DOD Government Purchase Card Tutorial and begin.**
- 6. The estimated time required for this tutorial is four hours. There are 10 lessons to complete. At the end, there is a test required to print a certificate. You must achieve a score of 70% to pass. The test may be taken as many times as required.**