

**Topic Overview**

This job aid provides an overview of navigation and functionality in the Cardinal Learning application for COV Users. COV users access Cardinal Learning from inside the Commonwealth of Virginia (COV) network.

We recommend you utilize a current version of the Chrome browser when accessing Cardinal Learning. If you have any technical questions or issues, email the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with “**Cardinal Learning**” in the subject line. If you have general questions about training, please contact your agency’s Primary Contact or Training Contact.

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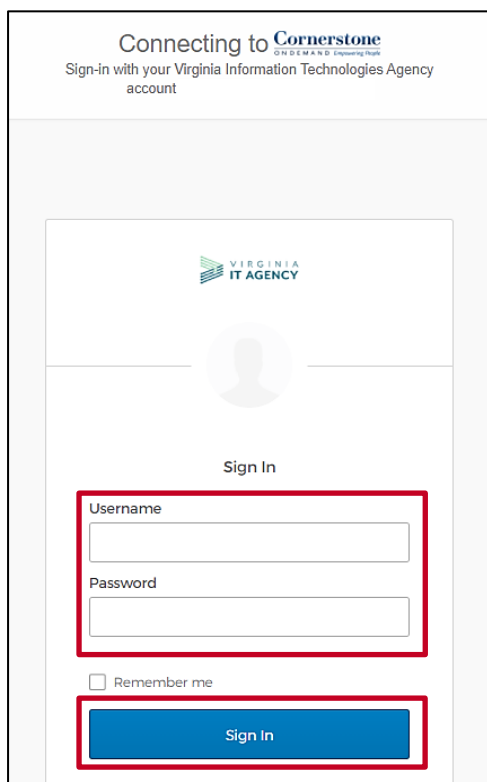
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## Accessing Cardinal Learning

Agencies within the Commonwealth of Virginia (COV) network and users managed through the VITA Active Directory domain are considered COV users. COV users can use their Okta Single Sign-On (SSO) credentials to access Cardinal Learning. The following section outlines how to login to Cardinal Learning.

Note: Agencies outside of the Commonwealth of Virginia network and users not managed by VITA are considered Non-COV agencies/users. All Non-COV users are provided specific credentials to the Cardinal Learning application. Please refer to the “Cardinal Learning Job Aid Non-COV Users” if applicable.

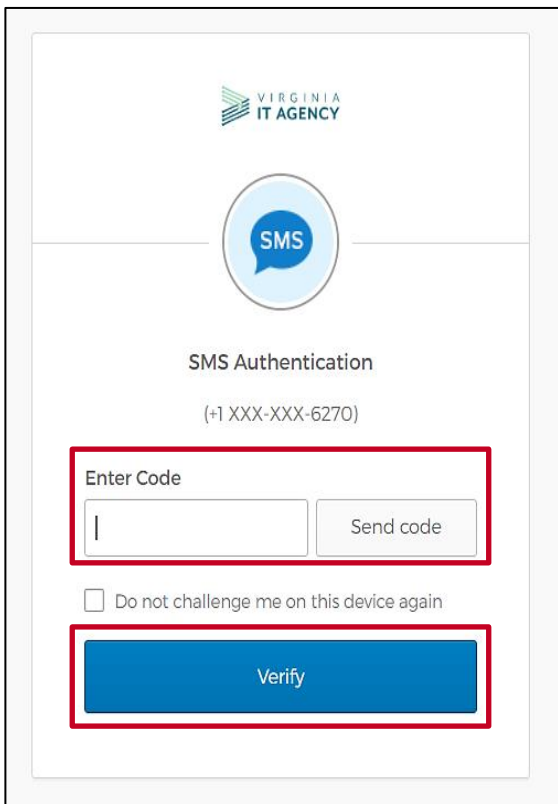
1. COV Users access the Cardinal Learning application with the following link: [Cardinal Learning](#).



The VITA Okta Login page displays.

2. Enter your Okta SSO credentials in the Sign In fields.
  - a. In the **Username** field, enter your email address.
  - b. In the **Password** field, enter your network password.
  - c. Click the **Sign In** button.
  - d. If Okta requires two-factor authentication, the **SMS Authentication** page displays.

Note: A second authentication is dependent on your current Okta session and connection to the Virtual Private Network (VPN). You **do not** need to be on VPN to access Cardinal Learning.



- i. Enter the Authentication Code in the **Enter Code** field.
- ii. Click the **Verify** button.

Upon successful completion of the Okta SSO login, the user is taken to the **Cardinal Learning Welcome** page.

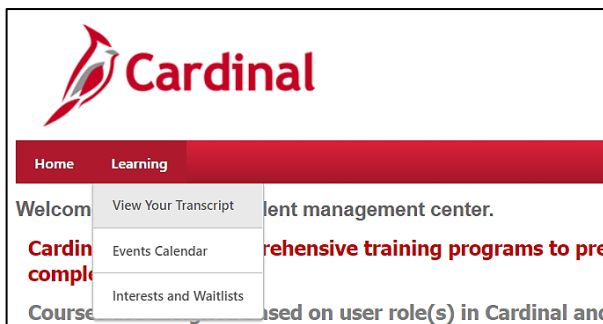
Note: If you experience any login issues, email the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with “Cardinal Learning” in the subject line.

## Cardinal Learning Welcome Page and Basic Navigation

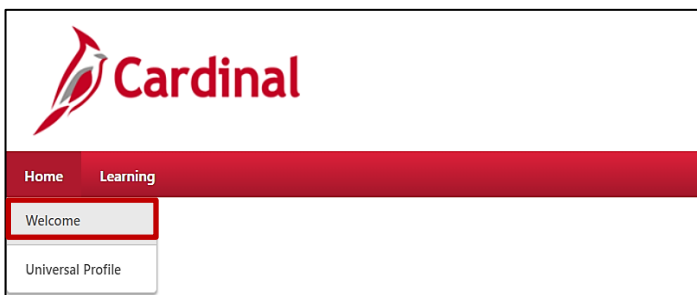
The **Cardinal Learning Welcome** page is the main hub for your learning experience. You can register, withdraw, and launch training directly from this page using the widgets or header bar. The following section outlines basic navigation within the Cardinal Learning application. Topics include using the Menu bar and widgets.

### Cardinal Learning Menu Bar

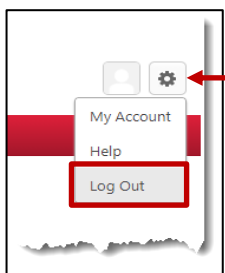
At the top of the page, the header is displayed. The menu bar is available on all pages throughout Cardinal Learning. The available functionality is grouped by tabs. Place your cursor over a tab to view the options within the tab.



Return to the **Cardinal Learning Welcome** page anytime by navigating to the top right of your screen, clicking on **Home** in the menu bar, and selecting **Welcome** from the drop-down menu.



Log out of Cardinal Learning by hovering over the **Gear** icon in the top right corner of the screen, click **Log Out** to end your session.



## Cardinal Learning Widgets

Widgets are small components of the **Cardinal Learning Welcome** page that display important information for a user or can be used to quickly access various features of Cardinal Learning.

### My Training

The **My Training** widget provides an overview of the user’s training information and assigned curriculum. Click on the **My Training** widget to see the user’s transcript in Cardinal Learning.

My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

### Upcoming Sessions

Displays all upcoming, registered Instructor-Led Training (ILT) courses for the user. Session titles are quick links to additional information for the course.

Upcoming Sessions	
	Status
<a href="#">HR351 - Employee Data Setup and Maintenance (Starts 8/2/2021)</a>	Registered

### Web-Based Training

Displays assigned Web-Based Training (WBT) course that is ready to launch or in progress.

Web-Based Training	
	Action
<a href="#">INTRO102 Overview of Cardinal Human Capital Management (HCM)</a>	<a href="#">Launch</a>

### My Waitlist Tracking

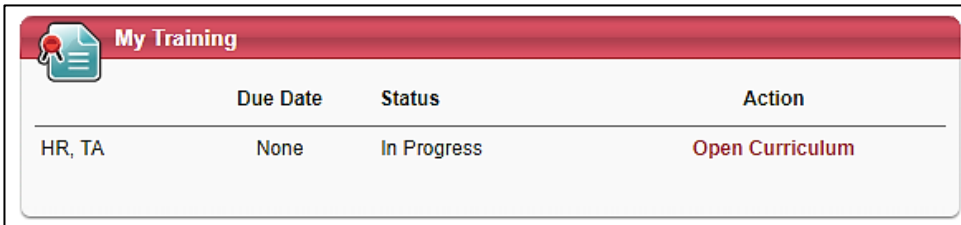
Displays and tracks status of any waitlisted sessions.

My Waitlist Tracking	
	Status
<a href="#">TA372 - Time &amp; Attendance Administration - (Starts: 7/26/2021)</a> Location: Virginia Start Time: 8:00 AM EST	Waitlisted
You have indicated interest in 1 event(s).	

## Cardinal Learning Curriculum

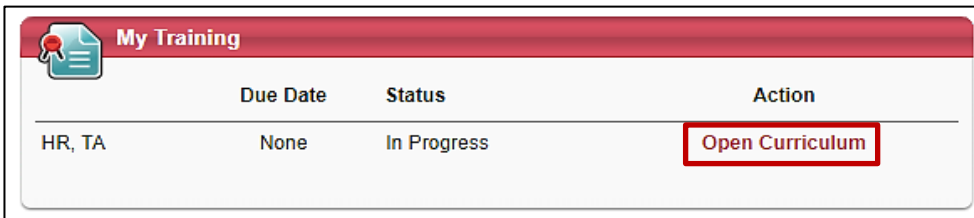
Your Cardinal Learning Curriculum is a set of assigned training courses. Your curriculum can be accessed in the **My Training** widget. These courses have been assigned based upon the way you will use Cardinal HCM, as determined by your agency's Cardinal Change Network members. If you have any questions about your assigned training, please speak with your Training Contact for further clarification. A list of your agency's contacts is attached in your Welcome to Cardinal Learning email.

1. Identify assigned curriculum located in the My Training widget on the Cardinal Learning Welcome page.



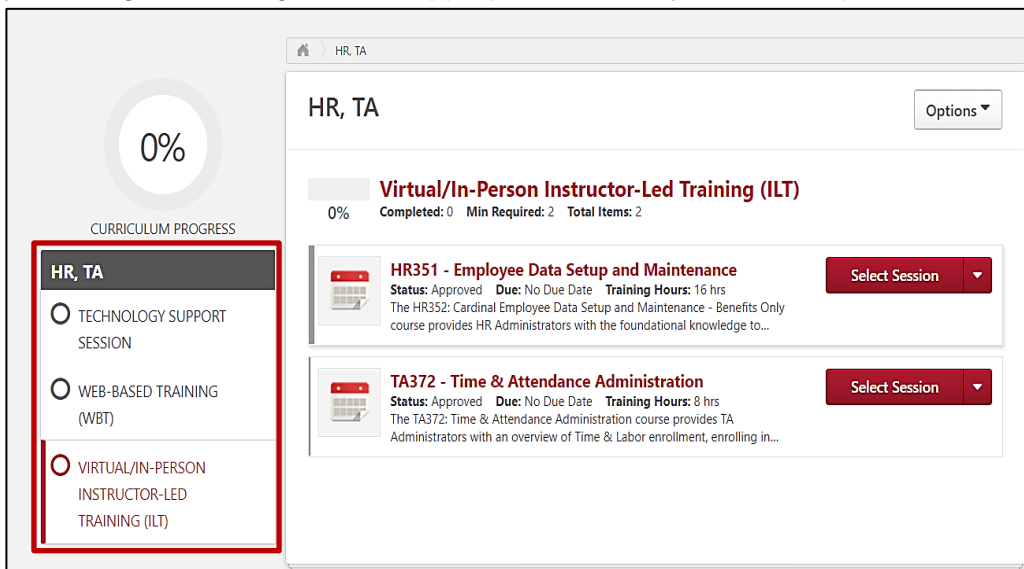
My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. To view the training courses assigned in your curriculum, select **Open Curriculum**.



My Training			
	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

The curriculum will open and an overview of assigned training and progress status is displayed. The curriculum contains three sections, Technology Support Session, Web-Based Training (WBT), and Virtual/In-Person Instructor-Led Training (ILT). Each section contains assigned training courses, to view your assigned training click the appropriate section you wish to open.



**0%**

CURRICULUM PROGRESS

- HR, TA
- TECHNOLOGY SUPPORT SESSION
- WEB-BASED TRAINING (WBT)
- VIRTUAL/IN-PERSON INSTRUCTOR-LED TRAINING (ILT)

HR, TA

**Virtual/In-Person Instructor-Led Training (ILT)**

0% Completed: 0 Min Required: 2 Total Items: 2

**HR351 - Employee Data Setup and Maintenance**

Status: Approved Due: No Due Date Training Hours: 16 hrs

The HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only course provides HR Administrators with the foundational knowledge to...

[Select Session](#)

**TA372 - Time & Attendance Administration**

Status: Approved Due: No Due Date Training Hours: 8 hrs

The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...

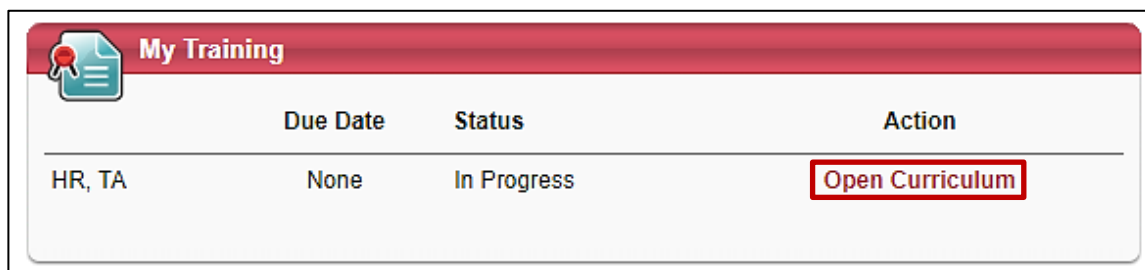
[Select Session](#)

## Register for Instructor-Led Sessions

There are two formats for select Instructor-Led sessions: Virtual (VILT) and In-Person Instructor-Led Training (ILT). Registering for both formats follows the same process.

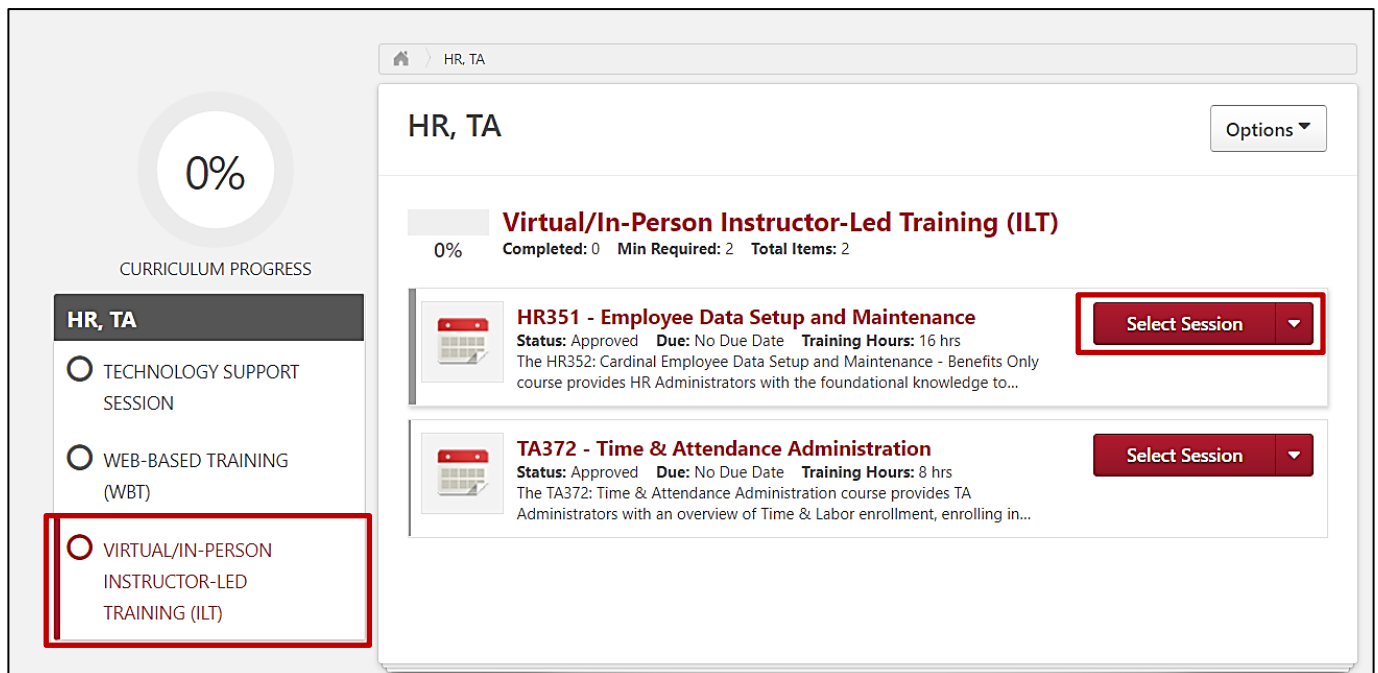
Note: The training curriculum is designed to allow users to become comfortable with general concepts before diving into specific function topics. It is essential that instructor-led sessions be completed in the required sequential order.

1. Identify assigned courses by navigating to your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.



	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. The curriculum will open in a new page, navigate to the **Virtual/In-Person Instructor-Led Training (ILT)** section and click **Select Session** next to the training course for which you are registering.



HR, TA

Options ▾

**Virtual/In-Person Instructor-Led Training (ILT)**

0% Completed: 0 Min Required: 2 Total Items: 2

**HR351 - Employee Data Setup and Maintenance**  
 Status: Approved Due: No Due Date Training Hours: 16 hrs  
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Select Session ▾

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Select Session ▾

**HR, TA**

0%

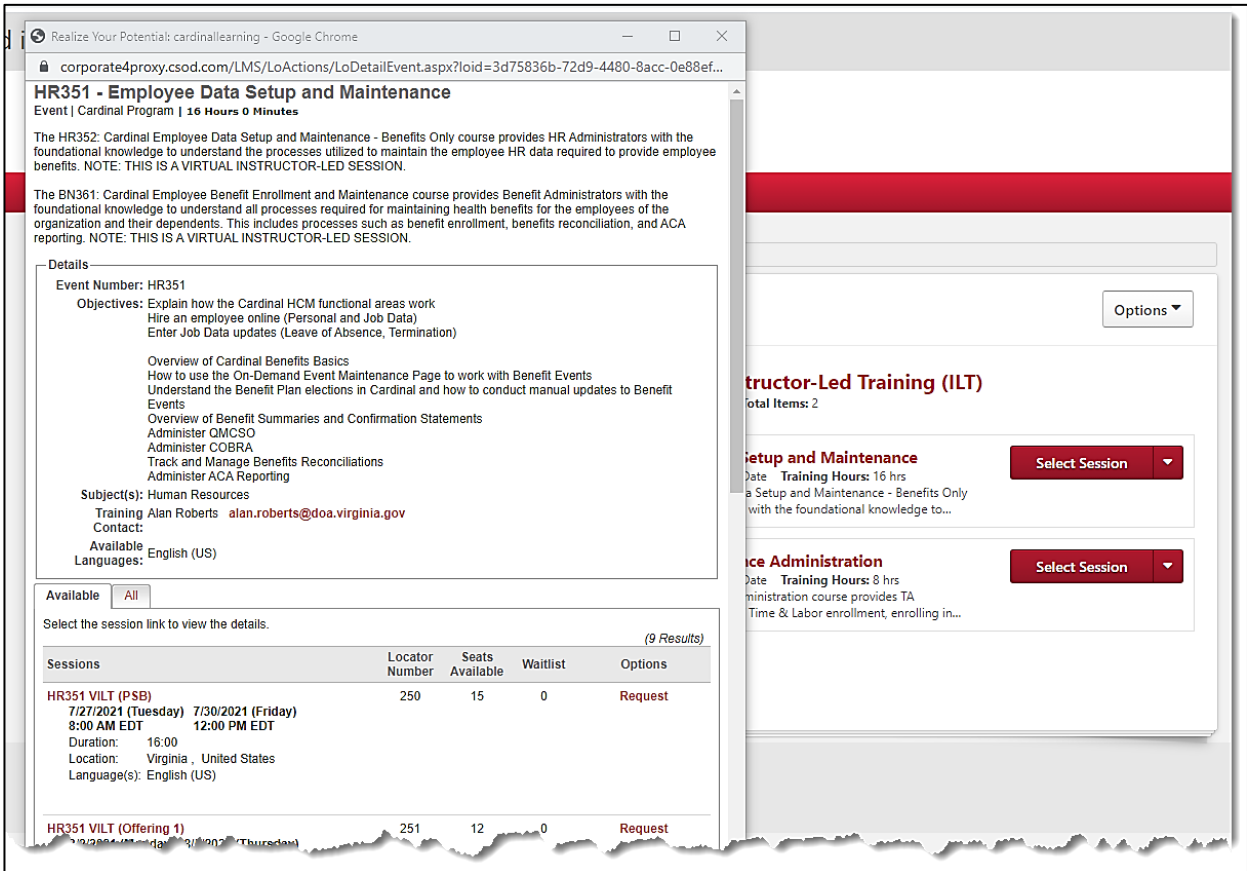
CURRICULUM PROGRESS

○ TECHNOLOGY SUPPORT SESSION

○ WEB-BASED TRAINING (WBT)

○ **VIRTUAL/IN-PERSON INSTRUCTOR-LED TRAINING (ILT)**

- A new window will open and display all available sessions offered for the Instructor-Led Training.



**HR351 - Employee Data Setup and Maintenance**  
Event | Cardinal Program | 16 Hours 0 Minutes

The HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only course provides HR Administrators with the foundational knowledge to understand all processes required to maintain the employee HR data required to provide employee benefits. NOTE: THIS IS A VIRTUAL INSTRUCTOR-LED SESSION.

The BN361: Cardinal Employee Benefit Enrollment and Maintenance course provides Benefit Administrators with the foundational knowledge to understand all processes required for maintaining health benefits for the employees of the organization and their dependents. This includes processes such as benefit enrollment, benefits reconciliation, and ACA reporting. NOTE: THIS IS A VIRTUAL INSTRUCTOR-LED SESSION.

**Details**

Event Number: HR351

Objectives: Explain how the Cardinal HCM functional areas work  
Hire an employee online (Personal and Job Data)  
Enter Job Data updates (Leave of Absence, Termination)

Overview of Cardinal Benefits Basics  
How to use the On-Demand Event Maintenance Page to work with Benefit Events  
Understand the Benefit Plan elections in Cardinal and how to conduct manual updates to Benefit Events  
Overview of Benefit Summaries and Confirmation Statements  
Administer QMCSO  
Administer COBRA  
Track and Manage Benefits Reconciliations  
Administer ACA Reporting

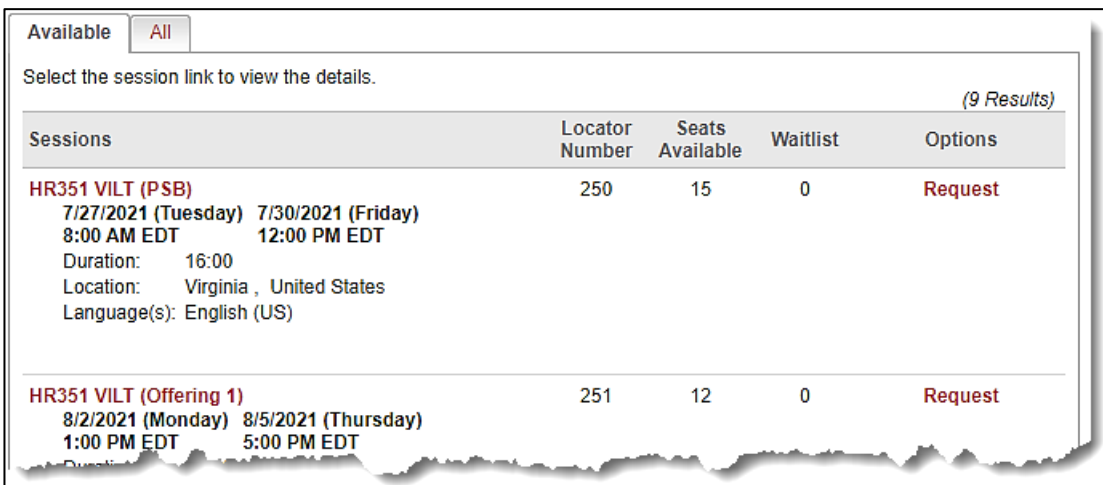
Subject(s): Human Resources  
Training Alan Roberts alan.roberts@doa.virginia.gov  
Contact:  
Available Languages: English (US)

Available

Select the session link to view the details. (9 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 VILT (PSB)</b> 7/27/2021 (Tuesday) 7/30/2021 (Friday) 8:00 AM EDT 12:00 PM EDT Duration: 16:00 Location: Virginia, United States Language(s): English (US)	250	15	0	Request
<b>HR351 VILT (Offering 1)</b> 8/2/2021 (Monday) 8/5/2021 (Thursday)	251	12	0	Request

- The session offering information will display the Start and End Date/Time, Seats Available, and if the session is Virtual (VILT) or In-Person (ILT).

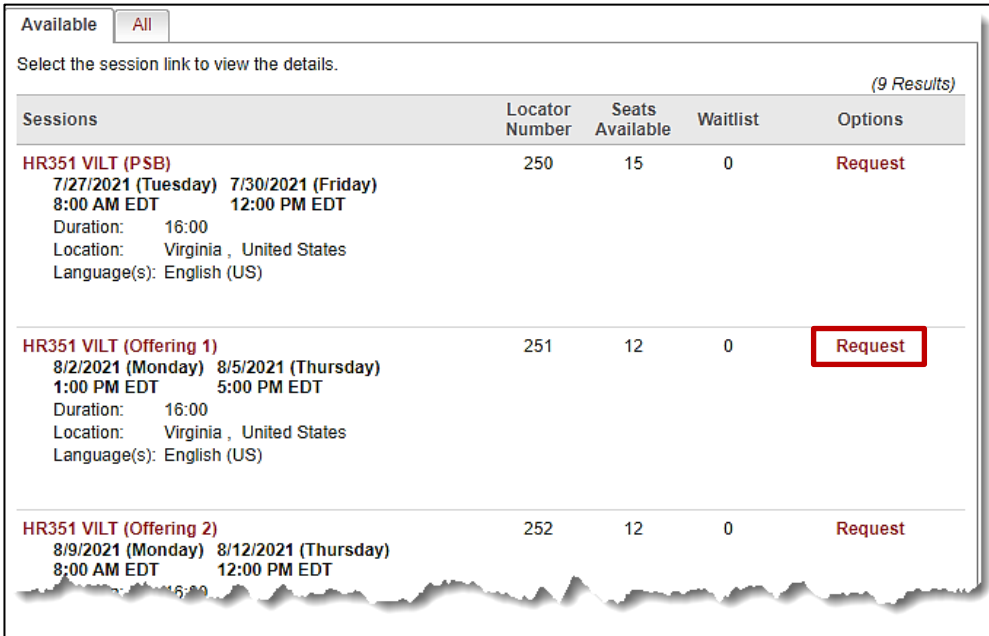


Available

Select the session link to view the details. (9 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 VILT (PSB)</b> 7/27/2021 (Tuesday) 7/30/2021 (Friday) 8:00 AM EDT 12:00 PM EDT Duration: 16:00 Location: Virginia, United States Language(s): English (US)	250	15	0	Request
<b>HR351 VILT (Offering 1)</b> 8/2/2021 (Monday) 8/5/2021 (Thursday) 1:00 PM EDT 5:00 PM EDT	251	12	0	Request

5. Scroll through the list of available sessions and find your preferred date and time. If seats are available, click Request.

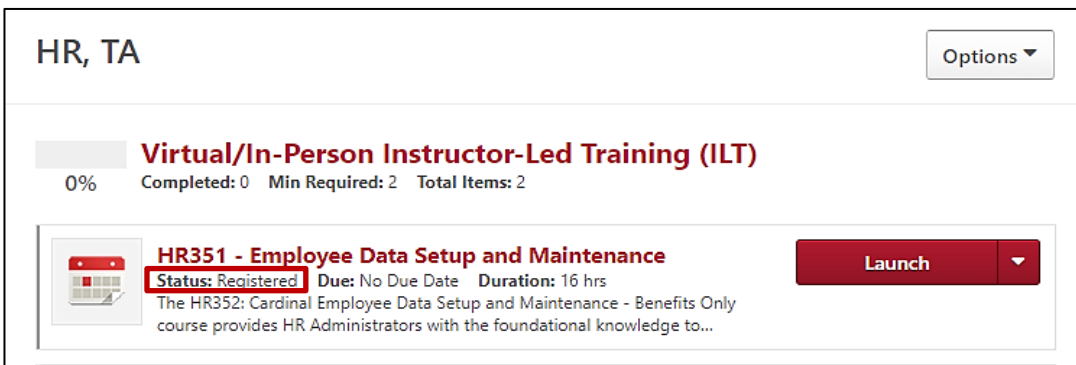


Available

Select the session link to view the details. (9 Results)


Sessions	Locator Number	Seats Available	Waitlist	Options
<b>HR351 VILT (PSB)</b> 7/27/2021 (Tuesday) 7/30/2021 (Friday) 8:00 AM EDT 12:00 PM EDT Duration: 16:00 Location: Virginia , United States Language(s): English (US)	250	15	0	<a href="#">Request</a>
<b>HR351 VILT (Offering 1)</b> 8/2/2021 (Monday) 8/5/2021 (Thursday) 1:00 PM EDT 5:00 PM EDT Duration: 16:00 Location: Virginia , United States Language(s): English (US)	251	12	0	<a href="#">Request</a>
<b>HR351 VILT (Offering 2)</b> 8/9/2021 (Monday) 8/12/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 16:00 Location: Virginia , United States Language(s): English (US)	252	12	0	<a href="#">Request</a>

6. After selecting Request, you are automatically approved and registered for the session. The ILT course will now show a status of Registered.



HR, TA Options ▾

**Virtual/In-Person Instructor-Led Training (ILT)**  
 0% Completed: 0 Min Required: 2 Total Items: 2



**HR351 - Employee Data Setup and Maintenance**  
**Status: Registered** Due: No Due Date Duration: 16 hrs  
 The HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only course provides HR Administrators with the foundational knowledge to...

Launch ▾

7. On the Cardinal Learning Welcome page, all registered Instructor-Led Training sessions appear in the Upcoming Sessions widget.



**Upcoming Sessions**

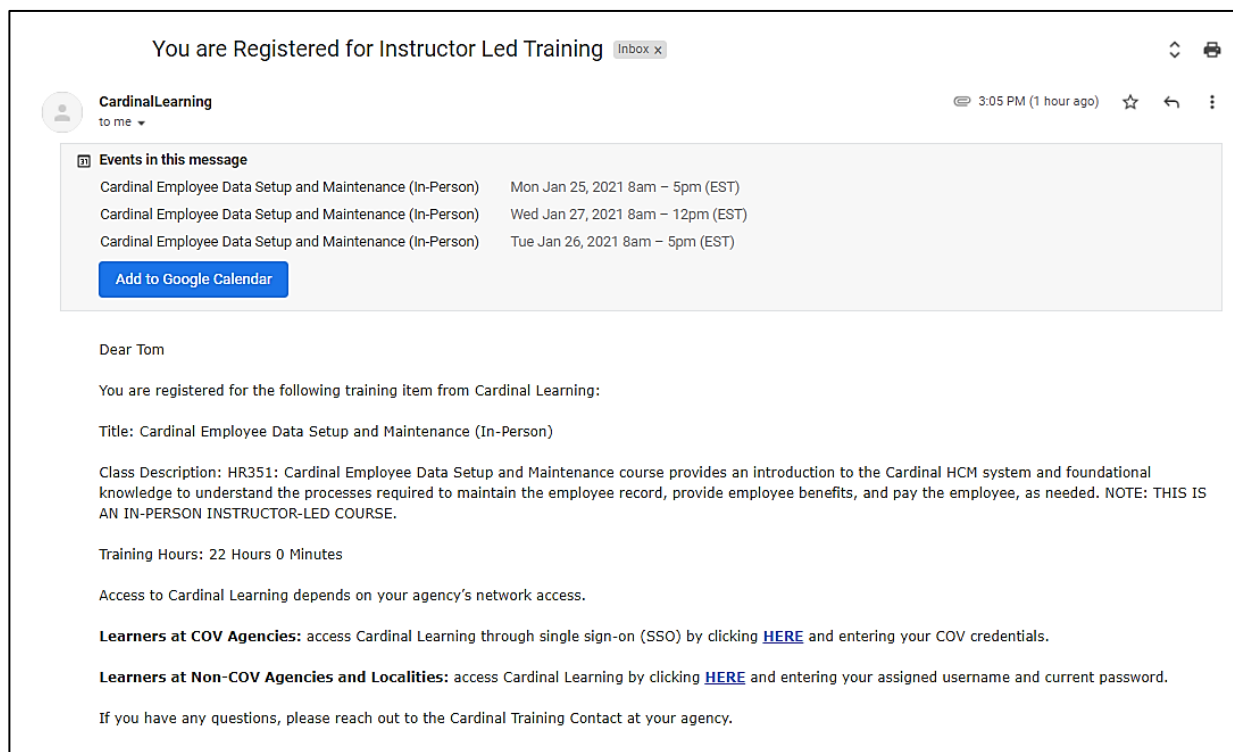
	Status
HR351 - Employee Data Setup and Maintenance (Starts 8/2/2021)	Registered

### Adding Instructor-Led Training Sessions to Your Calendar

After registering for Instructor-Led Training sessions, you will receive an email confirmation of registration. Attachments are located within the email that allow you to add the training course to your calendar.

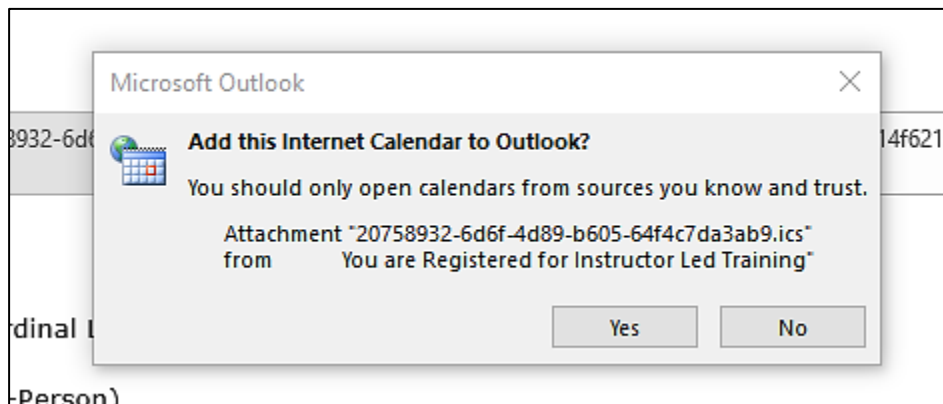
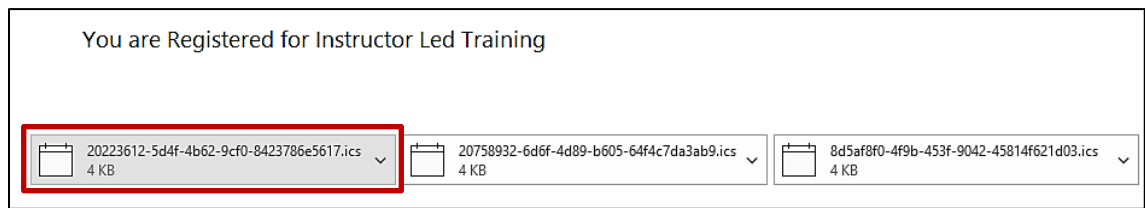
1. After registering for an Instructor-Led Training session, Virtual or In-Person, check your email for a confirmation message from Cardinal Learning.

Note: An email will come from [CardinalLearning@doa.virginia.gov](mailto:CardinalLearning@doa.virginia.gov). Check your spam folder if you are unable to locate it in your inbox.

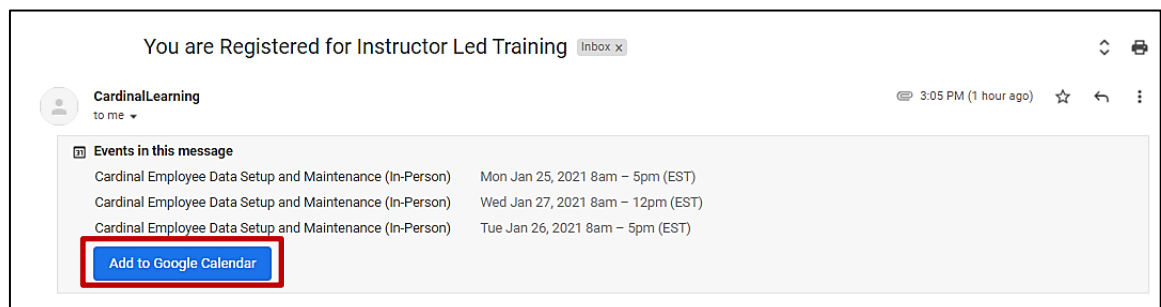


2. The email includes attachments to allow you to add the training session to your calendar.
  - a. Outlook - iCal
    - i. Select the drop-down menu next to the file and you will be prompted to add the session to your Internet Calendar in Outlook.

Note: If you register in a multi-day course, you will need to add each file in the attachment to your calendar.



- b. Gmail-Google Calendar
  - i. Select Add to Google Calendar, the sessions will be added to your calendar.



If you are unable to add the training session to your online calendar, or you do not use an online calendar, please be sure to manually add the session to your calendar of choice.

Note: You must attend and complete all days of the training session to receive credit for the training course.

## Launching Virtual Instructor-Led Training (VILT)

VILTs are launched from the Cardinal Learning application and hosted through the Webex Training platform. VILT sessions can be launched from the Curriculum page or Upcoming Sessions widget.

To successfully join your VILT training session, log into Cardinal Learning **at least ten minutes prior** to session start time. It is recommended the most current version of the Chrome be used accessing VILTs.

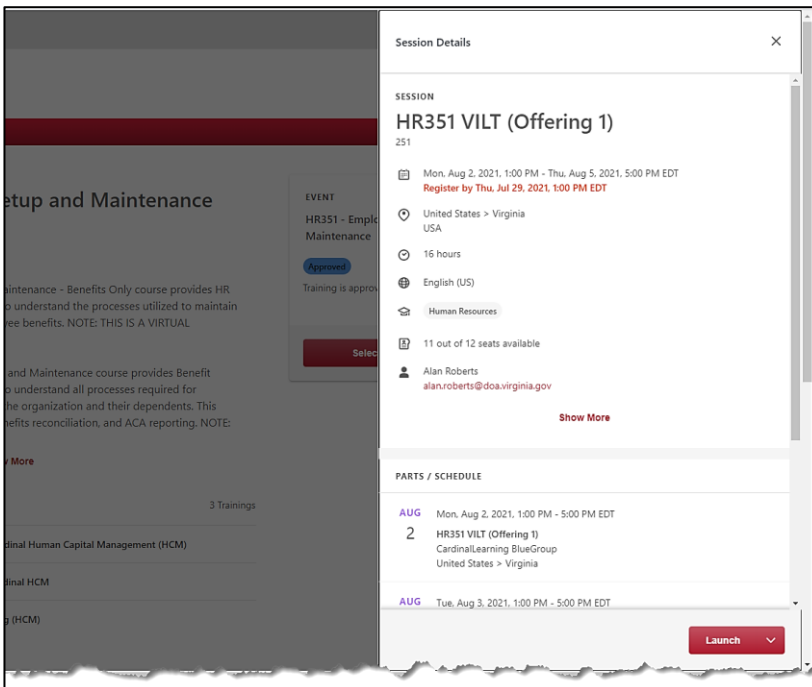
1. Log into Cardinal Learning and navigate to Upcoming Sessions.



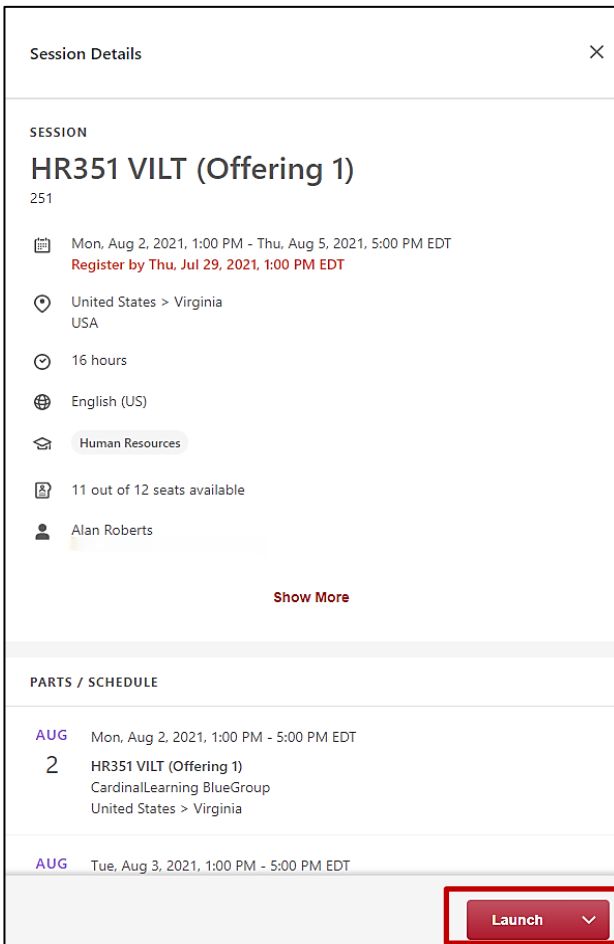
2. To launch the VILT session, select the session title you are attending.



3. The event page will open and the session details will appear on the right-hand side of the screen.



4. In the Session Details window, select Launch.



Session Details

SESSION

### HR351 VILT (Offering 1)

251

Mon, Aug 2, 2021, 1:00 PM - Thu, Aug 5, 2021, 5:00 PM EDT  
Register by Thu, Jul 29, 2021, 1:00 PM EDT

United States > Virginia  
USA

16 hours

English (US)

Human Resources

11 out of 12 seats available

Alan Roberts

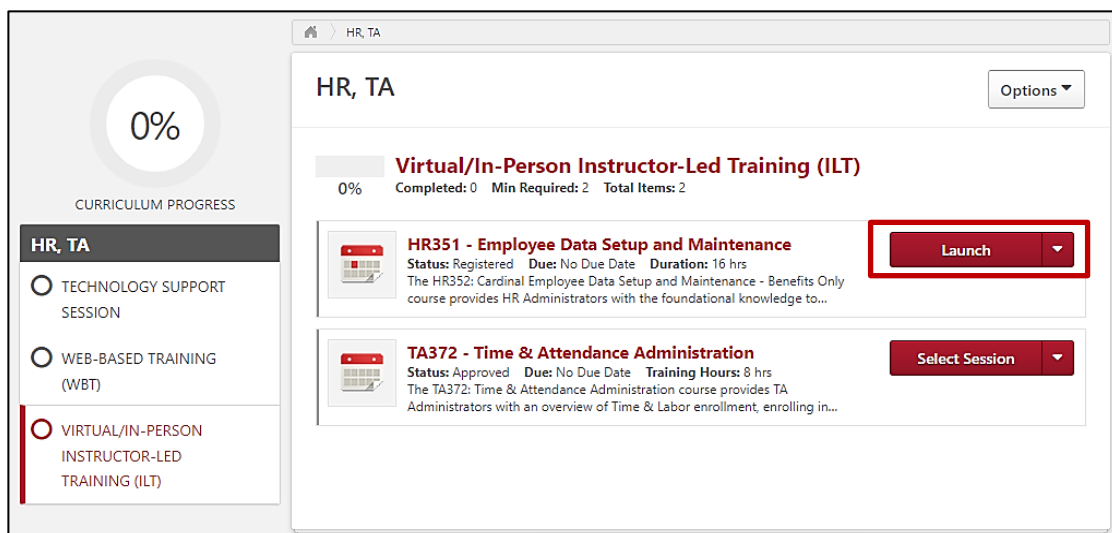
Show More

PARTS / SCHEDULE

DATE	SCHEDULE
AUG Mon, Aug 2, 2021, 1:00 PM - 5:00 PM EDT	2 HR351 VILT (Offering 1) CardinalLearning BlueGroup United States > Virginia
AUG Tue, Aug 3, 2021, 1:00 PM - 5:00 PM EDT	

Launch

- a. Alternatively, you can launch the session in the curriculum.



HR, TA

Options



0% CURRICULUM PROGRESS

HR, TA

- TECHNOLOGY SUPPORT SESSION
- WEB-BASED TRAINING (WBT)
- VIRTUAL/IN-PERSON INSTRUCTOR-LED TRAINING (ILT)**

**Virtual/In-Person Instructor-Led Training (ILT)**

0% Completed: 0 Min Required: 2 Total Items: 2

	<b>HR351 - Employee Data Setup and Maintenance</b> Status: Registered Due: No Due Date Duration: 16 hrs The HR352: Cardinal Employee Data Setup and Maintenance - Benefits Only course provides HR Administrators with the foundational knowledge to...	Launch
	<b>TA372 - Time &amp; Attendance Administration</b> Status: Approved Due: No Due Date Training Hours: 8 hrs The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...	Select Session

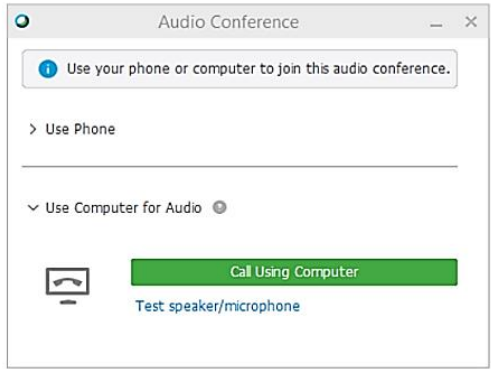
5. Cardinal Learning will automatically direct you to Webex Training. Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click [here](#) to open the training.

If the training doesn't load, click [here](#) to open it.

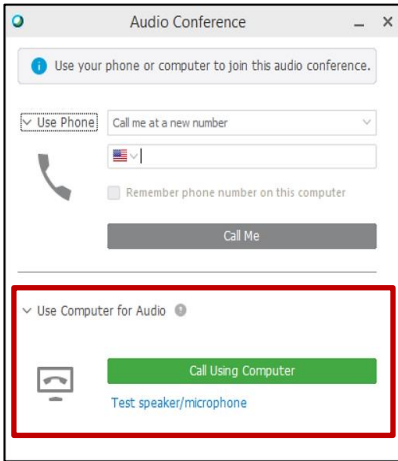
- a. If you have not used Webex on your computer, you may be prompted to download the Webex application. For more detailed information about downloading the Webex application, see the [Downloading Webex Application](#) section of this job aid.

Note: You must download/install the Webex add-in. Do not utilize the browser-only option, as certain features may not be available. If you are experiencing issues while launching a VILT session, contact [CardinalLearning@doa.virginia.gov](mailto:CardinalLearning@doa.virginia.gov) for assistance.

<b>Topic:</b>	HR351 - Employee Data Setup and Maintenance
<b>Host:</b>	CardinalLearning YellowGroup
<b>Audio Conference:</b>	US Toll +1-517-466-2023 US Toll Free +1-866-692-4530 <a href="#">Show all global call-in numbers</a>
<b>Access code:</b>	178 137 2526
<b>Attendee ID:</b>	188517
<b>Training session number:</b>	178 137 2526



6. Once in Webex Training, join the session using your computer audio (preferred) by selecting Call Using Computer.



- a. If you are unable to utilize your computer for audio, you should remain in Webex Training for the visual features of the session and join the session by calling in directly using the dial in information located on the training session page in Webex Training.

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<b>Audio Conference:</b>	US Toll +1-517-466-2023 US Toll Free +1-866-692-4530 <a href="#">Show all global call-in numbers</a>
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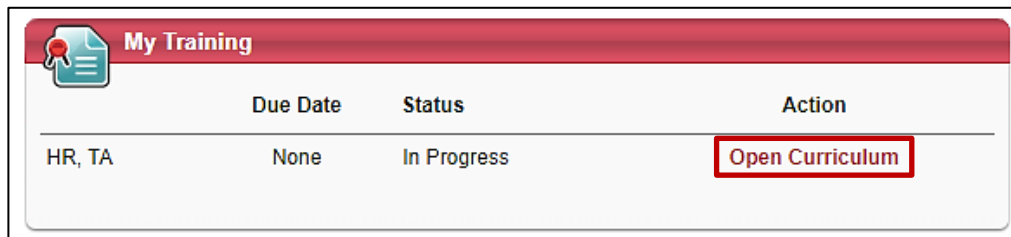


- b. You may also join the training session by selecting the Use Phone drop-down, entering your phone number, and selecting Call Me. Webex calls your phone number directly and connects you to the session. This will connect you to the training session audio, while keeping you in the Webex Training for the visual portion of the session.

## Withdraw from Instructor-Led Sessions

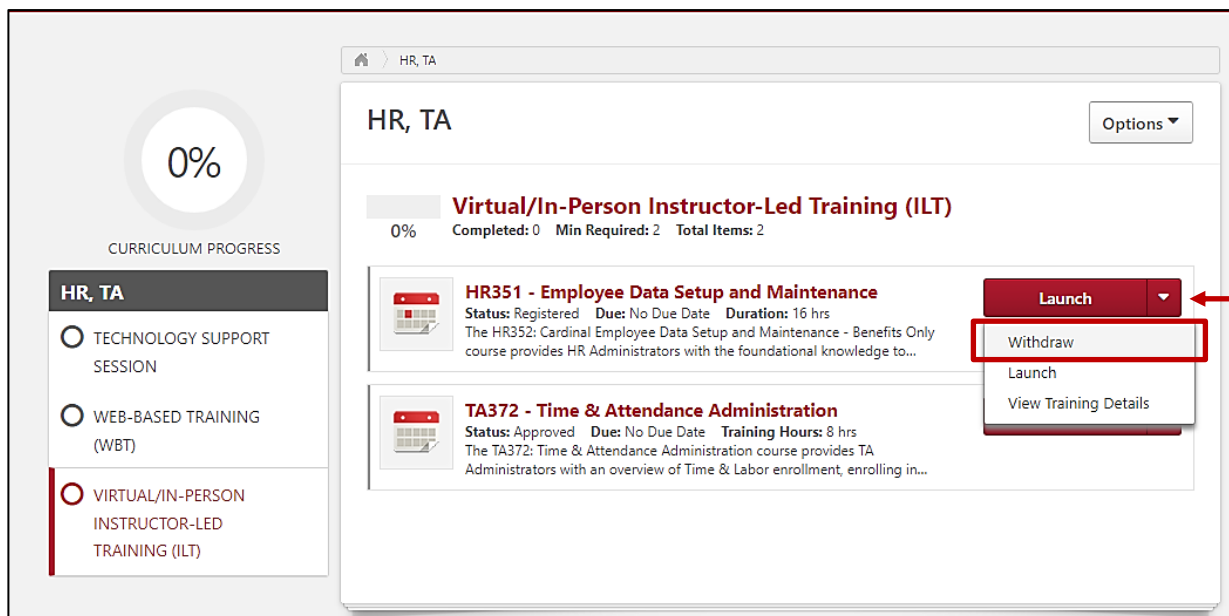
If a learner needs to withdraw from a session, you can do this via the Upcoming Sessions widget or in the curriculum overview page. Withdrawing from a session follows the same process for both Virtual (VILT) and In-Person (ILT) Instructor-Led Training sessions. Course registration ends four days before a session begins. Please make every attempt to allow others the opportunity at the seat by withdrawing one week ahead.

1. Navigate to the **My Training** widget on the Cardinal Learning Welcome page and click Open Curriculum.



	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. Select the drop down arrow on the **Launch** button next to the training title for which you wish to withdraw.



0% CURRICULUM PROGRESS

HR, TA

- TECHNOLOGY SUPPORT SESSION
- WEB-BASED TRAINING (WBT)
- VIRTUAL/IN-PERSON INSTRUCTOR-LED TRAINING (ILT)

HR, TA

Options ▾

**Virtual/In-Person Instructor-Led Training (ILT)**  
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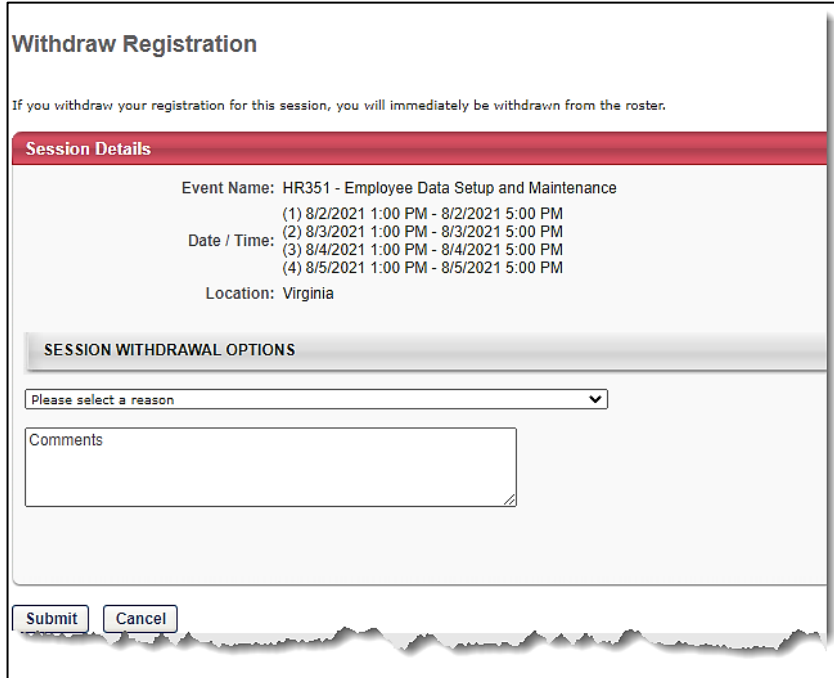
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Status: Approved Due: No Due Date Training Hours: 8 hrs  
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Launch ▾

- Withdraw
- Launch
- View Training Details

- The site directs you to a **Withdraw Registration** page where you are prompted to select a reason for session withdraw.



**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

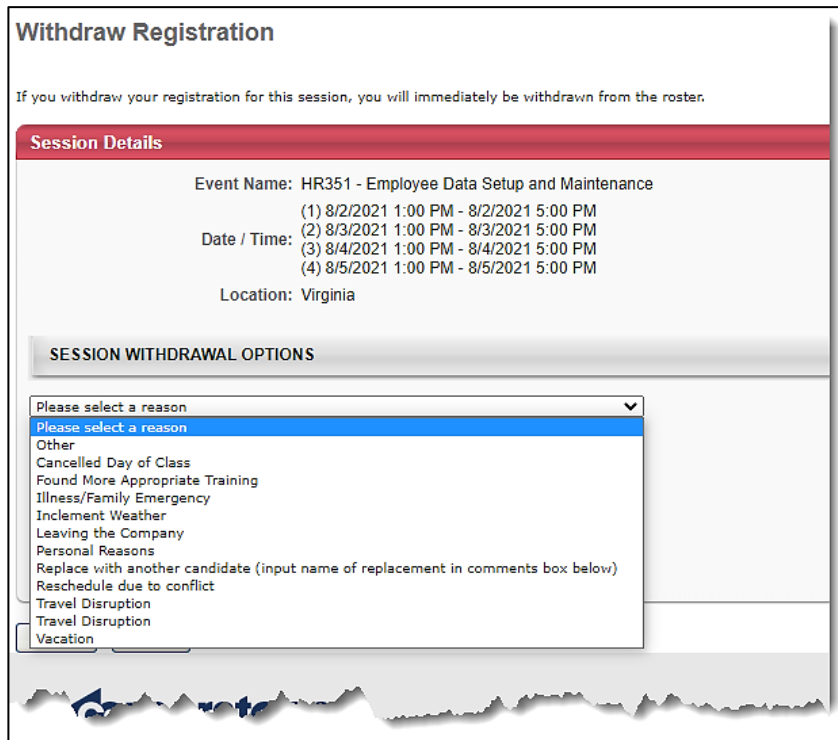
Event Name: HR351 - Employee Data Setup and Maintenance  
(1) 8/2/2021 1:00 PM - 8/2/2021 5:00 PM  
(2) 8/3/2021 1:00 PM - 8/3/2021 5:00 PM  
Date / Time: (3) 8/4/2021 1:00 PM - 8/4/2021 5:00 PM  
(4) 8/5/2021 1:00 PM - 8/5/2021 5:00 PM  
Location: Virginia

**SESSION WITHDRAWAL OPTIONS**

Please select a reason

Comments

- Select the applicable reason for withdrawing from the session.



**Withdraw Registration**

If you withdraw your registration for this session, you will immediately be withdrawn from the roster.

**Session Details**

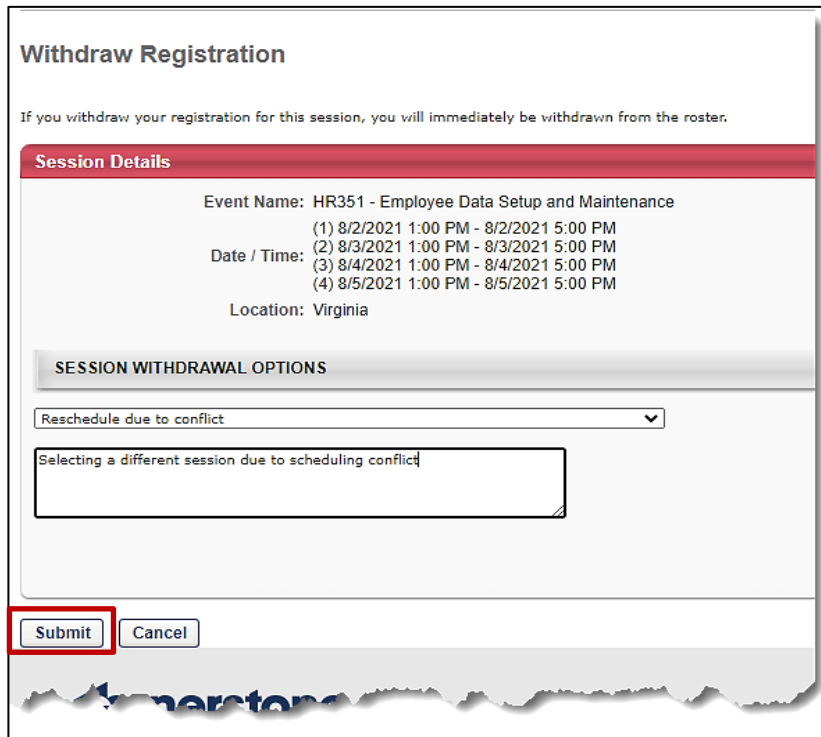
Event Name: HR351 - Employee Data Setup and Maintenance  
(1) 8/2/2021 1:00 PM - 8/2/2021 5:00 PM  
(2) 8/3/2021 1:00 PM - 8/3/2021 5:00 PM  
Date / Time: (3) 8/4/2021 1:00 PM - 8/4/2021 5:00 PM  
(4) 8/5/2021 1:00 PM - 8/5/2021 5:00 PM  
Location: Virginia

**SESSION WITHDRAWAL OPTIONS**

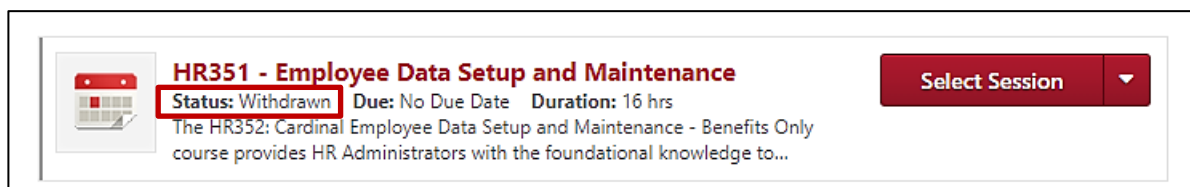
Please select a reason

- Cancelled Day of Class
- Found More Appropriate Training
- Illness/Family Emergency
- Inclement Weather
- Leaving the Company
- Personal Reasons
- Replace with another candidate (input name of replacement in comments box below)
- Reschedule due to conflict
- Travel Disruption
- Vacation

5. After selecting a reason, click **Submit**. You are immediately withdrawn from the session roster.



Upon completion of withdrawal, the course status is **Withdrawn** in your curriculum overview and the session no longer populates in your **Upcoming Sessions** widget.

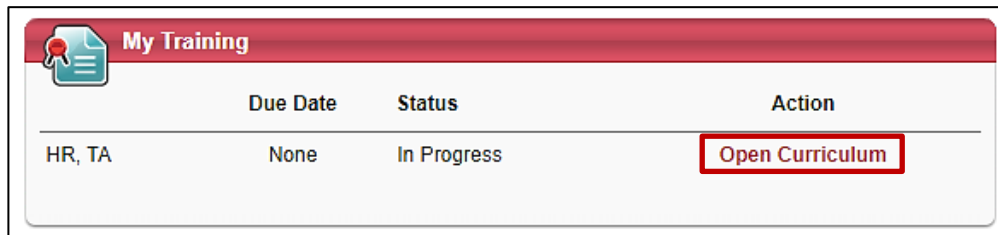


Note: If you need to register for a new session, you can utilize the **Select Session** button.

## How to Launch Web-Based Training

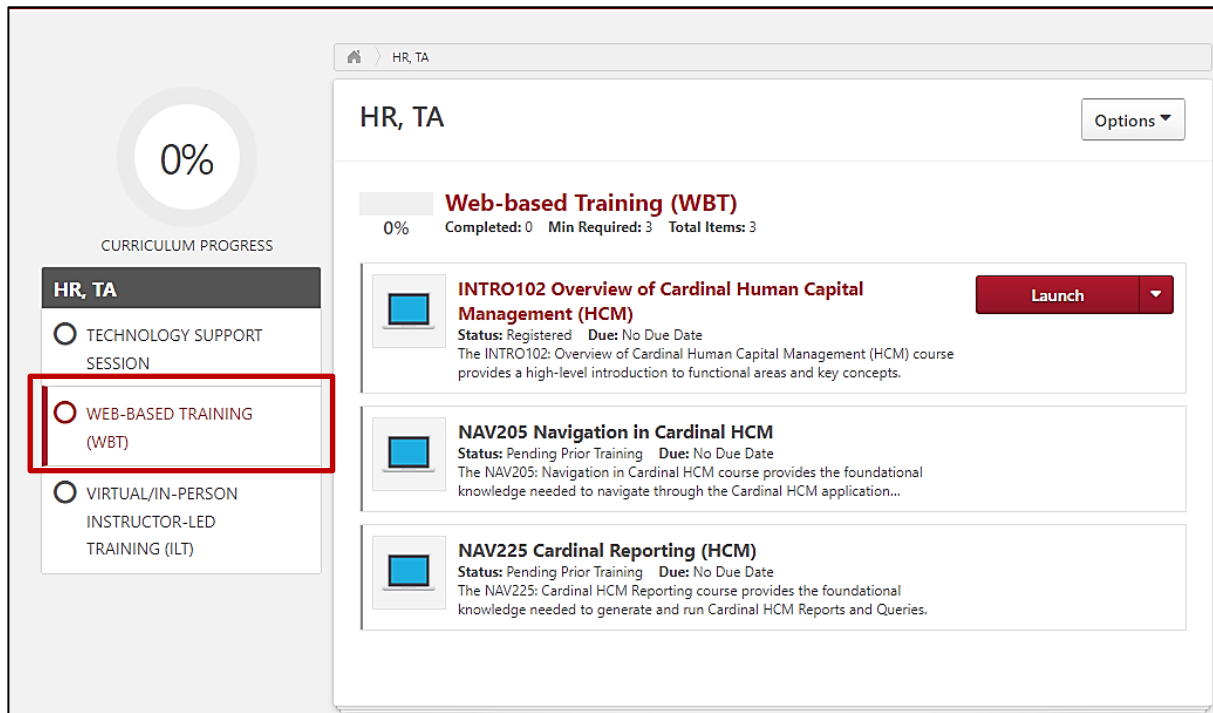
Web-Based Training (WBT) courses are assigned according to the learner’s role. They are located in the Web-Based Training widget and in your assigned Curriculum. Web-Based Training courses are assigned and can only be completed in the required order.

1. Identify assigned WBT courses located in your curriculum. Navigate to the **My Training** widget and select **Open Curriculum**.



	Due Date	Status	Action
HR, TA	None	In Progress	<a href="#">Open Curriculum</a>

2. Click the **Web-Based Training (WBT)** section in your curriculum to display assigned WBT courses. WBT Courses must be completed in sequential order. The system will not allow you to launch your next WBT until the course prior is completed.



3. Click **Launch** to begin your WBT course.



**Web-based Training (WBT)**  
0% Completed: 0 Min Required: 3 Total Items: 3

**INTRO102 Overview of Cardinal Human Capital Management (HCM)**  
Status: Registered Due: No Due Date  
The INTRO102: Overview of Cardinal Human Capital Management (HCM) course provides a high-level introduction to functional areas and key concepts.

**Launch**

4. You can also **Launch** the WBT course directly from the **Web-Based Training** widget on the Cardinal Learning Welcome page. This widget will only show the WBT course that is ready to launch.



Web-Based Training	
	Action
INTRO102 Overview of Cardinal Human Capital Management (HCM)	Launch

5. Due to pop-up blockers, your browser may not allow for an automatic launch. In this case, click **here** to open the training.

If the training doesn't load, click [here](#) to open it.

6. Click **Start Course** to begin your Web-Based Training course.



INTRO102 Cardinal HCM Overview

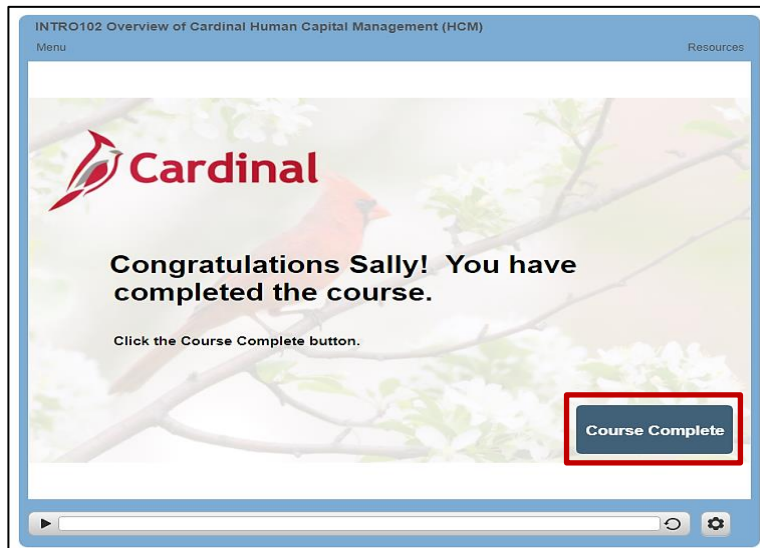
**Cardinal**

**INTRO102**  
Cardinal HCM Overview

Web Based Training

**Start Course**

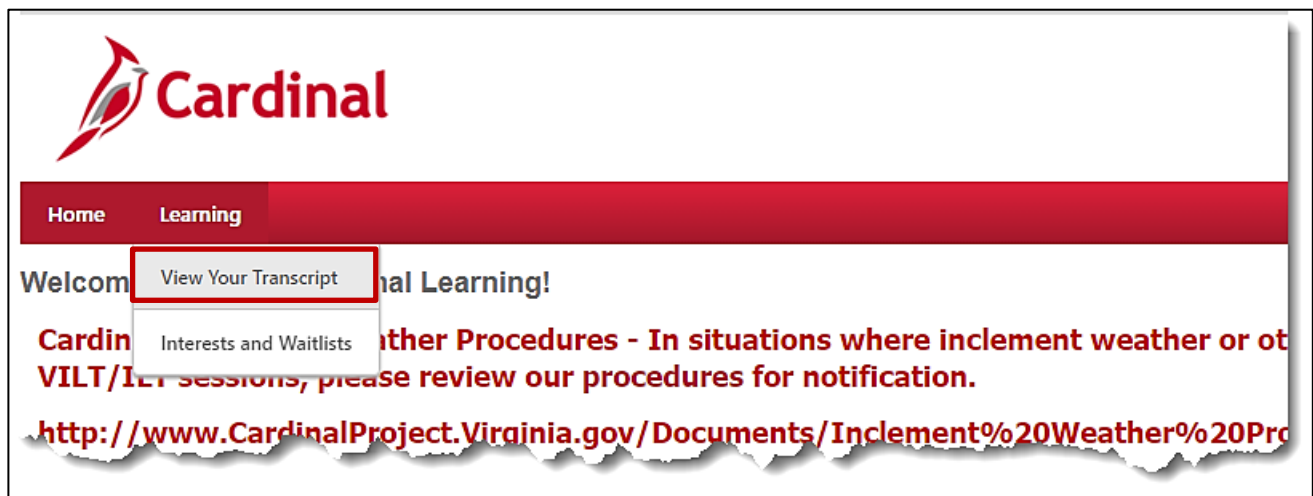
7. After learning the required material, click **Course Complete**.



## Accessing and Completing Course Evaluations

Course evaluations are available for the WBT course HR353 Human Resources (HR) Read-Only Access and all Instructor-Led Training sessions. These evaluations are accessible in your Completed Transcript and can be utilized to provide feedback on your experience.

1. Navigate to **Learning** at the top left-hand corner of your menu bar and select **View Your Transcript**.



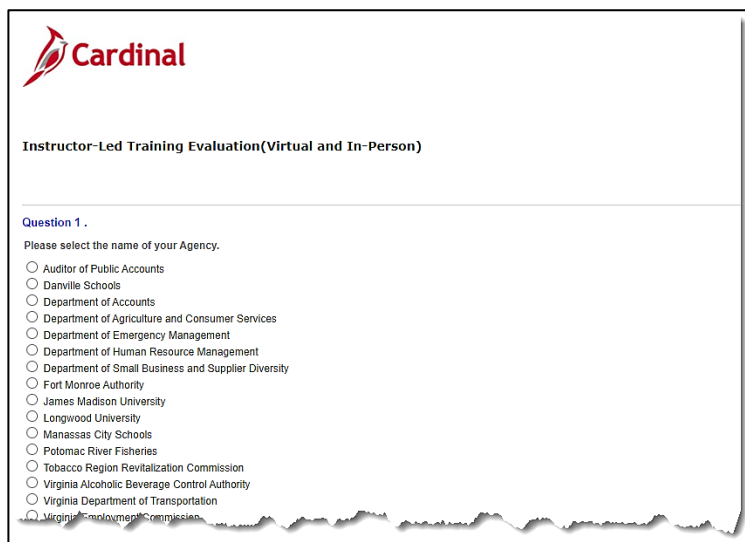
- The transcript page will open and default to the Active view. Click the drop down arrow on the **Active** button and select **Completed**.



- A list of completed courses will appear. Click the drop down arrow on the View Certificate button for the course you are evaluating, select Evaluate.



- The evaluation will open, complete the course evaluation questions and select **Submit Final Answers**.



### Waitlist for an Instructor-Led Session

If a session is full, you have the option to add yourself to the waitlist. Waitlisted users are automatically placed into the session if a spot becomes available. For instructions on registering, please refer to the [Register in Instructor-Led Training](#) portion of this job aid.

1. If while registering for an Instructor-Led Training session your preferred session date has **No/Zero Seats Available**, you have the ability to waitlist.

**TA372 - Time & Attendance Administration**  
 Event | Webex | 8 Hours 0 Minutes

The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in compensatory plans, management of time and absence data, exception identification and resolution, and time approval tracking. NOTE: THIS IS A VIRTUAL INSTRUCTOR-LED SESSION.

**Details**

Event Number: TA372

Objectives: Understand the overall Time & Attendance process  
 Understand the Time & Labor (TL) Auto enrollment process  
 Understand time reporter data, comp plan enrollment, and work schedules  
 Identify and correct Timesheet exceptions  
 Monitor approvals and adjust Paid Time

Subject(s): Timekeeper Processing (Virtual)

Training Alan Roberts [alan.roberts@doa.virginia.gov](mailto:alan.roberts@doa.virginia.gov)

Contact:

Available Languages: English (US)

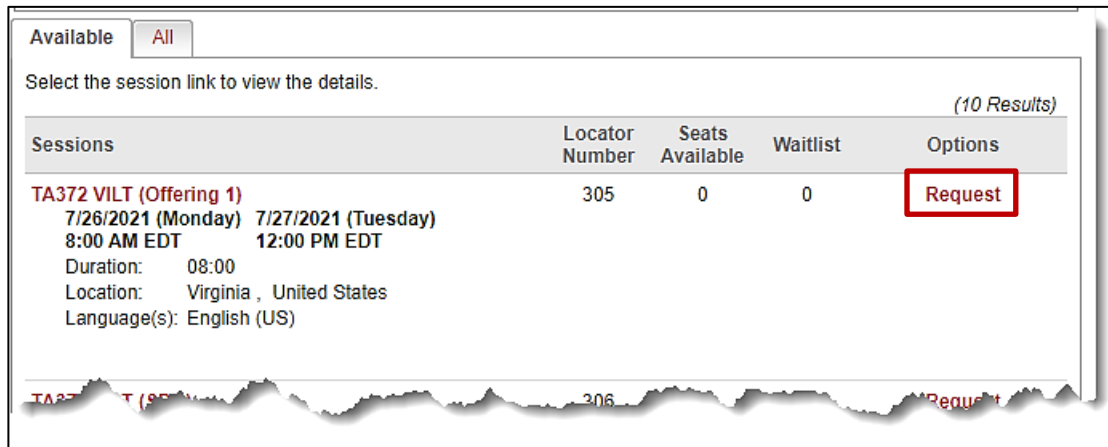
---

Available

Select the session link to view the details. (10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	Request
<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	306	8	0	Request
<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	307	0	0	Request

- Click **Request** next to the training course for which you wish to waitlist.

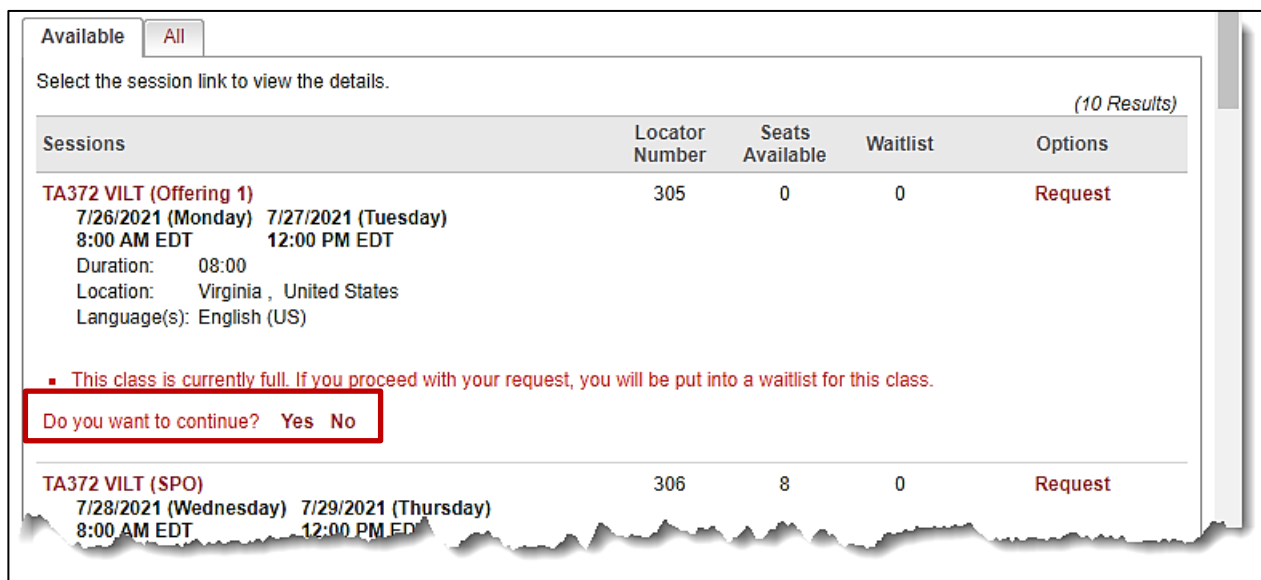


Available

Select the session link to view the details. (10 Results)

Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	<b>Request</b>

- Directly below the session details, you will be prompted with a message indicating the class is currently full. It will ask that you confirm your request to be waitlisted. Select **Yes** after **“Do you want to Continue?”**



Available

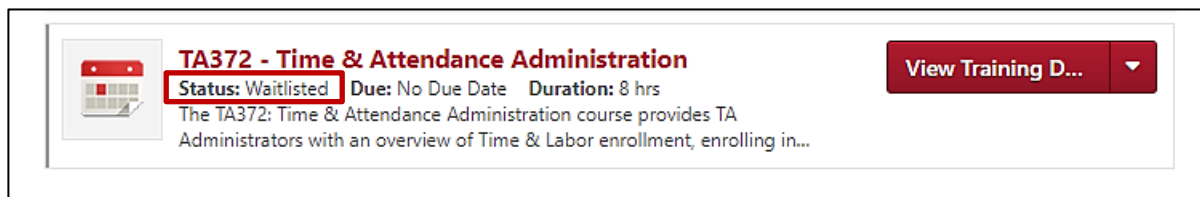
Select the session link to view the details. (10 Results)

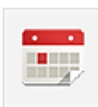
Sessions	Locator Number	Seats Available	Waitlist	Options
<b>TA372 VILT (Offering 1)</b> 7/26/2021 (Monday) 7/27/2021 (Tuesday) 8:00 AM EDT 12:00 PM EDT Duration: 08:00 Location: Virginia , United States Language(s): English (US)	305	0	0	<b>Request</b>

■ This class is currently full. If you proceed with your request, you will be put into a waitlist for this class.  
 Do you want to continue?

<b>TA372 VILT (SPO)</b> 7/28/2021 (Wednesday) 7/29/2021 (Thursday) 8:00 AM EDT 12:00 PM EDT	306	8	0	<b>Request</b>
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- After confirming your request to waitlist, your course status will now state Waitlisted.




**TA372 - Time & Attendance Administration**  
**Status: Waitlisted** Due: No Due Date Duration: 8 hrs

The TA372: Time & Attendance Administration course provides TA Administrators with an overview of Time & Labor enrollment, enrolling in...

5. The waitlisted session will now appear in your **My Waitlist Tracking** widget.



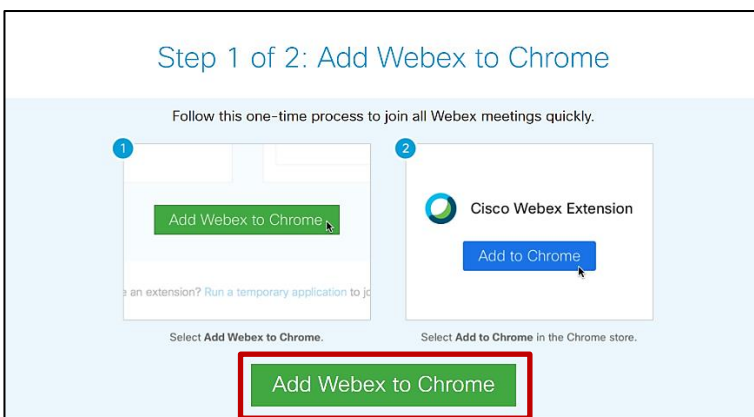
You will receive an email stating that you have been waitlisted for a session, but have not been registered for the session. You are notified via email if you have been moved off the waitlist and registered for the selected session, or if the registration has closed.

## Downloading Webex Application

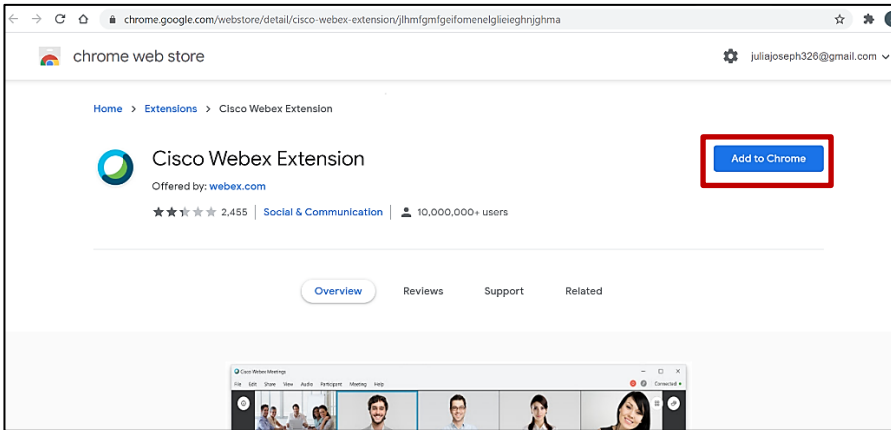
Cardinal Learning utilizes Webex Training for Virtual Instructor-led Training (VILT). If you do not have Webex downloaded on your computer, please follow the below steps. Please use the Chrome browser if possible. While most browsers will work with Webex, Chrome is found to be the most reliable when using Webex.

### Downloading Webex Extension to Google Chrome

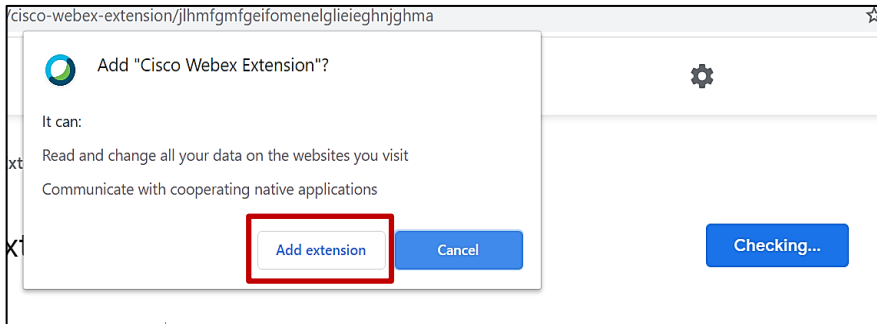
1. Click **Add Webex to Chrome** to begin the download.



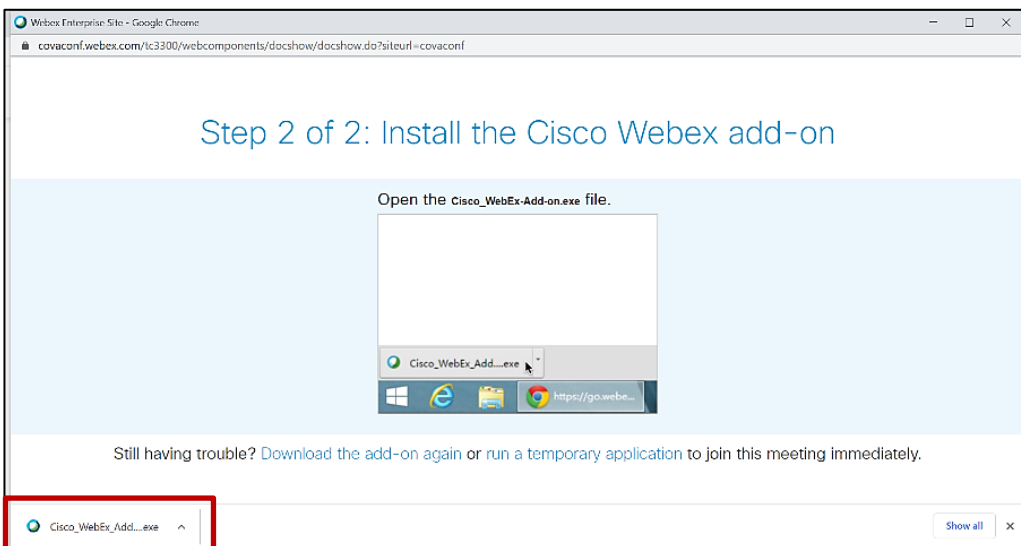
2. Google Chrome automatically directs you to the chrome web store. Select **Add to Chrome**.



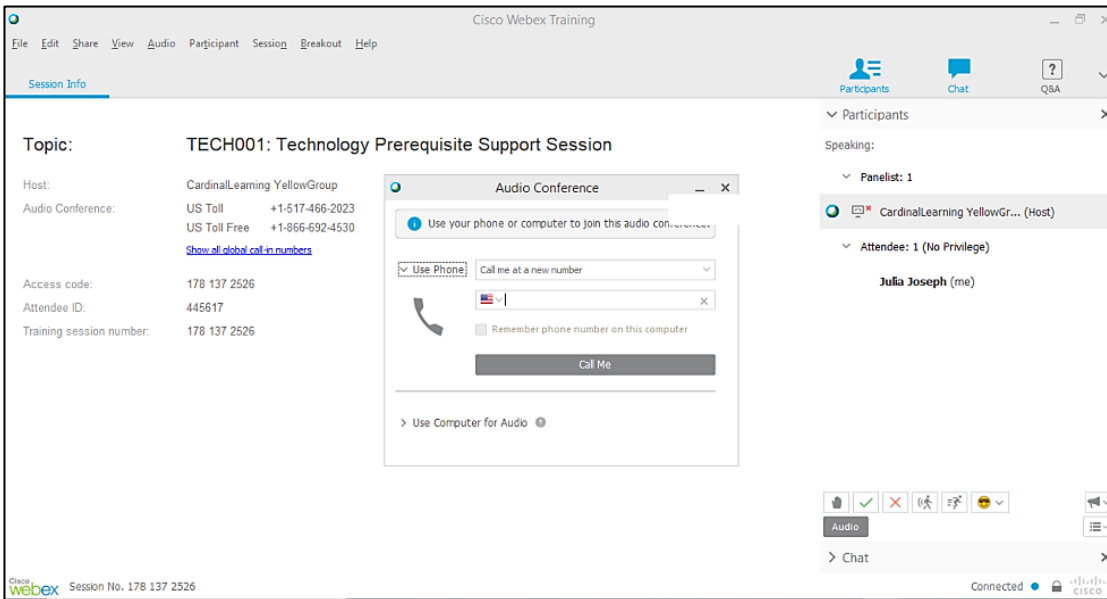
3. Select **Add Extension** to add the Cisco Webex Extension to your Chrome browser.



4. The extension file downloads. Once the download has completed, click the .exe file titled **Cisco Webex Add-On** in the bottom left-hand corner of your screen.



- Once the installation has completed, you are automatically brought to the Webex session.



### Downloading Webex Extension to Internet Explorer

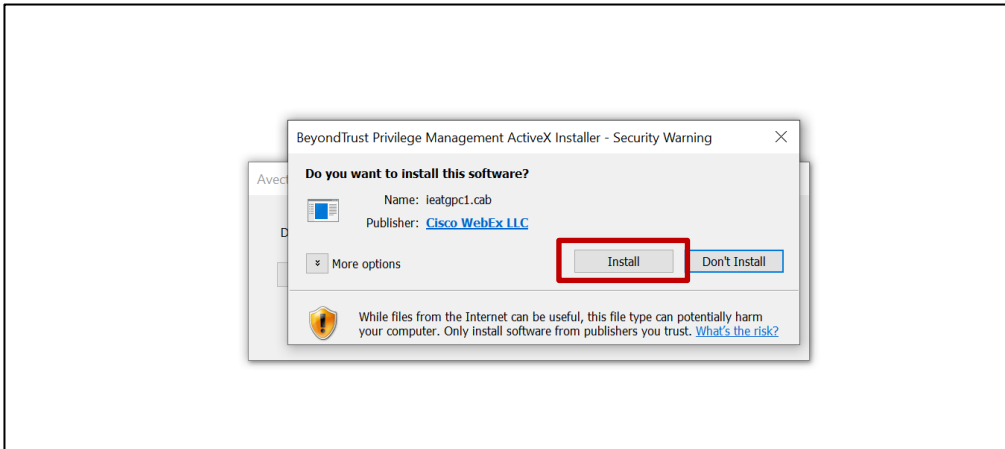
- Once you have launched the session through Cardinal Learning, you may experience an issue with pop-up blockers from your browser.



- Click **Always Allow** under options for this site to prevent pop-up blockers in the future.



3. Click **Install** in the pop-up box to install Webex on your Internet Explorer browser.



4. Once the installation is complete, you are automatically brought into the Webex session.

