

## **Cardinal System Access Guide Overview**

This job aid provides instructions on accessing the Cardinal system, registration, logging into your account, and managing your account settings.

The Cardinal system includes two applications, Financials (FIN) and Human Capital Management (HCM), both of which are accessible via the Cardinal Portal. Cardinal leverages the Virginia IT Agency's (VITA) cloud-based identity and access management tool, Okta, to authenticate Cardinal users.

Cardinal users can access all applications by visiting [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov).

**Note:** Bookmark this page to protect your device and account security.

For optimal performance, use Google Chrome to access Cardinal. Firefox and Safari are not recommended. Cardinal is not optimized for mobile devices; therefore, it is recommended to access Cardinal on a computer.

### **Cardinal Registration**

New Cardinal users outside the VITA COV-Network, as well as terminated and retired employees, must complete a one-time registration and enable Okta Multi-Factor Authentication (MFA) for secure logins.

COV-agency employees using agency-provided email addresses **do not need to register their Cardinal account.**

To confirm your agency network, please refer to the [Agency Network Status list](#) for a comprehensive list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.



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### Cardinal Access

Access to Cardinal varies based on how you use Cardinal. There are two types of users: **Core Users** and **Employee Self-Service (ESS) Users**. Core Users perform day-to-day administrative tasks and functions within Cardinal HCM/Financials. ESS Users utilize Cardinal to view/manage personal data, benefits, and paystubs.

#### Core Users

Cardinal Core Users perform day-to-day administrative functions within Cardinal Financials and/or HCM. To ensure secure access, the Cardinal system employs a combination of roles and permission lists. Roles grant access to specific functions within Cardinal.

To obtain core user access, employees must be assigned the appropriate roles based on their job responsibilities. Their agency or locality must submit required documentation to the Cardinal Security team to assign these roles. For more information and the necessary forms, please refer to the [Security](#) page of the Cardinal website.

#### Employee Self-Service (ESS)

Cardinal HCM Employee Self-Service (ESS) access is granted systematically and does **not** require the submission of a Security Form.

#### Terminated and Retired Employees

Retired and terminated employees of agencies using Cardinal may retain limited access for a specific period after their employment ends. To maintain access, their previous agency must update their email address to their preferred personal email. Even if you previously registered for Cardinal during your employment, you will need to complete a one-time registration process and set up Okta Multi-Factor Authentication (MFA) for security purposes. The duration of access for retired and terminated employees varies based on their inactive employee type.

Inactive Employee Type	Access Period
Terminated Employee	18 months
Retired Employee without Health Benefits	18 months
Retired Employee with Active Health Benefits	Length of Coverage

### Getting Started – COV-Agency Employees

This section provides step-by-step instructions for first-time log in to Cardinal for COV-agency employees and contractors and is applicable to active employees with the following user attributes:

- Active State Employee
- Employee’s agency is on the VITA COV-Network
- Employee uses an agency-provided email

**Note:** COV-Agency Employees using a personal email address must complete the Cardinal registration process and should refer to the Getting Started - All Other Users section of this job aid.

Active employees of COV agencies using agency-provided email addresses do not need to register their Cardinal account.

To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

Step	Action
1.	Access Cardinal by entering the following URL in your web browser: <a href="https://my.cardinal.virginia.gov">my.cardinal.virginia.gov</a>

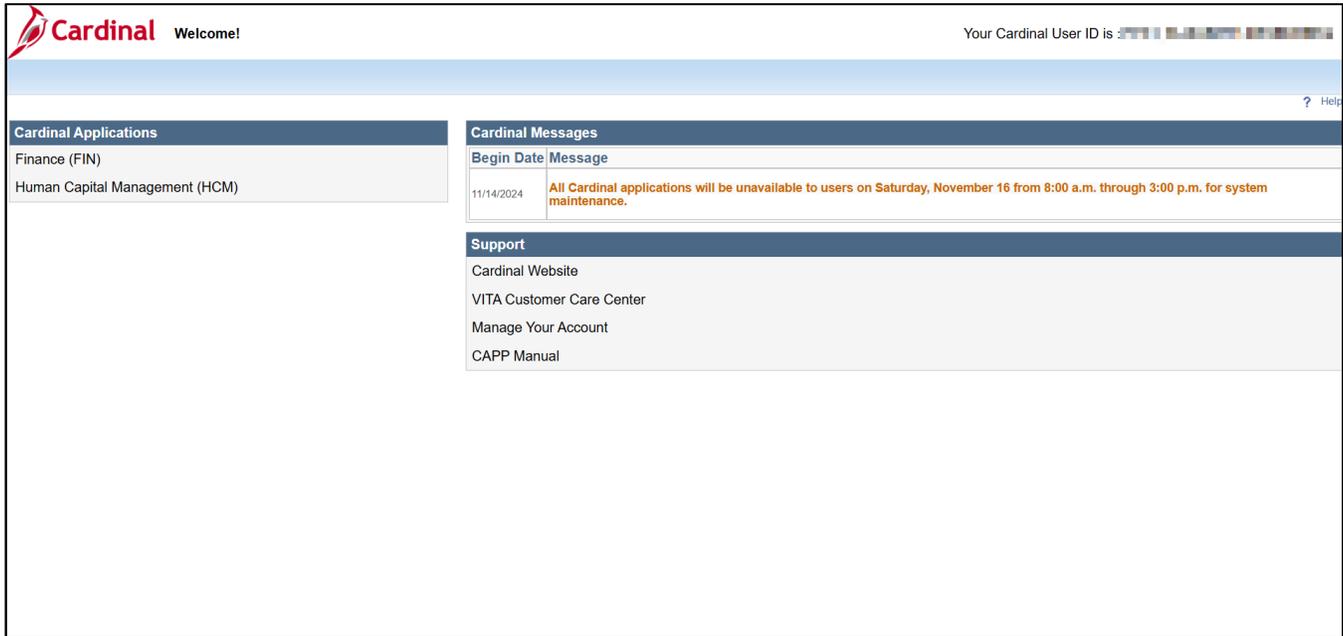
The **Cardinal Login** page displays.



2.	<p>Enter your agency-provided email address in the <b>Cardinal Username</b> field. This is your Cardinal Username.</p> <div style="border: 2px solid red; padding: 5px; width: fit-content;"> <input type="text" value="Cardinal Username"/> </div>
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Step	Action
3.	Enter the same password you use for your agency COV credentials in In the <b>Password</b> field. This is your Cardinal password. 
4.	Click the <b>Sign In</b> button. 

The Cardinal Portal displays. You have completed the login process to access Cardinal.



The screenshot shows the Cardinal Portal interface. At the top left is the Cardinal logo and the text "Welcome!". At the top right, it says "Your Cardinal User ID is" followed by a masked ID. Below the header, there are two main columns of content:

- Cardinal Applications:** Lists "Finance (FIN)" and "Human Capital Management (HCM)".
- Cardinal Messages:** Contains a message dated 11/14/2024: "All Cardinal applications will be unavailable to users on Saturday, November 16 from 8:00 a.m. through 3:00 p.m. for system maintenance."
- Support:** Lists links for "Cardinal Website", "VITA Customer Care Center", "Manage Your Account", and "CAPP Manual".

**Getting Started - All Other Users**

This section provides step-by-step instructions for first-time log in to Cardinal for the following users:

- State employees at Non-COV agencies
- State employees who use a personal email address
- Locality employees with access to Cardinal
- Contractors working for a Non-COV State Agency
- Terminated and Retired employees

Cardinal users with any of these attributes are not part of the VITA COV-Network and must complete a one-time registration and establish Okta Multi-Factor Authentication (MFA) for secure logins. Follow these steps to complete your user registration, tailored to your specific user type, and set up Okta MFA.

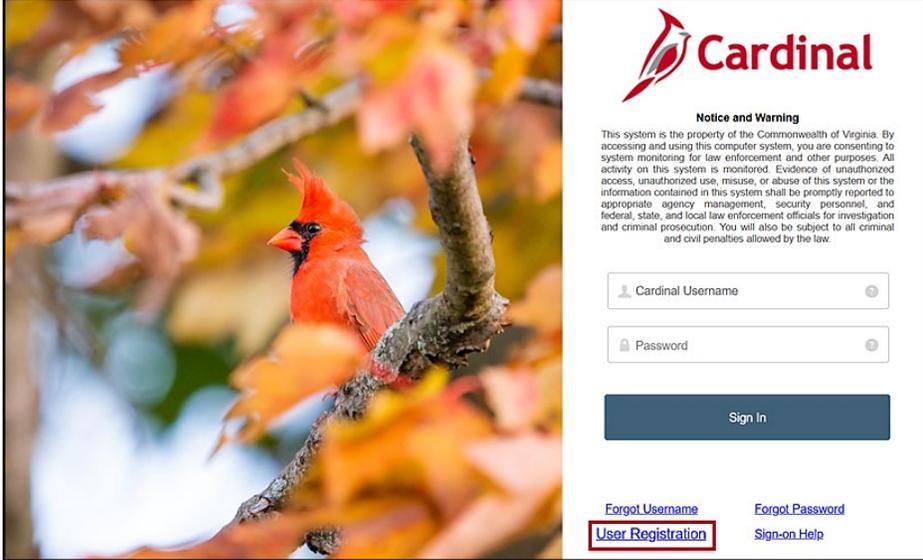
To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

**User Registration – Active State Employee**

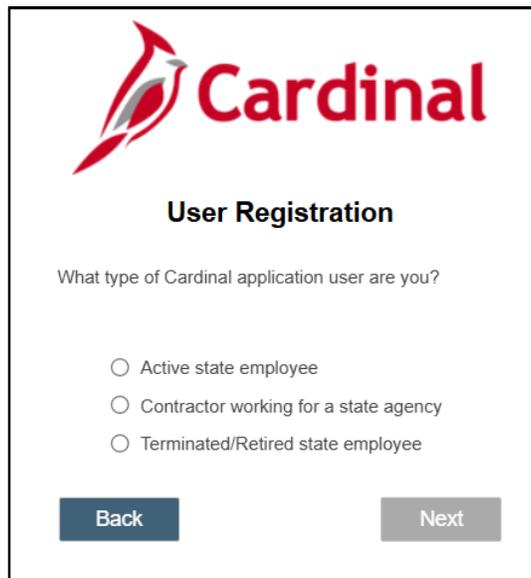
This section provides step-by-step instructions for Active State Employees of Non-COV agencies, employees using personal email addresses in Cardinal, and locality employees. To successfully register your Cardinal account, you will need the following information:

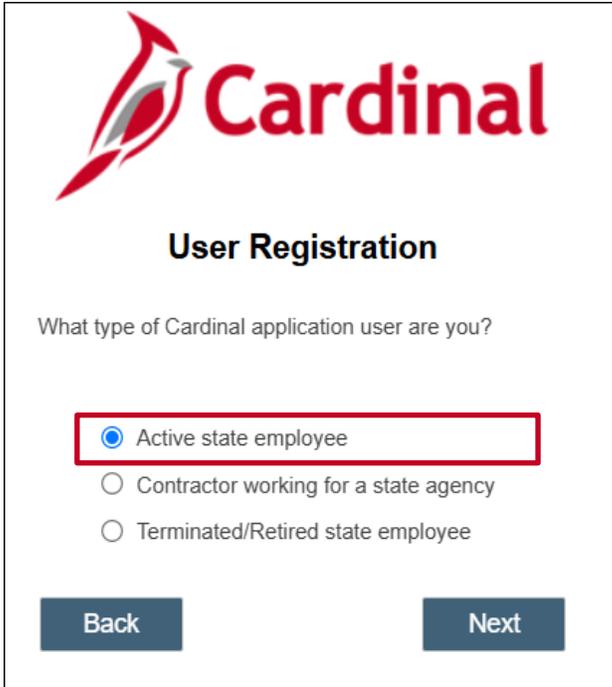
- Email Address (as recorded in Cardinal)
- 11-Digit Cardinal Employee ID Number
- Last 4 digits of Social Security Number (SSN)

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: <a href="https://my.cardinal.virginia.gov">my.cardinal.virginia.gov</a> .

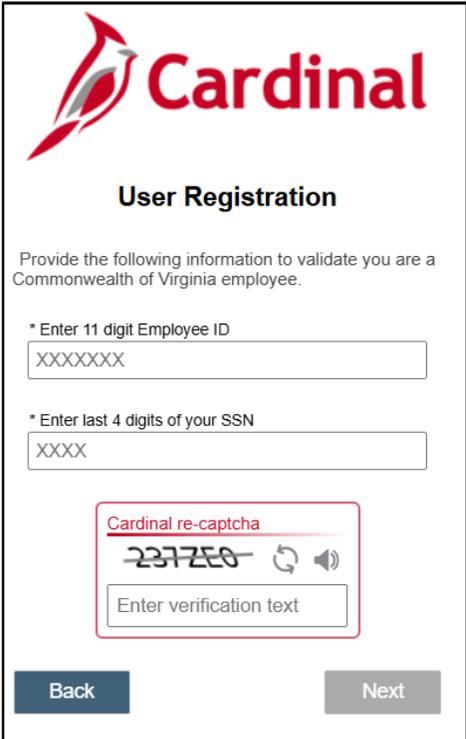
Step	Action
2.	<p>Click the <b>User Registration</b> link.</p> 

The Cardinal User Registration page displays.

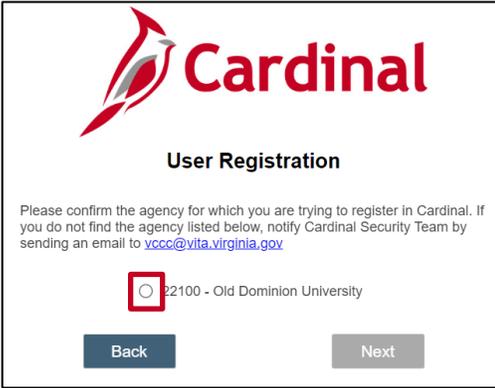
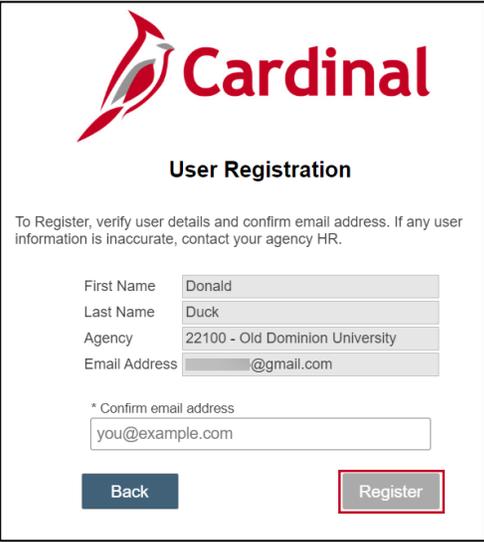


Step	Action
3.	<p>Using the radio button, select <b>Active state employee</b>.</p> 

The **Cardinal User Registration** page displays with validation criteria.


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Step	Action
4.	Enter your Cardinal Employee ID including the leading zeros in the <b>*Enter 11-digit Employee ID</b> field. <div data-bbox="289 411 1032 558" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>* Enter 11 digit Employee ID</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">XXXXXXXX</div> </div>
	If you do not know your Cardinal Employee ID, contact your agency's HR Administrator.
5.	Enter the last 4 digits of your social security number in the <b>*Enter last 4 digits of your SSN</b> field. <div data-bbox="280 810 1003 951" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>* Enter last 4 digits of your SSN</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;">XXXX</div> </div>
6.	Complete the <b>Cardinal re-captcha</b> field. Enter the code exactly as it appears. This field is case sensitive. <ul style="list-style-type: none"> <li>• <b>Refresh</b>  : click the refresh icon to have a new Cardinal re-captcha code display.</li> <li>• <b>Speaker</b>  : click the speaker icon to receive an audible Cardinal re-captcha code.</li> </ul> <div data-bbox="280 1182 773 1465" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="color: red; margin: 0;"><b>Cardinal re-captcha</b></p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px 0;"><del>ENL099</del></div> <div style="margin: 5px 0;">   </div> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">Enter verification text</div> </div>
7.	Click the <b>Next</b> button. <div data-bbox="280 1549 898 1644" style="border: 1px solid black; padding: 5px; margin-top: 10px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px 15px; background-color: #4a7c9c; color: white;">Back</div> <div style="border: 1px solid black; padding: 5px 15px; background-color: #4a7c9c; color: white;">Next</div> </div>

Step	Action
8.	<p>The <b>Cardinal User Registration</b> page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button.</p> 
9	<p>Click the <b>Next</b> button.</p> 
10.	<p>The <b>Cardinal User Registration</b> page displays. Verify the information displayed is correct and enter your email address in the <b>*Confirm email address</b> field.</p> 
	<p><u>If any of this information is incorrect</u>, contact your agency's HR Administrator.</p>

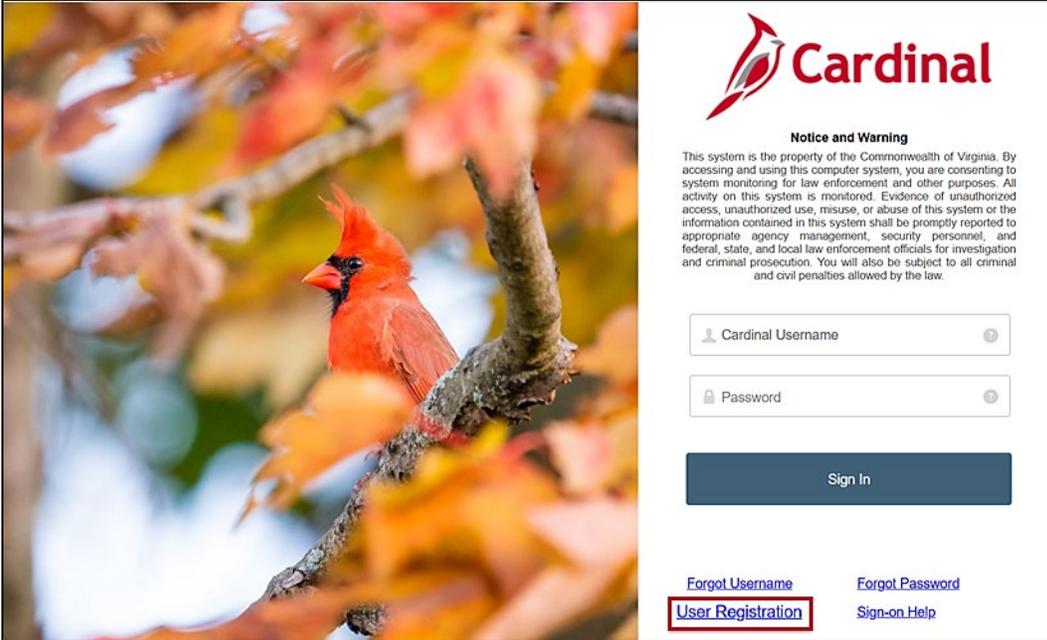
Step	Action
11.	<p>Click the <b>Register</b> button.</p> 
<p>The <b>Cardinal User Registration</b> page displays a message stating a successful registration. Instructions to activate the account are sent to user registered email address</p> 	
<p>For next steps, go to <a href="#">Activating Your Cardinal Account</a>.</p>	

### User Registration - Contractors Working for a State Agency

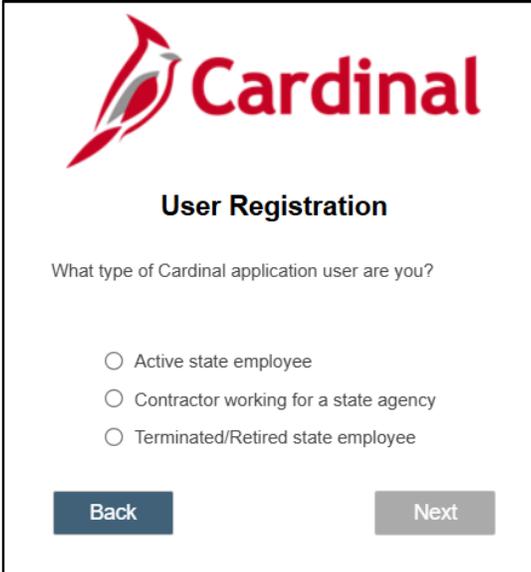
This section provides step-by-step Cardinal registration instructions for contractors to register their Cardinal account. As a contractor working for a Non-COV state agency but not directly employed by the Commonwealth, you will not have an Employee ID. To complete the registration process, you will need the email address associated with your Cardinal account.

To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: <a href="https://my.cardinal.virginia.gov">my.cardinal.virginia.gov</a> .

Step	Action
2.	<p>Click the <b>User Registration</b> link.</p> 

The Cardinal User Registration page displays.



Step	Action
3.	<p>Using the radio button, select <b>Contractor working for a state agency</b>.</p> <div data-bbox="289 373 906 871" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"><b>User Registration</b></p> <p>What type of Cardinal application user are you?</p> <p> <input type="radio"/> Active state employee  <input checked="" type="radio"/> <b>Contractor working for a state agency</b>  <input type="radio"/> Terminated/Retired state employee         </p> <p style="text-align: center;"> <input type="button" value="Back"/> <input type="button" value="Next"/> </p> </div>

The **User Registration** page displays with validation criteria.



## Cardinal

### User Registration

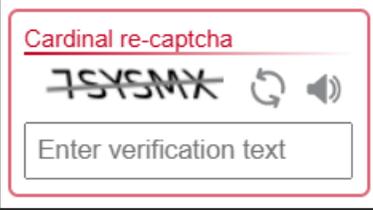
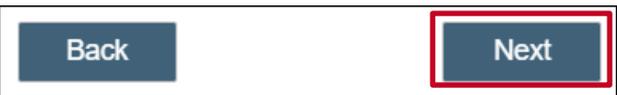
Before completing the registration process below, please contact your Cardinal Security Officer to submit a Cardinal Security Form and wait for confirmation from the Cardinal Security Team. You can access the Cardinal Security Officer link at [Cardinal website](#).

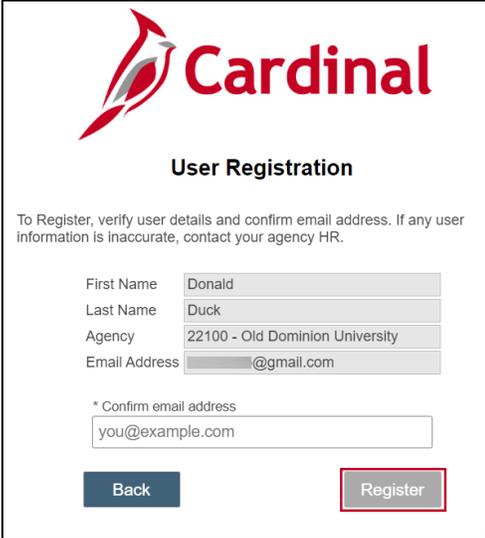
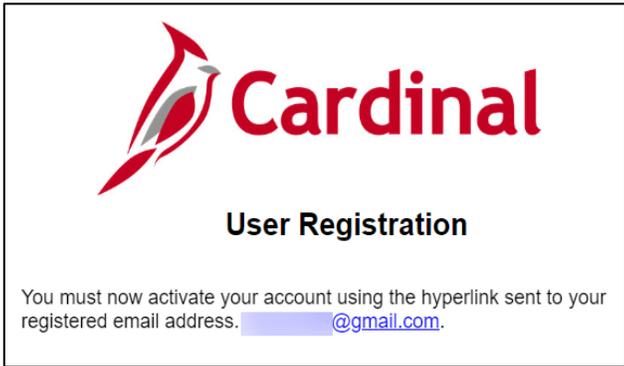
\* Enter email address.

Cardinal re-captcha



4.	<p>Enter your email address in the <b>*Enter email address</b> field.</p> <div data-bbox="289 1774 852 1885" style="border: 1px solid black; padding: 5px;"> <p style="font-size: small;">* Enter email address</p> <input style="border: 1px solid red;" type="text" value="you@example.com"/> </div>
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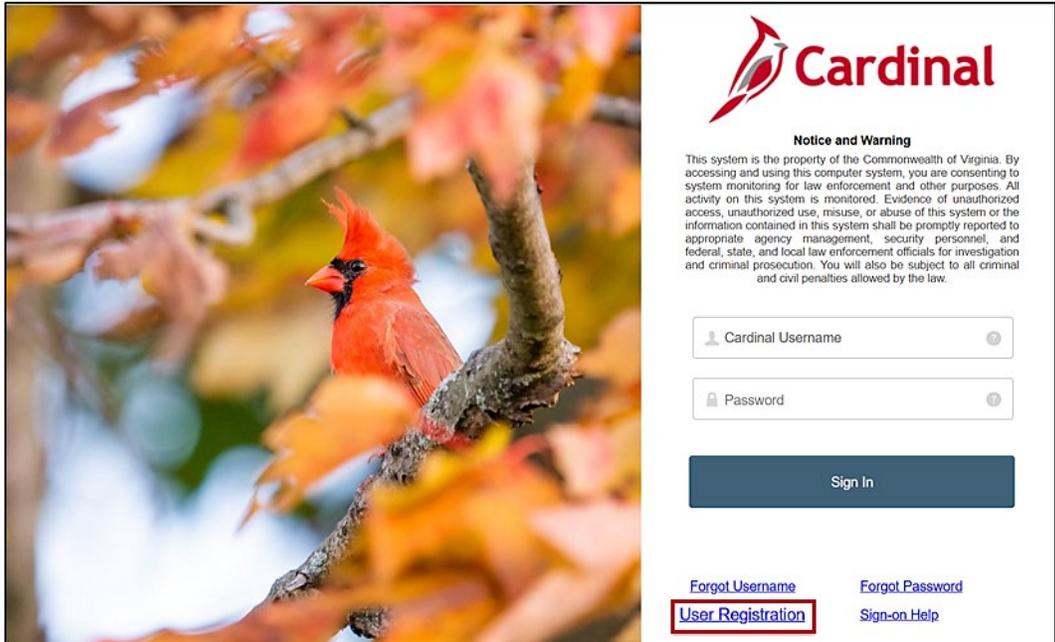
Step	Action
5.	<p>Complete the <b>Cardinal re-captcha</b> field. Enter the code exactly as it appears. This field is case sensitive.</p> <ul style="list-style-type: none"> <li>• <b>Refresh</b> : click the refresh icon to have a new Cardinal re-captcha code display.</li> <li>• <b>Speaker</b> : click the speaker icon to receive an audible Cardinal re-captcha code.</li> </ul> 
6.	<p>Click the <b>Next</b> button.</p> 
<p>The Registration Confirm BU page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button.</p> 	
7.	<p>Click the <b>Next</b> button.</p> 

Step	Action
8.	<p>The <b>Cardinal User Registration</b> page displays. Verify the information displayed is correct and enter your email address in the <b>*Confirm email address</b> field.</p> <div data-bbox="292 411 777 949" style="border: 1px solid black; padding: 10px;">  </div>
	<p><u>If any of this information is incorrect</u>, contact your agency's HR Administrator.</p>
9.	<p>Click the <b>Register</b> button.</p> <div data-bbox="289 1100 948 1192" style="border: 1px solid black; padding: 10px;">  </div>
<p>The <b>Cardinal User Registration</b> page displays a message stating a successful registration. Instructions to activate the account are sent to user registered email address</p> <div data-bbox="511 1320 1135 1686" style="border: 1px solid black; padding: 20px; text-align: center;">  </div>	
<p>For next steps, go to <a href="#">Activating Your Cardinal Account</a>.</p>	

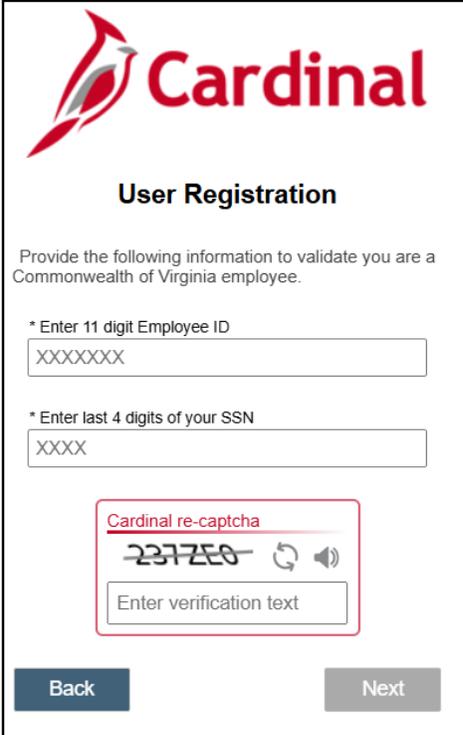
### User Registration – Terminated/Retired State Employee

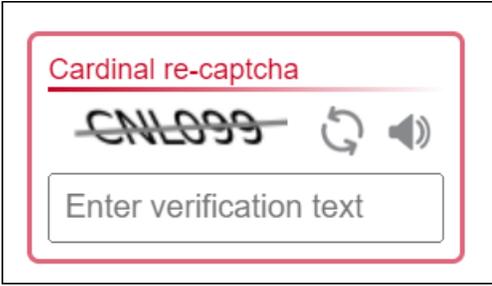
This section provides step-by-step instructions for terminated and retired state employees of agencies that use Cardinal. To successfully register your Cardinal account, you will need the following information:

- Email Address (as recorded in Cardinal)
- 11-Digit Cardinal Employee ID Number
- Last 4 digits of Social Security Number (SSN)

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: <a href="https://my.cardinal.virginia.gov">my.cardinal.virginia.gov</a> .
2.	<p>Click the <b>User Registration</b> link.</p> <div data-bbox="289 760 1344 1402" style="border: 1px solid black; padding: 10px;">  </div>

Step	Action
	<p>The Cardinal User Registration page displays.</p> <div data-bbox="526 380 1122 1020" style="border: 1px solid black; padding: 10px; text-align: center;"><h2>Cardinal</h2><h3>User Registration</h3><p>What type of Cardinal application user are you?</p><p><input type="radio"/> Active state employee</p><p><input type="radio"/> Contractor working for a state agency</p><p><input type="radio"/> Terminated/Retired state employee</p><p><input type="button" value="Back"/> <input type="button" value="Next"/></p></div>
3.	<p>Using the radio button, select <b>Terminated/Retired state employee</b>.</p> <div data-bbox="289 1104 943 1619" style="border: 1px solid black; padding: 10px; text-align: center;"><h3>User Registration</h3><p>What type of Cardinal application user are you?</p><p><input type="radio"/> Active state employee</p><p><input type="radio"/> Contractor working for a state agency</p><p><input checked="" type="radio"/> Terminated/Retired state employee</p><p><input type="button" value="Back"/> <input type="button" value="Next"/></p></div>

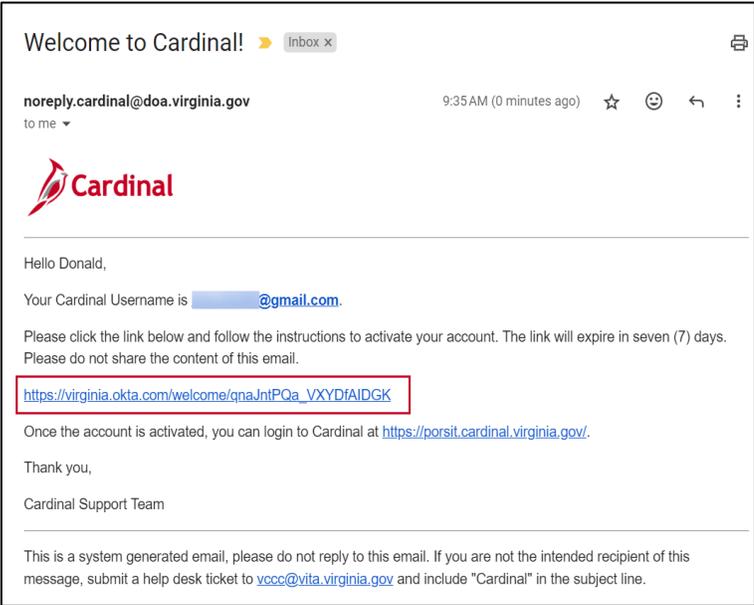
Step	Action
	<p>The <b>Cardinal User Registration</b> page displays with validation criteria.</p> <div data-bbox="592 378 1055 1113" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
4.	<p>Enter your Cardinal Employee ID including the leading zeros in the <b>*Enter 11-digit Employee ID</b> field.</p> <div data-bbox="289 1234 1036 1381" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>* Enter 11 digit Employee ID</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;">XXXXXXXX</div> </div>
	<p>If you do not know your Cardinal Employee ID, contact your former agency's HR Administrator.</p>
5.	<p>Enter the last 4 digits of your social security number in the <b>*Enter last 4 digits of your SSN</b> field.</p> <div data-bbox="289 1596 1015 1738" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>* Enter last 4 digits of your SSN</p> <div style="border: 2px solid red; padding: 2px; display: inline-block;">XXXX</div> </div>

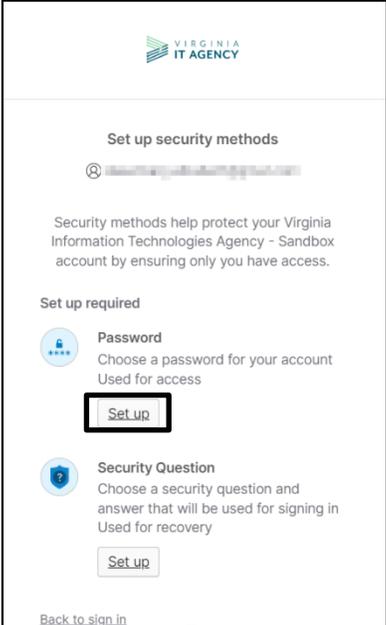
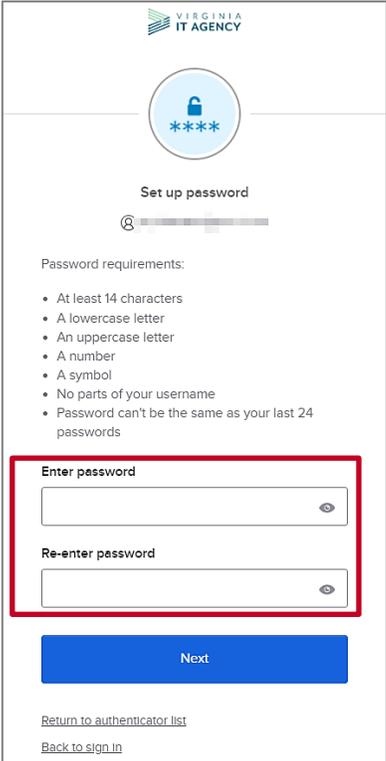
Step	Action
6.	<p>Complete the <b>Cardinal re-captcha</b> field. Enter the code exactly as it appears. This field is case sensitive.</p> <ul style="list-style-type: none"> <li>• <b>Refresh</b>  : click the refresh icon to have a new Cardinal re-captcha code display.</li> <li>• <b>Speaker</b>  : click the speaker icon to receive an audible Cardinal re-captcha code.</li> </ul> 
7.	<p>Click the <b>Next</b> button.</p> 
8.	<p>The <b>Cardinal User Registration</b> page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button.</p> 
9.	<p>Click the <b>Next</b> button.</p> 

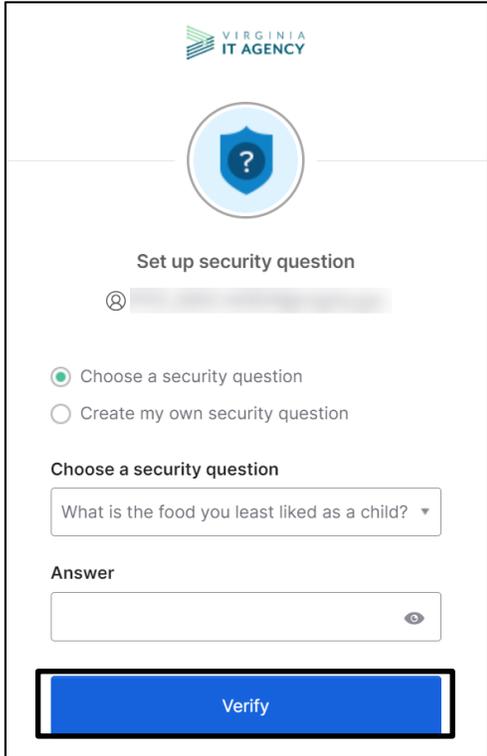
Step	Action
10.	<p>The <b>Cardinal User Registration</b> page displays. Verify the information displayed is correct and enter your email address in the <b>*Confirm email address</b> field.</p> <div data-bbox="651 411 1138 949" style="border: 1px solid black; padding: 10px; text-align: center;">  <h3>Cardinal</h3> <p><b>User Registration</b></p> <p>To Register, verify user details and confirm email address. If any user information is inaccurate, contact your agency HR.</p> <p>First Name <input type="text" value="Donald"/></p> <p>Last Name <input type="text" value="Duck"/></p> <p>Agency <input type="text" value="22100 - Old Dominion University"/></p> <p>Email Address <input type="text" value="@gmail.com"/></p> <p>* Confirm email address  <input type="text" value="you@example.com"/></p> <p><input type="button" value="Back"/> <input type="button" value="Register"/></p> </div>

### Activating Your Account

Users are directed to activate their account after account creation. Account activation is a one-time process. During this process, the user will establish a password to access their Cardinal account and a security question and answer for recovery. Both steps must be completed.

Step	Action
1.	<p>Check your email for a <b>“Welcome to Cardinal!”</b> email from <a href="mailto:noreply.cardinal@doa.virginia.gov">noreply.cardinal@doa.virginia.gov</a>. If you do not see the email in your inbox, check your spam folder.</p> <div data-bbox="293 667 1047 1272" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>  </p> </div>

Step	Action
2.	<p>Click the <b>Set up</b> button under Password.</p> 
3.	<p>Enter password in the <b>Enter password</b> and <b>Re-enter password</b> fields.  <b>Note:</b> Be sure to adhere to the password requirements listed.</p> 

Step	Action
4.	Click the <b>Next</b> button. <div data-bbox="289 380 935 516" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
5.	Select the option to choose a security question from the list or create your own security question. <div data-bbox="289 632 776 1388" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
6.	In the <b>Answer</b> field, enter the answer to the security question. This field is <b>not</b> case sensitive.
7.	Click the <b>Verify</b> button. <div data-bbox="289 1577 911 1713" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
User will now be directed to set up Multi-Factor Authentication. For next steps, see <a href="#">Multi-Factor Authentication (MFA) Set Up</a> .	

### Multi-Factor Authentication (MFA) Set Up

Multi-factor authentication (MFA) serves as a digital gatekeeper, requiring users to present multiple forms of identification to gain access to their accounts. This added layer of security is crucial for safeguarding your account. Cardinal utilizes Okta as our digital gatekeeper.

Setting up MFA allows users to access the Cardinal Portal from outside the Commonwealth of Virginia (COV) network. Although only one is required, Cardinal recommends setting up more than one of the three options displayed below.

#### Okta Verify

A downloaded application that authenticates login by sending a notification to your specified device asking you to approve your activity.

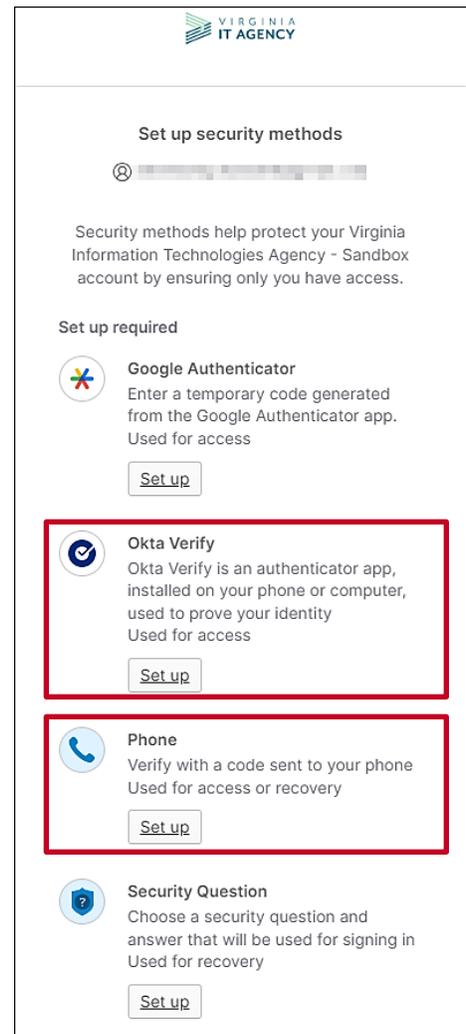
- Requires Okta Verify application to be downloaded to your device
- Requires a mobile phone registered in the United States or Canada

#### Phone

A text message or voice call containing an authentication code that you will enter on your computer/device.

- Phone registered in the United States or Canada
- Mobile phone required for text message authentication
- Carrier messaging rates apply

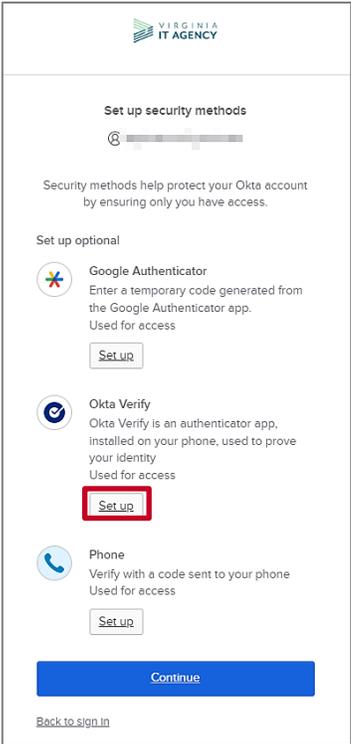
**Note: Google Authenticator** Mobile App is not supported or recommended by Cardinal but can be utilized.

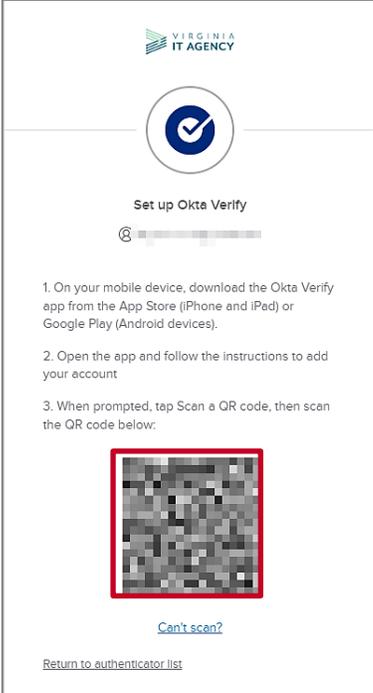


### Setting up Okta Verify

Using this method of authentication requires the Okta Verify application to be downloaded and installed on your mobile device from your mobile phone application store (Play Store for Android and App Store for iPhone).

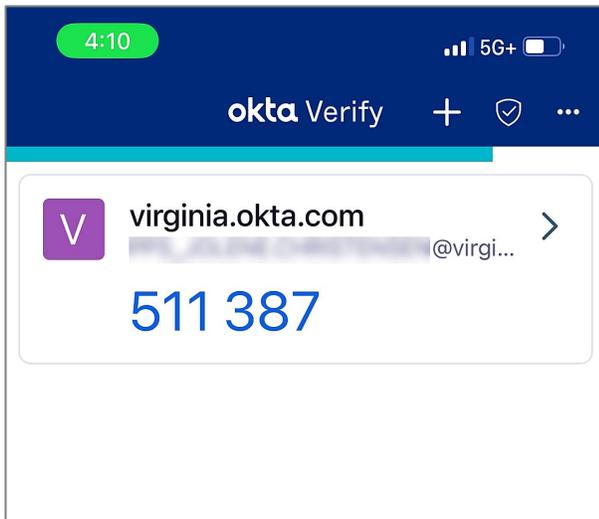
Prior to beginning the set-up process, ensure the application is downloaded your device.

Step	Action
1.	<p>Click the <b>Set up</b> link under the Okta Verify option.</p>  <p>The screenshot shows the 'Set up security methods' screen. It includes a progress indicator, a security warning, and three options: Google Authenticator, Okta Verify (with 'Set up' button highlighted), and Phone. A 'Continue' button is at the bottom, and a 'Back to sign in' link is at the bottom left.</p>

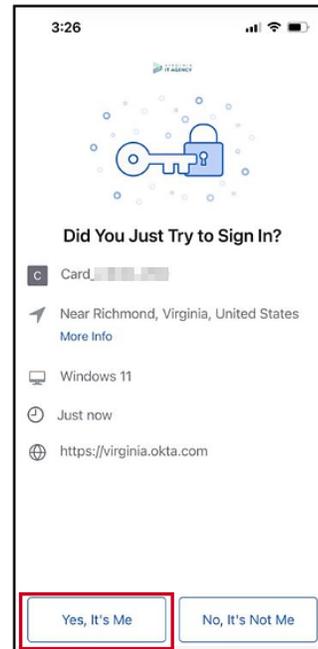
Step	Action
2.	<p>Scan the QR code that displays on the computer screen with your mobile device's camera.</p>  <p>The screenshot shows the 'Set up Okta Verify' interface. At the top is the 'VIRGINIA IT AGENCY' logo. Below it is a blue checkmark icon. The text reads 'Set up Okta Verify' followed by a partially obscured email address. The instructions are:</p> <ol style="list-style-type: none"> <li>1. On your mobile device, download the Okta Verify app from the App Store (iPhone and iPad) or Google Play (Android devices).</li> <li>2. Open the app and follow the instructions to add your account</li> <li>3. When prompted, tap Scan a QR code, then scan the QR code below:</li> </ol> <p>A QR code is displayed in the center, enclosed in a red rectangular box. Below the QR code are two links: <a href="#">Can't scan?</a> and <a href="#">Return to authenticator list</a>.</p>
3.	<p>Follow the prompts on your device. When Okta Verify is properly set up, the user will be redirected to the <b>Set up security methods</b> page.</p>

**Note:** Below is a **sample** of screenshots that appear on your mobile device you login to authenticate to access the Cardinal Portal.

Okta Verify Code displays on mobile device

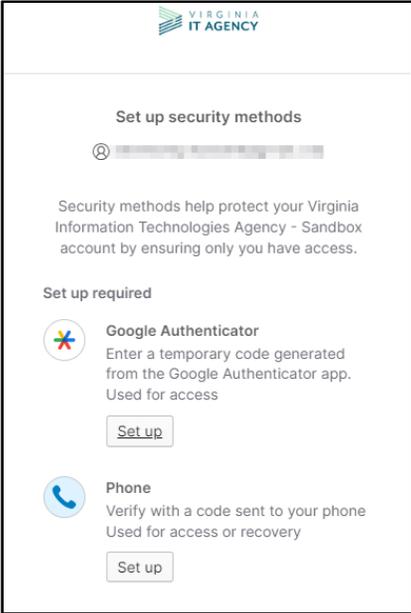


Okta Verify Push Notification displays on mobile

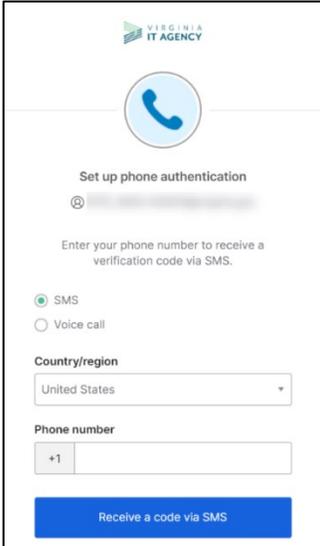


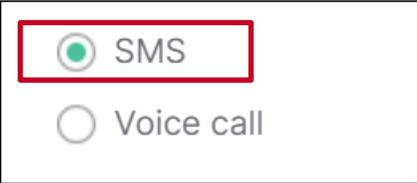
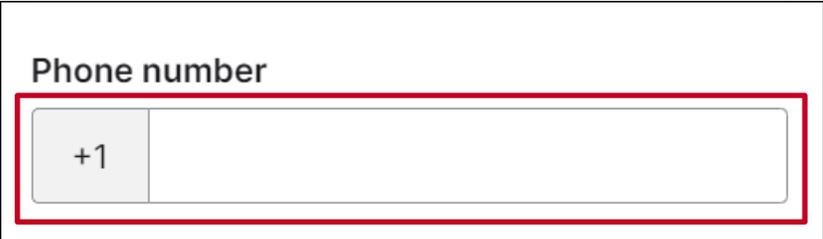
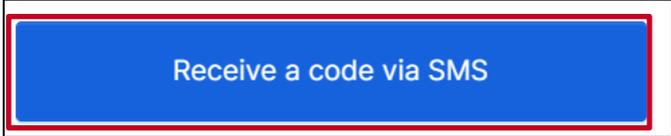
### Setting up Phone Authentication

Set up the phone option to get a text message or voice call containing an authentication code that is entered on your computer/device.

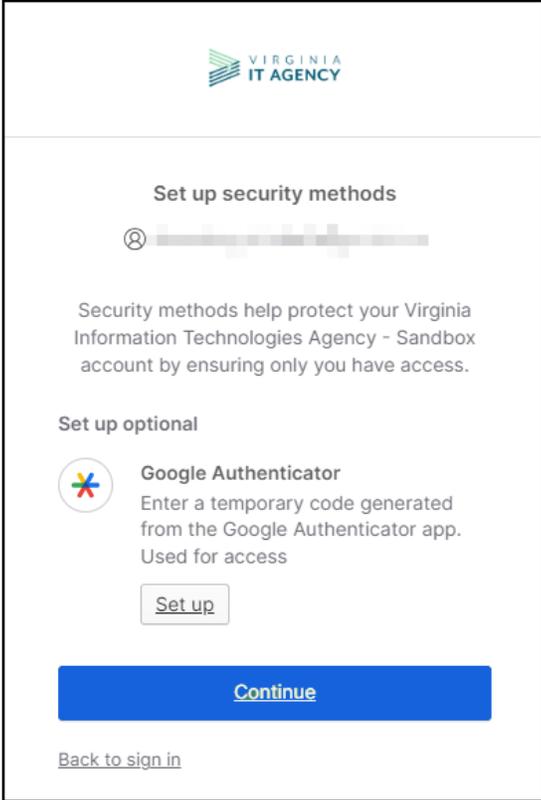
Step	Action
1.	<p>Click the <b>Set up</b> button for the <b>Phone</b> option.</p> 

The Set up phone authentication page displays.



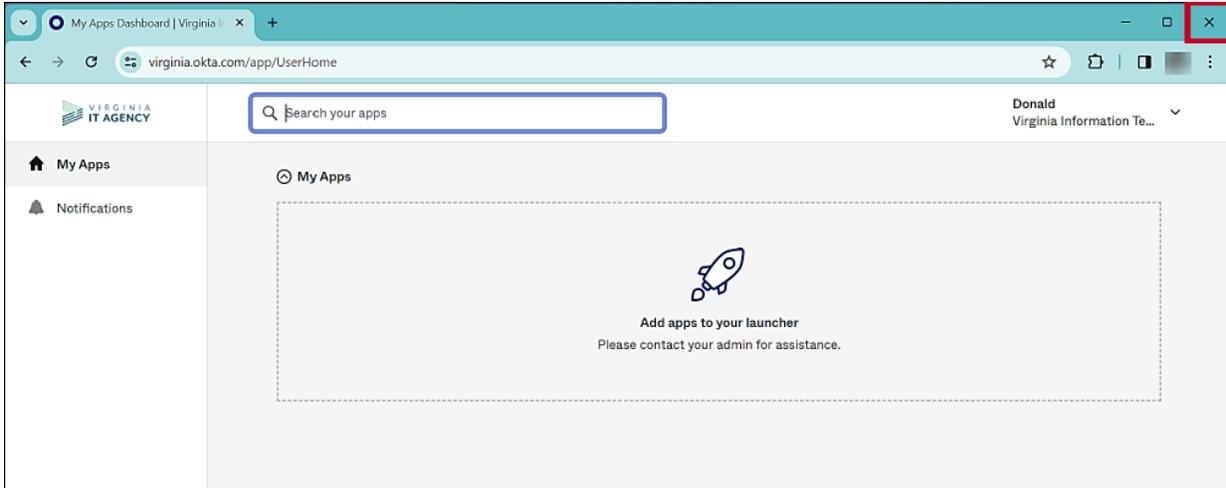
Step	Action
2.	<p>Select preferred method to receive the verification code via text message or phone call.</p> <p><b>Note:</b> For this example, SMS has been selected. If select phone call is selected, a phone call will be made to the provided number with the verification code read aloud.</p> <div data-bbox="266 457 683 640"><p>The screenshot shows two radio button options. The top option is 'SMS', which has a green dot in the center of the radio button and is enclosed in a red rectangular box. The bottom option is 'Voice call', which has an empty radio button.</p></div>
3.	<p>Enter phone number in the Phone number field.</p> <div data-bbox="266 722 1089 961"><p>The screenshot shows a 'Phone number' input field. The field is divided into two sections: a small grey box on the left containing '+1' and a larger white box on the right for the rest of the number. The entire input area is enclosed in a red rectangular box.</p></div>
4.	<p>Click the Receive a code via SMS button.</p> <div data-bbox="266 1052 937 1188"><p>The screenshot shows a blue rectangular button with the text 'Receive a code via SMS' in white. The button is enclosed in a red rectangular box.</p></div>

Step	Action
	<p>The <b>Set up phone authentication</b> page displays again with a different prompt.</p> <div data-bbox="545 380 1094 1110" style="border: 1px solid black; padding: 10px; text-align: center;">  <b>Set up phone authentication</b> Ⓜ [Redacted] <p>A code was sent to your phone. Enter the code below to verify. Carrier messaging charges may apply</p><p><b>Enter Code</b></p><input data-bbox="599 919 1040 978" type="text"/>  <input data-bbox="599 1016 1040 1087" type="button" value="Verify"/></div>
5.	<p>Enter the code received from your device in the <b>Enter Code</b> field.</p> <div data-bbox="266 1199 1019 1402" style="border: 1px solid black; padding: 5px;"><p><b>Enter Code</b></p><div style="border: 2px solid red; height: 40px; width: 100%;"></div></div>
6.	<p>Click the <b>Verify</b> button.</p> <div data-bbox="266 1486 886 1629" style="border: 1px solid black; padding: 5px;"><div style="border: 2px solid red; background-color: #0070C0; color: white; text-align: center; padding: 10px; width: fit-content; margin: 0 auto;"><b>Verify</b></div></div>

Step	Action
	<p>The Set up security methods screen displays.</p> <div data-bbox="548 378 1089 1178" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"></div>
7.	<p>Click Continue.</p> <div data-bbox="264 1266 1094 1402" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"></div>

Step	Action
------	--------

The **Okta homepage** screen displays. No further action is needed on this page.

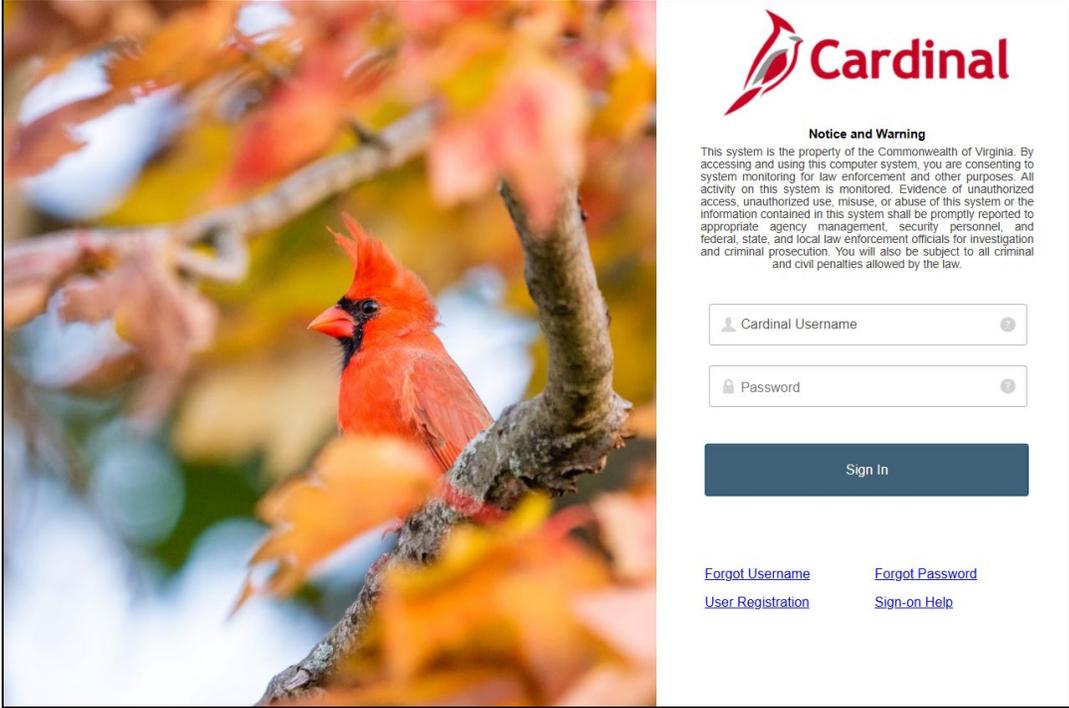


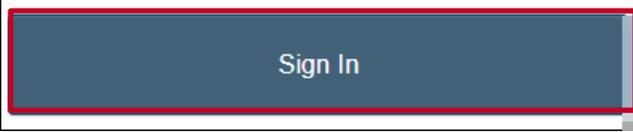
- Return to [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov) to log in securely using user credentials and chosen MFA method.

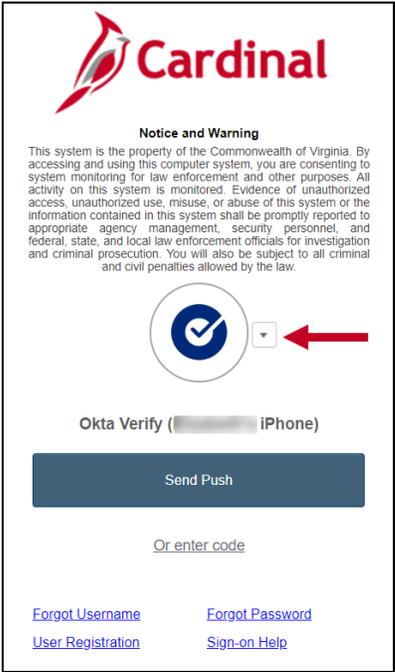
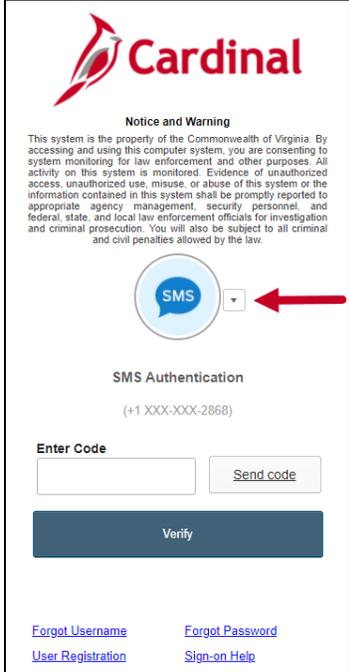


### Logging into Cardinal

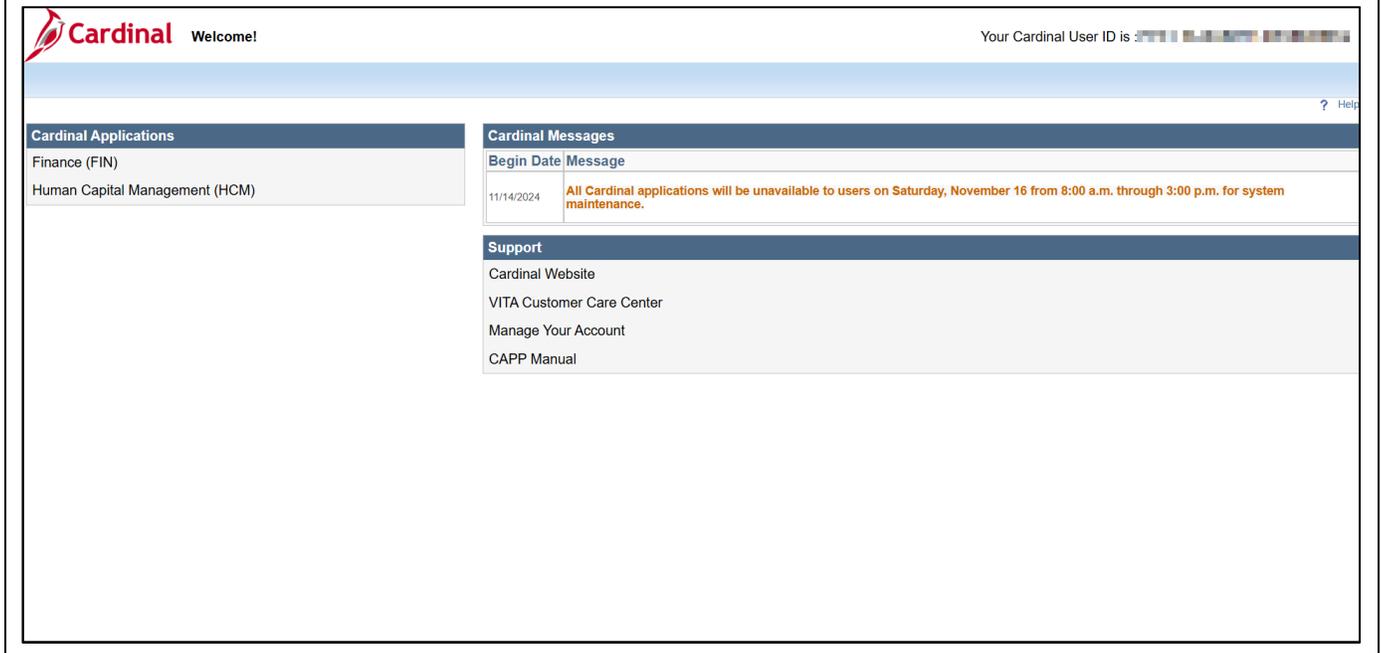
To access the Cardinal portal, users will need to login with their Cardinal Username and password. Multi-Factor Authentication is required for login for users accessing Cardinal outside of the COV-network. The MFA prompt is directly embedded into the Cardinal login screen. To change your authentication method from the default displayed, click the **drop-down arrow** beside the icon and choose a different option.

Step	Action
1.	Enter the following URL into the web browser for Cardinal: <a href="https://my.cardinal.virginia.gov">my.cardinal.virginia.gov</a> . 
2.	Enter Cardinal Username in the <b>Cardinal Username</b> field. 
3.	Enter password in the <b>Password</b> field. 

Step	Action
4.	Click the <b>Sign In</b> button. <div data-bbox="266 380 899 512" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  </div>
5.	User will be prompted to authenticate with preferred method. <div data-bbox="266 594 672 1289" style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p data-bbox="407 722 532 737"><b>Notice and Warning</b></p> <p data-bbox="289 741 651 877">This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <div data-bbox="418 884 553 989" style="text-align: center;">  </div> <p data-bbox="342 1020 597 1045">Okta Verify (  iPhone)</p> <div data-bbox="297 1062 643 1119" style="text-align: center; background-color: #4a7c9c; color: white; padding: 5px; width: fit-content; margin: 0 auto;">           Send Push         </div> <p data-bbox="418 1146 521 1167" style="text-align: center;"><a href="#">Or enter code</a></p> <div data-bbox="293 1220 589 1272" style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><a href="#">Forgot Username</a></span> <span><a href="#">Forgot Password</a></span> </div> <div data-bbox="293 1251 565 1272" style="display: flex; justify-content: space-between;"> <span><a href="#">User Registration</a></span> <span><a href="#">Sign-on Help</a></span> </div> </div>

Step	Action
<p><b>i</b></p>	<p>To change your authentication method from the default displayed, click the <b>drop-down arrow</b> beside the icon and choose a different option.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="267 409 662 1081">  <p><b>Cardinal</b></p> <p><b>Notice and Warning</b></p> <p>This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <p> <b>Okta Verify</b> ( iPhone)</p> <p><input type="button" value="Send Push"/></p> <p><a href="#">Or enter code</a></p> <p><a href="#">Forgot Username</a>   <a href="#">Forgot Password</a>  <a href="#">User Registration</a>   <a href="#">Sign-on Help</a></p> </div> <div data-bbox="820 409 1169 1081">  <p><b>Cardinal</b></p> <p><b>Notice and Warning</b></p> <p>This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <p> <b>SMS</b></p> <p><b>SMS Authentication</b></p> <p>(+1 XXX-XXX-2868)</p> <p><b>Enter Code</b></p> <p><input type="text"/> <input type="button" value="Send code"/></p> <p><input type="button" value="Verify"/></p> <p><a href="#">Forgot Username</a>   <a href="#">Forgot Password</a>  <a href="#">User Registration</a>   <a href="#">Sign-on Help</a></p> </div> </div>

The Cardinal Portal displays.



**Cardinal** Welcome! Your Cardinal User ID is [REDACTED]

---

[? Help](#)

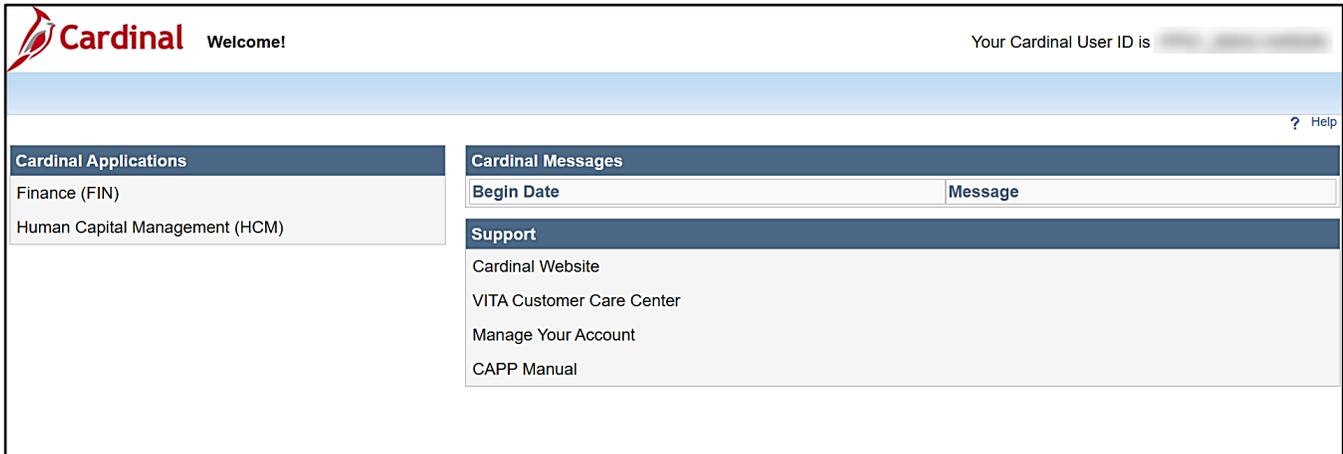
<p><b>Cardinal Applications</b></p> <ul style="list-style-type: none"> <li>Finance (FIN)</li> <li>Human Capital Management (HCM)</li> </ul>	<p><b>Cardinal Messages</b></p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>Message</th> </tr> </thead> <tbody> <tr> <td>11/14/2024</td> <td>All Cardinal applications will be unavailable to users on Saturday, November 16 from 8:00 a.m. through 3:00 p.m. for system maintenance.</td> </tr> </tbody> </table>	Begin Date	Message	11/14/2024	All Cardinal applications will be unavailable to users on Saturday, November 16 from 8:00 a.m. through 3:00 p.m. for system maintenance.	<p><b>Support</b></p> <ul style="list-style-type: none"> <li>Cardinal Website</li> <li>VITA Customer Care Center</li> <li>Manage Your Account</li> <li>CAPP Manual</li> </ul>
Begin Date	Message					
11/14/2024	All Cardinal applications will be unavailable to users on Saturday, November 16 from 8:00 a.m. through 3:00 p.m. for system maintenance.					

### Managing Your Account

Your Cardinal account can be managed through the Cardinal Portal. The Cardinal Portal is the access point to Cardinal Financials (FIN) and Human Capital Management (HCM) applications, as well as important Cardinal messages and support resources.

#### Cardinal Portal

The **Cardinal Portal** contains four (4) sections for users; **Header**, **Cardinal Applications**, **Cardinal Messages**, and **Support**.



The screenshot displays the Cardinal Portal interface. At the top left is the Cardinal logo and the text "Welcome!". At the top right, it says "Your Cardinal User ID is" followed by a blurred user ID. Below the header is a blue navigation bar with a "Help" link. The main content area is divided into four sections: "Cardinal Applications" (listing Finance (FIN) and Human Capital Management (HCM)), "Cardinal Messages" (with a table for Begin Date and Message), and "Support" (listing Cardinal Website, VITA Customer Care Center, Manage Your Account, and CAPP Manual).

#### Header



The screenshot shows the header section of the Cardinal Portal. It includes the Cardinal logo, the text "Welcome!", and "Your Cardinal User ID is" followed by a blurred user ID.

The Header section of the Cardinal Portal page contains your **User ID**: visible in several locations throughout the Cardinal application (i.e., Reports Manager, Process Monitor, Worklist, Last Updated by).

When accessing Cardinal applications, the header will also display the following:

- **Home page link**: click this link to return to the **Cardinal Portal**.
- **Sign out link**: click this link to sign out of the **Cardinal**.

### Cardinal Applications

Cardinal Applications
Finance (FIN)
Human Capital Management (HCM)

The **Cardinal Applications** section of the page contains the following links:

**Finance (FIN)** link – click this link to open Cardinal Financials

**Human Capital Management (HCM)** link – click this link to open Cardinal HCM

### Cardinal Messages

Cardinal Messages	
Begin Date	Message
11/14/2024	All Cardinal applications will be unavailable to users on Saturday, November 16 from 8:00 a.m. through 3:00 p.m. for system maintenance.

The **Cardinal Messages** section of the page contains important messages such as:

- System outages
- Upcoming Cardinal related training
- Important reminders and deadlines

### Support

Support
Cardinal Website
VITA Customer Care Center
Manage Your Account
CAPP Manual

The **Support** section of the page contains links to access commonly used pages and a **Manage Your Account** link for Non-COV and personal email users. See below for an overview of each:

- **Cardinal Website:** click this link to access the Cardinal website page which contains videos, job aids, and support materials.
- **VITA Customer Care Center (VCCC):** click this link to access the [VITA Customer Care Center](#) page where you can enter help desk tickets for Cardinal system issues. Please check with your agency/locality for additional support resources to answer questions about Cardinal.

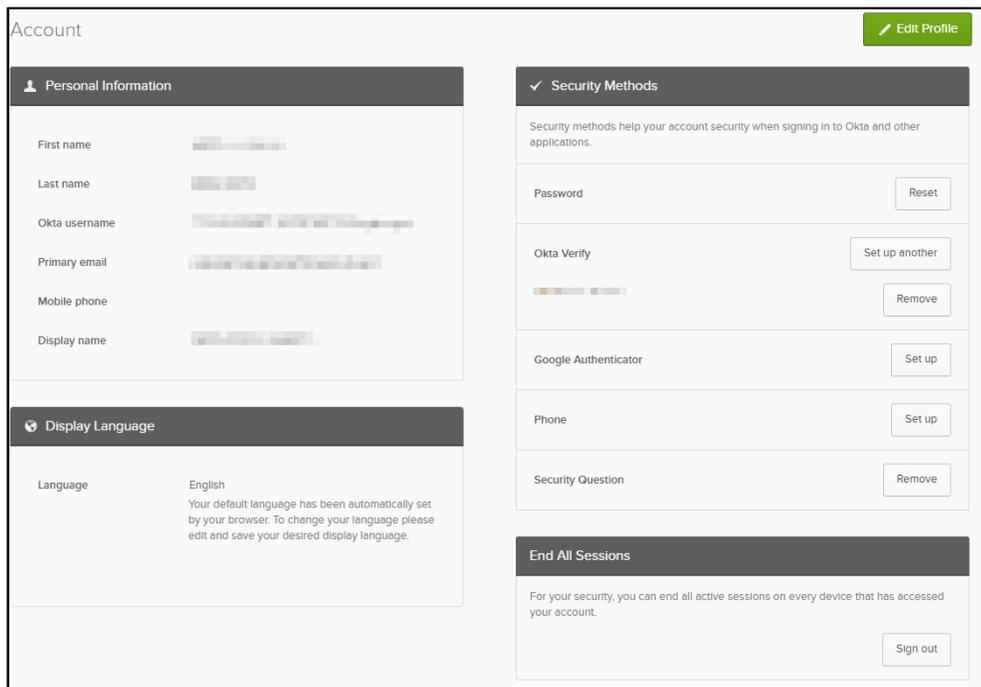
**Note:** Submit a help desk ticket to [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include “**Cardinal Access**” in the subject line. Provide detailed information about your issue and include your **name, email address,** and your **best contact phone number** in the body of the email.

- **Manage Your Account:** click this link to access the **Manage Your Account** page which opens a page in Okta that allows you to make changes to your account (i.e., change password question and security methods).
- **CAPP Manual:** click this link to access the Department of Accounts (DOA) Commonwealth Accounting Policies and Procedures (CAPP) Manual.

### Manage Your Account Page

The **Manage Your Account** page, when clicked, opens the user account page in Okta that allows users to view and make various changes to user's account (i.e., update Security methods and end all active sessions). The **Account** page displays and contains four sections:

- Personal Information
- Display Language
- Security Methods
- End All Sessions

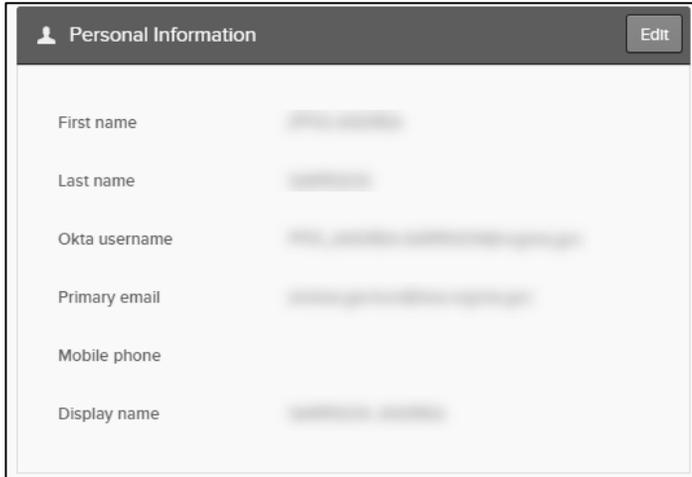


The screenshot shows the Okta Account page with the following sections:

- Personal Information:** Fields for First name, Last name, Okta username, Primary email, Mobile phone, and Display name.
- Display Language:** Language set to English. A note states: "Your default language has been automatically set by your browser. To change your language please edit and save your desired display language."
- Security Methods:** Includes a "Reset" button for Password, "Set up another" and "Remove" buttons for Okta Verify, "Set up" for Google Authenticator, "Set up" for Phone, and "Remove" for Security Question.
- End All Sessions:** A "Sign out" button to end all active sessions.

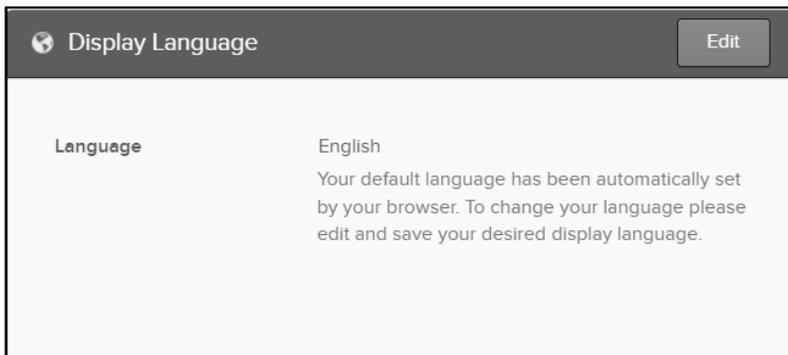
### Personal Information

These fields do not have editing features enabled and are read-only. For updates or corrections, contact your agency's HR Administrator.



### Display Language

This section shows the language in which your content displays.

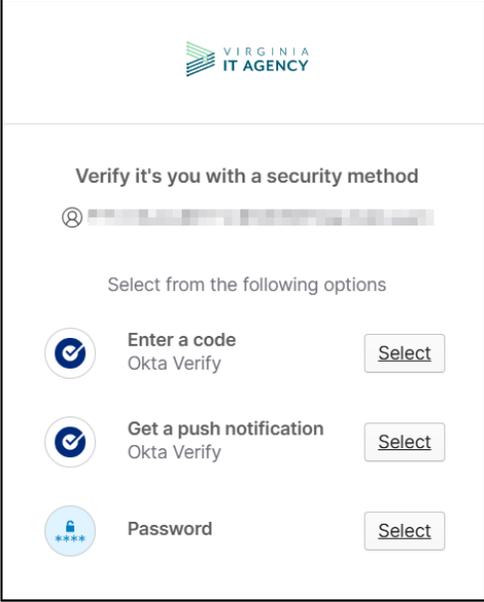
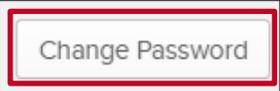


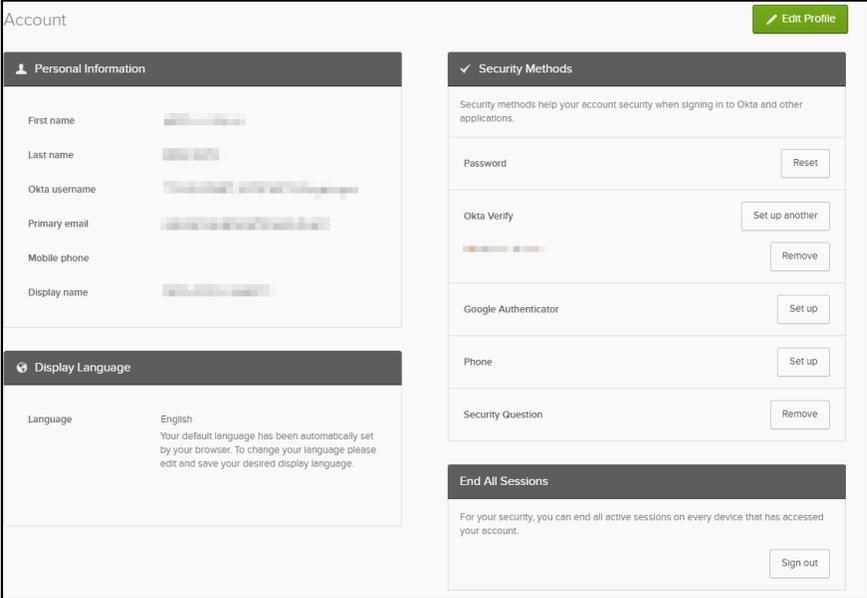
**Note:** Cardinal does not provide support for non-English languages. **Do not** change this setting.

### Password

Users can change their password in Okta. Passwords expire after 90 days, so be sure to update accordingly.

Step	Action
1.	To make change password, click the <b>Edit Profile</b> button in the upper right corner 

Step	Action
2.	<p>After clicking Edit Profile, user will be prompted to authenticate using preferred method.</p> 
3.	<p>Enter your current password in the <b>Current password</b> field.</p> 
4.	<p>Enter your new password in the <b>New password</b> field.</p> 
5.	<p>Re-enter your new password in the <b>Confirm new password</b> field.</p> 
6.	<p>Click the <b>Change Password</b> button.</p> 

Step	Action
	<p>The <b>Account</b> page section displays again.</p> 

### Security Methods

In this section, users have the option to set up additional security methods, or remove ones already set up. This useful for updating security preferences or recovering access if a security question is forgotten.

✓
Security Methods

Security methods help your account security when signing in to Okta and other applications.

Okta Verify
Set up another



Remove

Google Authenticator
Set up

Phone
Set up another

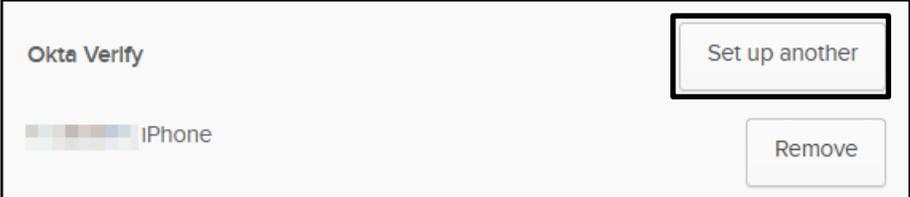
+1 XXX-XXX-XXXX
Remove

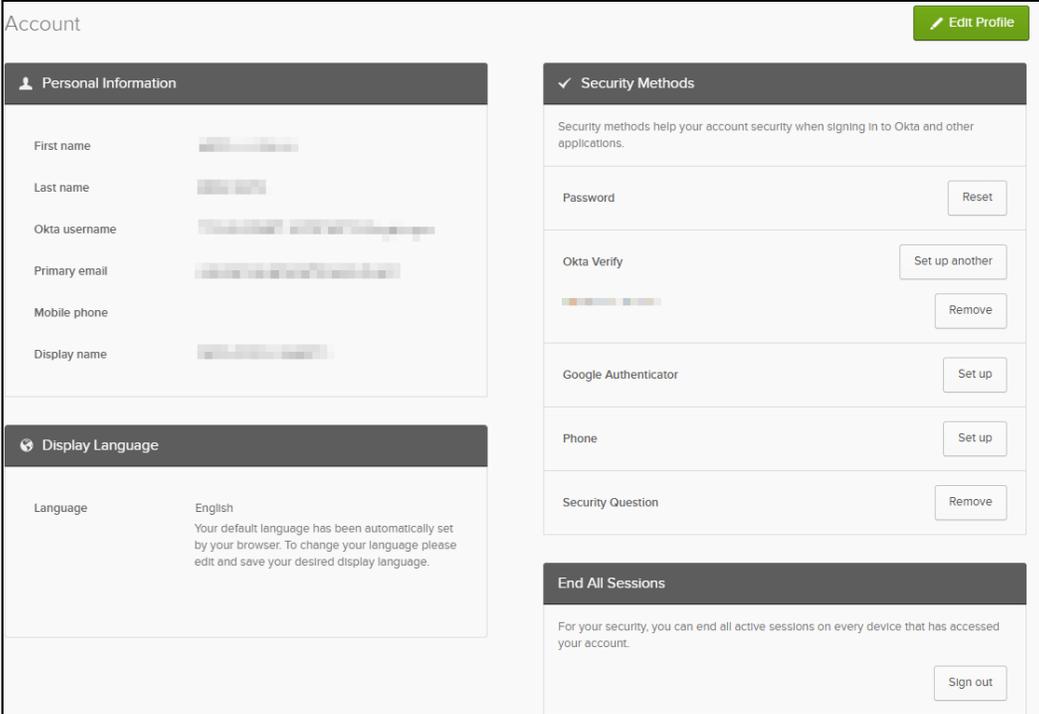
Security Question
Remove

There are five (5) options listed under the **Security Methods** section:

- Password
- Okta Verify
- Google Authenticator Mobile App – is not supported or recommended by Cardinal but can be utilized.
- Phone
- Security Question

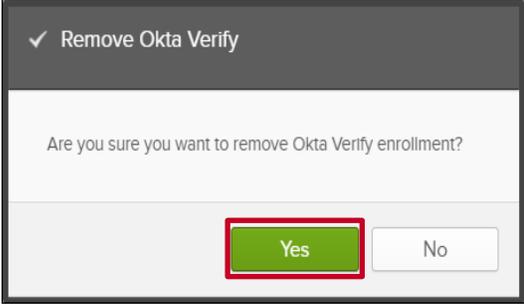
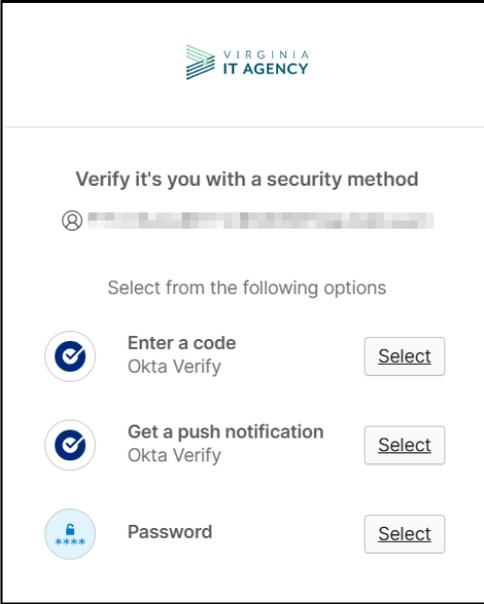
### Adding a Security Method

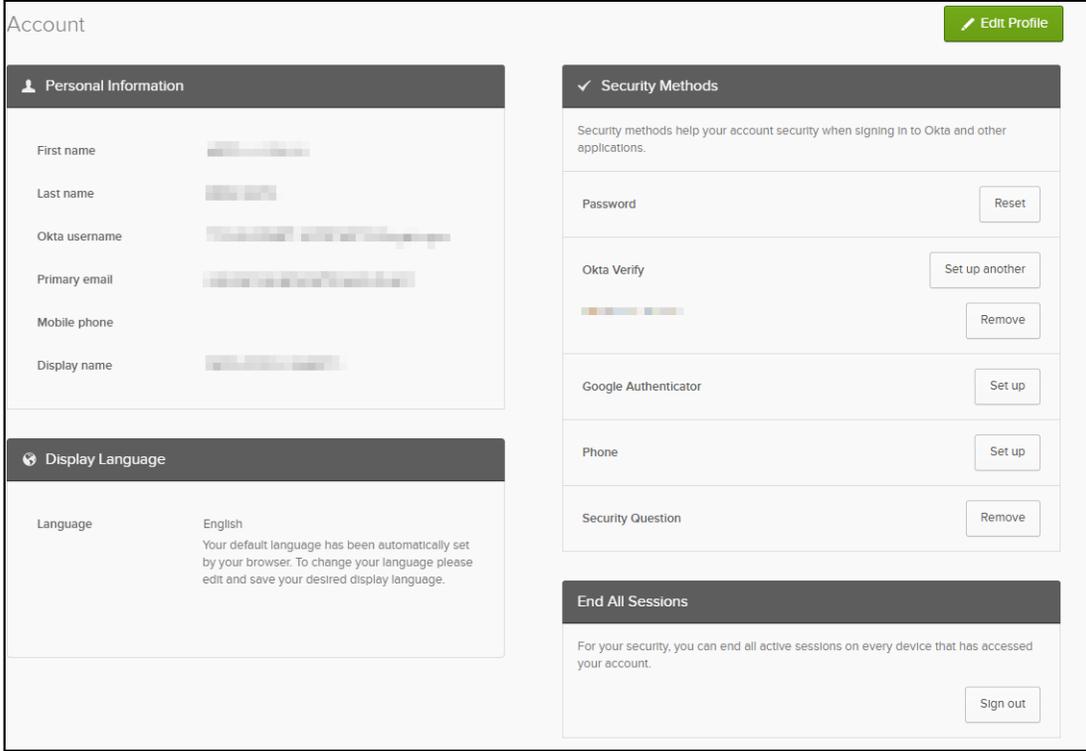
Step	Action
1.	<p>To add a security method, click the <b>Set up</b> or <b>Set up another</b> button for the method you would like to setup. Refer to the <a href="#">Multi-Factor Authentication Set Up</a> section.</p>  <p>The screenshot shows a list of security methods. 'Okta Verify' is the first method, and 'iPhone' is the second. To the right of 'Okta Verify' is a button labeled 'Set up another', which is highlighted with a black border. Below 'iPhone' is a button labeled 'Remove'.</p>

Step	Action
	<p>Once successfully set up, the <b>Account</b> page displays again.</p>  <p>The screenshot shows the 'Account' page with an 'Edit Profile' button in the top right. It is divided into three main sections: 'Personal Information' (with fields for first/last name, Okta username, primary email, mobile phone, and display name), 'Display Language' (set to English), and 'Security Methods'. The Security Methods section includes options for Password (Reset), Okta Verify (Set up another, Remove), Google Authenticator (Set up), Phone (Set up), and Security Question (Remove). At the bottom, there is an 'End All Sessions' section with a 'Sign out' button.</p>

### Removing a Security Method

Step	Action
1.	<p>Click the <b>Remove</b> button to delete a security method that is currently setup.</p>  <p>The close-up shows the 'Okta Verify' section with a 'Set up another' button and a 'Remove' button. The 'Remove' button is highlighted with a black border.</p>

Step	Action
2.	<p>Click the <b>Yes</b> button to confirm deletion.</p> 
3.	<p>User will be prompted to authenticate using preferred method</p> 
4.	<p>Depending on method selected, follow the prompts on your device and click <b>Verify</b>.</p>

Step	Action
	<p>Once successfully removed, the <b>Account</b> page displays again.</p> 

### End All Sessions

This section allows you to sign out of all active sessions on any device.

Step	Action
1.	<p>Click the <b>Sign out</b> button to end all active sessions.</p> 

### Troubleshooting

This section contains information to help you manage your account after it has been successfully set up and includes:

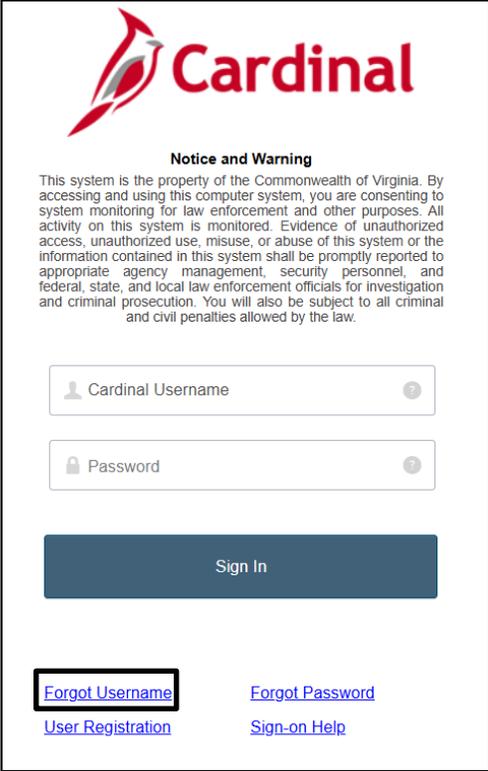
- Forgot Username

- Forgot Password
- Sign-on Help
- Common Registration Errors
- Submitting a Ticket

### Forgot Username

Use the **Forgot Username** link to reset your password.

Start by entering the following URL in your web browser: [my.cardinal.virginia.gov](https://my.cardinal.virginia.gov).

Step	Action
1.	<p>Select the <b>Forgot Username</b> option on the login page.</p> <div data-bbox="293 789 781 1560" style="border: 1px solid black; padding: 10px;">  </div>

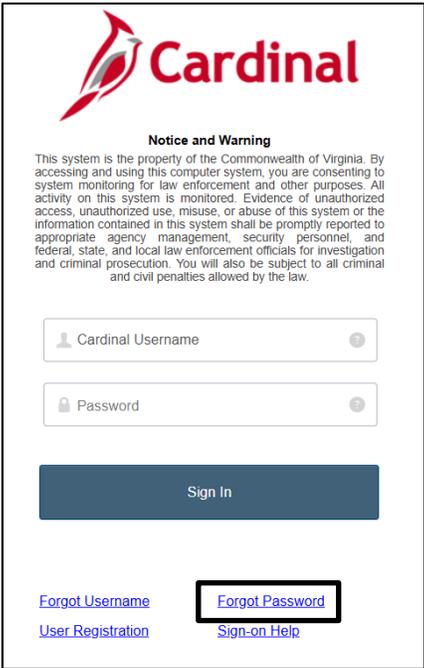
Step	Action
	<p>The <b>Forgot Username</b> page displays.</p> <div data-bbox="534 378 1102 984" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Forgot Username</b></p> <p>Please enter your email address to verify if it is registered in Cardinal. This could be your agency email address or the email address you provided while registering an account in Cardinal.</p> <p>* Enter Email Address</p> <input data-bbox="558 632 1065 678" type="text" value="you@example.com"/> <div data-bbox="656 711 967 873" style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="color: red; font-size: small;">Cardinal re-captcha</p> <p style="font-size: x-large; font-family: monospace; text-align: center;">-SGL6M2</p> <div style="display: flex; justify-content: center; gap: 5px;"> <span>↻</span> <span>🔊</span> </div> <input data-bbox="672 810 951 856" type="text" value="Enter verification text"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span data-bbox="561 909 695 957" style="background-color: #336699; color: white; padding: 5px 15px; border: 1px solid black;">Cancel</span> <span data-bbox="927 909 1060 957" style="background-color: #cccccc; color: #336699; padding: 5px 15px; border: 1px solid black;">Submit</span> </div> </div>
2.	<p>Enter your email address in the <b>Enter Email Address</b> field.</p> <div data-bbox="290 1073 932 1184" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small;">* Enter Email Address</p> <div style="border: 2px solid red; padding: 2px;"> <input data-bbox="298 1104 915 1173" type="text" value="you@example.com"/> </div> </div>
3.	<p>Complete the <b>Cardinal re-captcha</b> information. Enter the code exactly as it appears. This field is case sensitive.</p> <ul style="list-style-type: none"> <li><b>Refresh</b> <span>↻</span>: click the refresh button to have a new Cardinal re-captcha code display.</li> <li><b>Speaker</b> <span>🔊</span>: click the speaker button to receive an audible Cardinal re-captcha code.</li> </ul> <div data-bbox="290 1415 766 1650" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div data-bbox="350 1444 711 1629" style="border: 1px solid red; padding: 5px;"> <p style="color: red; font-size: small;">Cardinal re-captcha</p> <p style="font-size: x-large; font-family: monospace; text-align: center;">-SGL6M2</p> <div style="display: flex; justify-content: center; gap: 5px;"> <span>↻</span> <span>🔊</span> </div> <div style="border: 1px solid red; padding: 2px; margin-top: 5px;"> <input data-bbox="367 1566 695 1612" type="text" value="Enter verification text"/> </div> </div> </div>
4.	<p>Click the <b>Submit</b> button.</p> <div data-bbox="290 1734 909 1831" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="display: flex; justify-content: space-around; align-items: center;"> <div data-bbox="318 1759 475 1818" style="background-color: #336699; color: white; padding: 5px 15px; border: 1px solid black;">Cancel</div> <div data-bbox="735 1745 907 1831" style="border: 2px solid red; padding: 5px 15px; background-color: #cccccc; color: #336699; border-radius: 5px;">Submit</div> </div> </div>

Step	Action
	<p>If the email address was entered incorrectly, or if you are unsure, return to the <b>Cardinal Login</b> page and repeat the steps by clicking the <b>Forgot Username</b> link.</p> <div data-bbox="511 409 1125 730" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Forgot Username</b></p> <p>If there is a Cardinal Username that is associated with the information you entered, you will receive an email with your Cardinal Username. If you do not receive an email, please verify that you have entered the information correctly and submit a help desk ticket to <a href="mailto:vccc@vita.virginia.gov">vccc@vita.virginia.gov</a> and include "Cardinal" in the subject line.</p> </div>

### Forgot Password

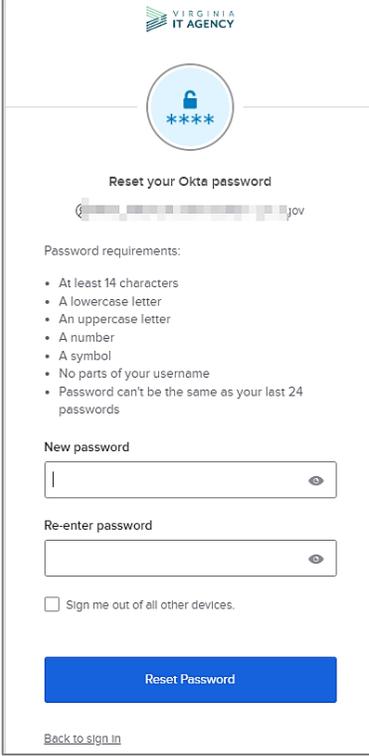
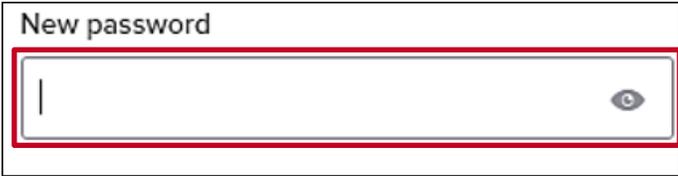
Use the **Forgot Password** link to reset your password.

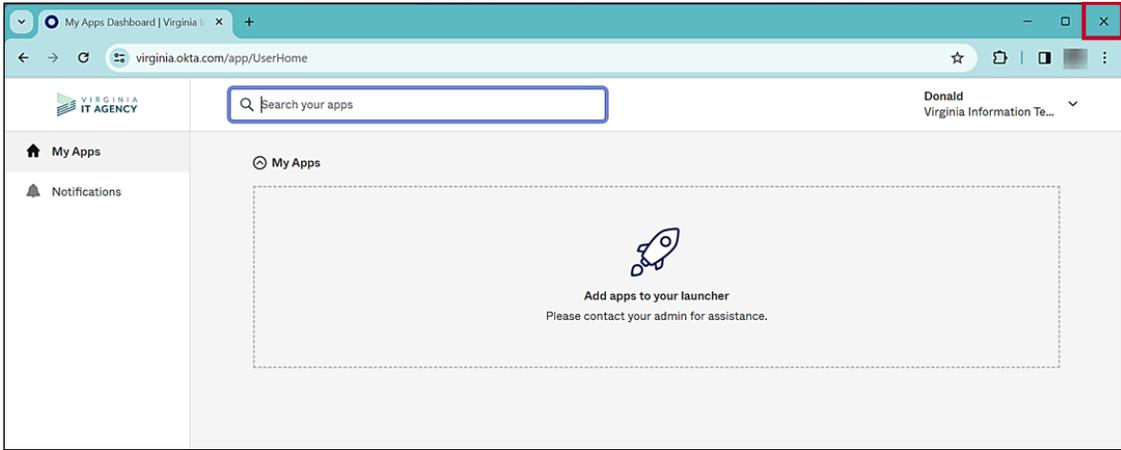
Start by entering the following URL in your web browser: [my.cardinal.virginia.gov](http://my.cardinal.virginia.gov).

Step	Action
1.	<p>Select the <b>Forgot Password</b> option on the login page.</p> <div data-bbox="292 1125 716 1793" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  </div>

Step	Action
	<p>The <b>Forgot Password</b> page displays.</p> <div data-bbox="561 380 1076 873" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;"><b>Forgot Password</b></p> <p>Please enter your Cardinal Username to initiate a password reset.</p> <p>* Enter Cardinal Username</p> <input type="text" value="you@example.com"/> <div style="border: 1px solid red; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="color: red; font-size: small;">Cardinal re-captcha</p> <p style="font-size: x-large; font-family: monospace; text-align: center;">WR5351</p> <div style="display: flex; justify-content: center; gap: 5px;"> <span>↻</span> <span>🔊</span> </div> <input style="width: 100%;" type="text" value="Enter verification text"/> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span>Cancel</span> <span>Submit</span> </div> </div>
2.	<p>Enter your email address in the <b>Enter Email Address</b> field.</p> <div data-bbox="290 974 915 1094" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p style="font-size: small;">* Enter Cardinal Username</p> <div style="border: 2px solid red; padding: 2px;"> <input type="text" value="you@example.com"/> </div> </div>
3.	<p>Complete the <b>Cardinal re-captcha</b> information. Enter the code exactly as it appears. This field is case sensitive.</p> <ul style="list-style-type: none"> <li>• <b>Refresh</b> <span>↻</span>: click the refresh button to have a new Cardinal re-captcha code display.</li> <li>• <b>Speaker</b> <span>🔊</span>: click the speaker button to receive an audible Cardinal re-captcha code.</li> </ul> <div data-bbox="290 1339 670 1562" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="border: 1px solid red; padding: 5px; margin-bottom: 5px;"> <p style="color: red; font-size: small;">Cardinal re-captcha</p> <p style="font-size: x-large; font-family: monospace; text-align: center;">WR5351</p> <div style="display: flex; justify-content: center; gap: 5px;"> <span>↻</span> <span>🔊</span> </div> </div> <div style="border: 2px solid red; padding: 2px;"> <input style="width: 100%;" type="text" value="Enter verification text"/> </div> </div>
4.	<p>Click the <b>Submit</b> button.</p> <div data-bbox="290 1661 909 1761" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content; display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 5px;"> <span>Cancel</span> </div> <div style="border: 2px solid red; padding: 5px;"> <span>Submit</span> </div> </div>

Step	Action
5.	<p>If a Cardinal Username is associated with the provided email address, the “Forgot Username” screen displays with the below message. An email from <a href="mailto:noreply.cardinal@doa.virginia.gov">noreply.cardinal@doa.virginia.gov</a> will be sent to provided email address with the assigned Username. Please allow up to 15 minutes for the email arrive and be sure to check the Spam folder.</p> <p>If the email address was entered incorrectly, or if you are unsure, return to the <b>Cardinal Login</b> page and repeat the steps by clicking the <b>Forgot Password</b> link.</p> <div data-bbox="630 596 1151 1047" style="border: 1px solid black; padding: 10px; text-align: center;">  <h3>Cardinal</h3> <p><b>Forgot Password</b></p> <p><small>If this is a valid Username, you will receive an email to the registered email address containing a link to reset your password. If you do not receive an email, please verify you have entered the information correctly and submit a help desk ticket to <a href="mailto:vccc@vita.virginia.gov">vccc@vita.virginia.gov</a>. Include “Cardinal” in the subject line and be sure to provide a contact email address and a phone number in the email.</small></p> </div> <p>If you do not receive an email, verify whether the correct Cardinal Username was entered and take the appropriate action from the options below:</p> <ul style="list-style-type: none"> <li>• If you did not enter the Cardinal Username correctly, or if you are unsure, return to the <b>Cardinal Login</b> page and repeat the steps by clicking the <b>Forgot Password</b> link.</li> <li>• <b>Note:</b> If the displayed information is incorrect, <b>do not proceed</b>. Submit a help desk ticket to <a href="mailto:vccc@vita.virginia.gov">vccc@vita.virginia.gov</a> and include “<b>Cardinal Access</b>” in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.</li> </ul> <p><b>Important:</b> If you do not use the reset password link within seven (7) days, repeat steps 1-8 in this section to receive an email with a new link.</p>
6.	In your email inbox, click the link to reset your password.
7.	<p>After clicking the link in the email, user will be prompted to authenticate using preferred method.</p> <p>Click the <b>Verify</b> or <b>Send Push</b> button.</p>
	To change MFA method, click the <b>drop-down arrow</b> and select preferred authentication.

Step	Action
	<p>The Reset Your Okta Password page displays.</p> 
8.	<p>Enter a new password in the <b>New password</b> field.</p> <p><b>Note:</b> Be sure to adhere to all password requirements provided.</p> 
9.	<p>Enter new password in the <b>Re-enter password</b> field.</p> 
10.	<p>Click the <b>Reset Password</b> button.</p> 

Step	Action
	<p>The <b>Okta Homepage</b> displays. No further action is required.</p> 
11.	<p>Click the <b>X</b> to close this web browser window. Proceed to <a href="#">Logging into Cardinal</a>.</p>

### Sign-on Help

Use the **Sign-on Help** link to access support materials on the Cardinal website.



This page displays common frequently asked questions regarding Cardinal access and login help. Keep in mind that your agency's administrators will be the best place to start with any agency or user specific questions.

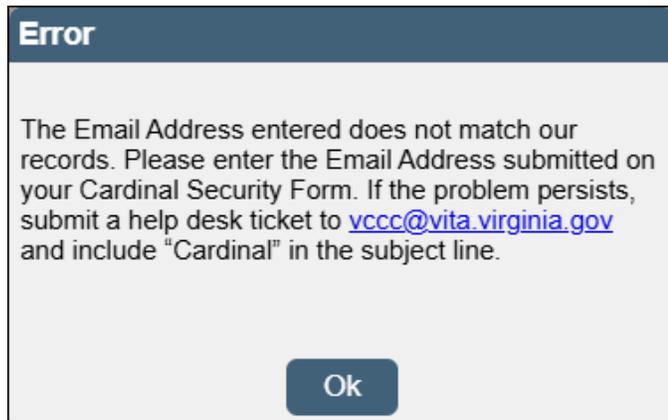
**Common Registration Errors**

Cardinal users might encounter issues during registration. This section outlines common Cardinal registration errors and their solutions.

**Incorrect Email**

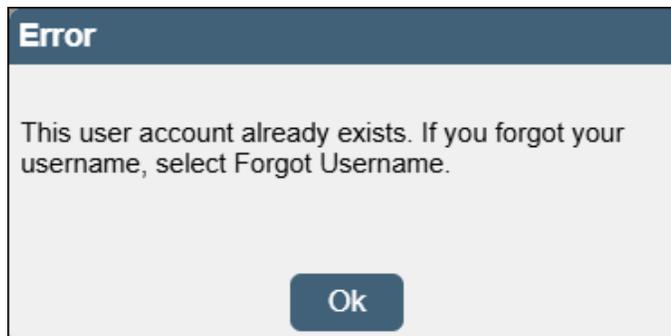
If you have not successfully completed the registration process, or if you entered the email address incorrectly, a message like the one below displays.

**Solution:** If the email address you entered is incorrect, click the **OK** button and enter the correct email address. This should be the email address that is recorded in Cardinal.

**User Account Already Exists**

If you have already registered your account, an **Error** message displays indicating the user account already exists.

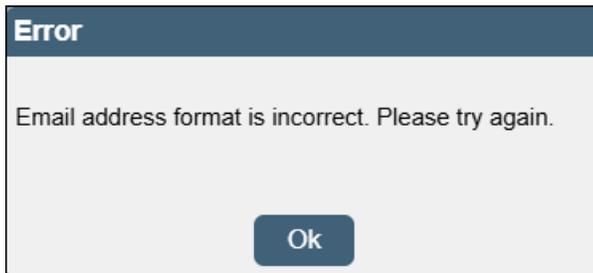
**Solution:** If you forgot your Cardinal Username, go to the [Forgot Username](#) section of this job aid.



### Incorrect Email Address Format

If the email address is not entered in the correct format, an **Error** message displays indicating that the email address format is incorrect.

**Solution:** Re-enter your email address, ensuring it is in the correct format. Re-enter the Cardinal re-captcha information and click the Register button.



**Note:** Once you have successfully registered your account, go to the [Activating Your Account](#) section. If you do not activate your account within seven (7) days, you will need to submit a help desk ticket.

### Submitting a Ticket

All tickets are routed through the Virginia IT Agency (VITA). If you have Cardinal technical or functional questions, submit a help desk ticket by emailing [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) and include the following information:

**Subject:** Cardinal – <brief summary for routing>

Email Content:

- Detailed information about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

### Attaching Documents and Screenshots:

- Include any relevant screenshots or documents as attachments to your email.
- Do not include any sensitive or personal information in images. If any personal or sensitive data is on the image, blur or crop out sensitive details before attaching.

### Cardinal Team Response

The Cardinal Team's hours of operation for tickets are Monday – Friday from 8:00 a.m. to 5:00 p.m. After you submit your help desk ticket, you will receive an email from the IT Service Desk <[vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov)> with an Incident number (i.e., INC1234567) and a link to VITA's ticketing system. Once your ticket is submitted, you can track its work progress via the link provided in a courtesy email.

**Note:** Some users may not be able to access VITA's ticketing system but updates will be provided via email each time a comment is added to your inquiry.

The Cardinal Team may contact you directly, using the contact information provided.



### Agency Network Status

Agencies within the COV network, whose users are managed through VITA, are considered COV agencies/users. COV users with an agency-provided email address can use their COV credentials (email address and network password) to log into Cardinal.

See the below list of Commonwealth of Virginia (**COV**) and **Non-COV** agencies to confirm your agency network.

Business Unit	Agency Name	COV/ Non-COV
95000	9(C) REVENUE BONDS	NON-COV
95100	9(D) REVENUE BONDS	NON-COV
14900	ADMINISTRATION OF HEALTH INSURANCE	COV
30700	AGRICULTURAL COUNCIL	COV
88300	AMERICAN REVOLUTION COMMISSION	NON-COV
99000	APPROPRIATION VETOES	NON-COV
99100	APPROPRIATION VETOES-CAPITAL	NON-COV
14100	ATTORNEY GENERAL AND DEPARTMENT OF LAW	NON-COV
14300	ATTORNEY GENERAL, DIVISION OF DEBT COLLECTION	NON-COV
13300	AUDITOR OF PUBLIC ACCOUNTS	NON-COV
75400	AUGUSTA CORRECTIONAL CENTER	COV
87100	AUTISM ADVISORY COUNCIL	NON-COV
76100	BASKERVILLE CORRECTIONAL CENTER	COV
88200	BEHAVIORAL HEALTH COMMISSION	NON-COV
71800	BLAND CORRECTIONAL CENTER	COV
29100	BLUE RIDGE COMMUNITY COLLEGE	NON-COV
22600	BOARD OF ACCOUNTANCY	COV
29000	BRIGHTPOINT COMMUNITY COLLEGE	NON-COV
85800	BROWN V. BOARD OF EDUCATION COMMITTEE	NON-COV
74900	BUCKINGHAM CORRECTIONAL CENTER	COV
82000	CAPITOL SQUARE PRESERVATION COUNCIL	NON-COV
72400	CATAWBA HOSPITAL	COV
99500	CENTRAL APPROPRIATIONS	NON-COV
94900	CENTRAL CAPITAL OUTLAY	NON-COV
70300	CENTRAL STATE HOSPITAL	COV
29200	CENTRAL VIRGINIA COMMUNITY COLLEGE	NON-COV
70700	CENTRAL VIRGINIA TRAINING CENTER	COV
84200	CHESAPEAKE BAY COMMISSION	NON-COV
24200	CHRISTOPHER NEWPORT UNIVERSITY	NON-COV
11300	CIRCUIT COURTS	NON-COV
83600	CITIZENS' COUNCIL EXECUTIVE MANSION	COV
99800	CITY/COUNTY TREASURERS	COV



# Security and Access Job Aid

## Cardinal System Access Guide

Business Unit	Agency Name	COV/ Non-COV
77300	COFFEEWOOD CORRECTIONAL CENTER	COV
11600	COMBINED DISTRICT COURTS	NON-COV
87000	COMMISSION ON CIVICS EDUCATION	NON-COV
86300	COMMISSION ON ELECTRIC UTILITY REGULATION	NON-COV
88100	COMMISSION ON SCHOOL CONSTRUCTION & MODERNIZATION	NON-COV
87900	COMMISSION ON THE MAY 31, 2019 VIRGINIA BEACH MASS SHOOTING	NON-COV
86000	COMMISSION ON UNEMPLOYMENT COMPENSATION	NON-COV
41300	COMMISSION ON VIRGINIA ALCOHOL SAFETY ACTION PROGRAM	COV
95700	COMMONWEALTH ATTORNEYS' SERVICES COUNCIL	NON-COV
70800	COMMONWEALTH CENTER FOR CHILDREN AND ADOLESCENTS	COV
15700	COMPENSATION BOARD	COV
23400	COOPERATIVE EXTENSION AND AGRICULTURAL RESEARCH SERVICE	NON-COV
12500	COURT OF APPEALS OF VIRGINIA	NON-COV
27900	DANVILLE COMMUNITY COLLEGE	NON-COV
75300	DEERFIELD CORRECTIONAL CENTER	COV
26200	DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES	COV
75100	DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING	COV
15100	DEPARTMENT OF ACCOUNTS	COV
99700	DEPARTMENT OF ACCOUNTS STATEWIDE ACTIVITIES	COV
16200	DEPARTMENT OF ACCOUNTS TRANSFER PAYMENTS	COV
30100	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	COV
84100	DEPARTMENT OF AVIATION	COV
72000	DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES	COV
79000	DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES GRANTS TO LOCALITIES	COV
19900	DEPARTMENT OF CONSERVATION AND RECREATION	COV
79500	DEPARTMENT OF CORRECTIONS - INSTITUTIONS	COV
70100	DEPARTMENT OF CORRECTIONS, CENTRAL ADMINISTRATION	COV
75600	DEPARTMENT OF CORRECTIONS, DIVISION OF INSTITUTIONS	COV
74200	DEPARTMENT OF CORRECTIONS, EMPLOYEE RELATIONS AND TRAINING	COV
14000	DEPARTMENT OF CRIMINAL JUSTICE SERVICES	COV
20100	DEPARTMENT OF EDUCATION, CENTRAL OFFICE OPERATIONS	COV
13200	DEPARTMENT OF ELECTIONS	COV
12700	DEPARTMENT OF EMERGENCY MANAGEMENT	COV
40900	DEPARTMENT OF ENERGY	COV
44000	DEPARTMENT OF ENVIRONMENTAL QUALITY	COV



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Business Unit	Agency Name	COV/ Non-COV
96000	DEPARTMENT OF FIRE PROGRAMS	COV
77800	DEPARTMENT OF FORENSIC SCIENCE	COV
41100	DEPARTMENT OF FORESTRY	COV
19400	DEPARTMENT OF GENERAL SERVICES	COV
60100	DEPARTMENT OF HEALTH	COV
22300	DEPARTMENT OF HEALTH PROFESSIONS	COV
42300	DEPARTMENT OF HISTORIC RESOURCES	COV
16500	DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	COV
12900	DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	COV
77700	DEPARTMENT OF JUVENILE JUSTICE	COV
18100	DEPARTMENT OF LABOR AND INDUSTRY	COV
60200	DEPARTMENT OF MEDICAL ASSISTANCE SERVICES	COV
12300	DEPARTMENT OF MILITARY AFFAIRS	NON-COV
15400	DEPARTMENT OF MOTOR VEHICLES	COV
53000	DEPARTMENT OF MOTOR VEHICLES TRANSFER PAYMENTS	COV
12200	DEPARTMENT OF PLANNING AND BUDGET	COV
22200	DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION	COV
50500	DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION	COV
35000	DEPARTMENT OF SMALL BUSINESS AND SUPPLIER DIVERSITY	COV
76500	DEPARTMENT OF SOCIAL SERVICES	COV
15600	DEPARTMENT OF STATE POLICE	COV
16100	DEPARTMENT OF TAXATION	COV
15200	DEPARTMENT OF THE TREASURY	COV
99400	DEPARTMENT OF THE TREASURY - TRUST FUNDS	COV
99600	DEPARTMENT OF TREASURY - STATEWIDE ACTIVITIES	COV
91200	DEPARTMENT OF VETERANS SERVICES	COV
40300	DEPARTMENT OF WILDLIFE RESOURCES	COV
32700	DEPARTMENT OF WORKFORCE DEVELOPMENT AND ADVANCEMENT	COV
77000	DILLWYN CORRECTIONAL CENTER	COV
19700	DIRECT AID TO PUBLIC EDUCATION	COV
96100	DIVISION OF CAPITOL POLICE	NON-COV
76700	DIVISION OF COMMUNITY CORRECTIONS	COV
10900	DIVISION OF LEGISLATIVE AUTOMATED SYSTEMS	NON-COV
10700	DIVISION OF LEGISLATIVE SERVICES	NON-COV
84500	DR MARTIN LUTHER KING JR. MEMORIAL COMMISSION	NON-COV
28400	EASTERN SHORE COMMUNITY COLLEGE	NON-COV
70400	EASTERN STATE HOSPITAL	COV



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## Cardinal System Access Guide

Business Unit	Agency Name	COV/ Non-COV
27400	EASTERN VIRGINIA MEDICAL SCHOOL	NON-COV
31200	ECONOMIC DEVELOPMENT INCENTIVE PAYMENTS	COV
74300	FLUVANNA WOMEN'S CORRECTIONAL CENTER	COV
36000	FORT MONROE AUTHORITY	NON-COV
23900	FRONTIER CULTURE MUSEUM OF VIRGINIA	COV
11400	GENERAL DISTRICT COURTS	NON-COV
24700	GEORGE MASON UNIVERSITY	NON-COV
29700	GERMANNA COMMUNITY COLLEGE	NON-COV
77600	GREEN ROCK CORRECTIONAL CENTER	COV
76900	GREENSVILLE CORRECTIONAL CENTER	COV
41700	GUNSTON HALL	COV
77200	HAYNESVILLE CORRECTIONAL CENTER	COV
90000	HEALTH/HUMAN RESOURCES CLEARING ACCOUNT	NON-COV
98900	HIGHER EDUCATION RESEARCH INSTITUTE	NON-COV
74800	HIRAM W DAVIS MEDICAL CENTER	COV
10100	HOUSE OF DELEGATES	NON-COV
77100	INDIAN CREEK CORRECTIONAL CENTER	COV
98000	IN-STATE UNDERGRADUATE TUITION MODERATION	NON-COV
88500	INSTITUTE FOR ADVANCED LEARNING & RESEARCH	COV
79300	INTELLECTUAL DISABILITIES TRAINING CENTERS	COV
92100	INTERSTATE ORGANIZATION CONTRIBUTIONS	COV
28300	J. SARGEANT REYNOLDS COMMUNITY COLLEGE	NON-COV
21600	JAMES MADISON UNIVERSITY	NON-COV
40000	JAMESTOWN-YORKTOWN COMMEMORATIONS	COV
42500	JAMESTOWN-YORKTOWN FOUNDATION	COV
86500	JOINT COMMISSION ON ADMINISTRATIVE RULES	NON-COV
84400	JOINT COMMISSION ON HEALTH CARE	NON-COV
84700	JOINT COMMISSION ON TECHNOLOGY AND SCIENCE	NON-COV
11000	JOINT LEGISLATIVE AUDIT AND REVIEW COMMISSION	NON-COV
90300	JONES AND CABACOY VETERANS CARE CENTER	COV
10400	JUDICIAL DEPARTMENT REVERSION CLEARING ACCOUNT	NON-COV
11200	JUDICIAL INQUIRY AND REVIEW COMMISSION	NON-COV
11500	JUVENILE AND DOMESTIC RELATIONS DISTRICT COURTS	NON-COV
76800	KEEN MOUNTAIN CORRECTIONAL CENTER	COV
29800	LAUREL RIDGE COMMUNITY COLLEGE	NON-COV
78400	LAWRENCEVILLE CORRECTIONAL CENTER	COV
10200	LEGISLATIVE DEPARTMENT REVERSION CLEARING ACCOUNT	NON-COV
LDUTY	LINE OF DUTY ACT PARTICIPANTS	NON-COV



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## Cardinal System Access Guide

Business Unit	Agency Name	COV/ Non-COV
21400	LONGWOOD UNIVERSITY	NON-COV
77400	LUNENBURG CORRECTIONAL CENTER	COV
10300	MAGISTRATE SYSTEM	NON-COV
86400	MANUFACTURING DEVELOPMENT COMMISSION	NON-COV
40200	MARINE RESOURCES COMMISSION	COV
74700	MARION CORRECTIONAL TREATMENT CENTER	COV
79200	MENTAL HEALTH TREATMENT CENTERS	COV
50600	MOTOR VEHICLE DEALER BOARD	COV
29900	MOUNTAIN EMPIRE COMMUNITY COLLEGE	NON-COV
28700	MOUNTAIN GATEWAY COMMUNITY COLLEGE	NON-COV
93800	NEW COLLEGE INSTITUTE	NON-COV
27500	NEW RIVER COMMUNITY COLLEGE	NON-COV
09100	NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY	NON-COV
21300	NORFOLK STATE UNIVERSITY	NON-COV
28000	NORTHERN VIRGINIA COMMUNITY COLLEGE	NON-COV
72800	NORTHERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
74500	NOTTOWAY CORRECTIONAL CENTER	COV
20000	OFFICE OF CHILDREN'S SERVICES	COV
11900	OFFICE OF LIEUTENANT GOVERNOR	COV
12100	OFFICE OF THE GOVERNOR	COV
14700	OFFICE OF THE STATE INSPECTOR GENERAL	COV
OHBBN	OHB MANAGED BENEFIT GROUPS	NON-COV
22100	OLD DOMINION UNIVERSITY	NON-COV
85600	OPIOID ABATEMENT AUTHORITY	NON-COV
87800	OPPORTUNITY MINORITY BUSINESS EXPANSION	NON-COV
28500	PATRICK HENRY COMMUNITY COLLEGE	NON-COV
27700	PAUL D. CAMP COMMUNITY COLLEGE	NON-COV
72900	PIEDMONT GERIATRIC HOSPITAL	COV
28200	PIEDMONT VIRGINIA COMMUNITY COLLEGE	NON-COV
99200	PLANNED REVERSIONS	NON-COV
77500	POCAHONTAS STATE CORRECTIONAL CENTER	COV
09000	POTOMAC RIVER FISHERIES	NON-COV
14500	PROMOTION OF UNIFORMITY OF LEGISLATION	NON-COV
84800	PUBLIC DEFENDER COMMISSION (INDIGENT DEFENSE)	NON-COV
90100	PUBLIC SAFETY CAPITAL CLEARING ACCOUNT	NON-COV
90200	PULLER VETERANS CARE CENTER	COV
21700	RADFORD UNIVERSITY	NON-COV
27800	RAPPAHANNOCK COMMUNITY COLLEGE	NON-COV



# Security and Access Job Aid

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Business Unit	Agency Name	COV/ Non-COV
74100	RED ONION STATE PRISON	COV
24100	RICHARD BLAND COLLEGE OF WILLIAM AND MARY	NON-COV
78500	RIVER NORTH CORRECTIONAL CENTER (GRAYSON COUNTY)	COV
93500	ROANOKE HIGHER EDUCATION AUTHORITY	COV
18000	SECRETARY OF ADMINISTRATION	COV
19300	SECRETARY OF AGRICULTURE AND FORESTRY	COV
19200	SECRETARY OF COMMERCE AND TRADE	COV
18500	SECRETARY OF EDUCATION	COV
19000	SECRETARY OF FINANCE	COV
18800	SECRETARY OF HEALTH AND HUMAN RESOURCES	COV
19500	SECRETARY OF LABOR	COV
18300	SECRETARY OF NATURAL RESOURCES	COV
18700	SECRETARY OF PUBLIC SAFETY AND HOMELAND SECURITY	COV
18400	SECRETARY OF TECHNOLOGY	COV
16600	SECRETARY OF THE COMMONWEALTH	COV
18600	SECRETARY OF TRANSPORTATION	COV
45400	SECRETARY OF VETERANS AND DEFENSE AFFAIRS	COV
10000	SENATE OF VIRGINIA	NON-COV
92200	SITTER-BARFOOT VETERANS CARE CENTER	COV
86200	SMALL BUSINESS COMMISSION	NON-COV
93600	SOUTHEASTERN UNIVERSITIES RESEARCH ASSOCIATION DOING BUSINESS FOR JEFFERSON SCIENCE ASSOCIATES, LLC	COV
72300	SOUTHEASTERN VIRGINIA TRAINING CENTER	COV
93700	SOUTHERN VIRGINIA HIGHER EDUCATION CENTER	NON-COV
73900	SOUTHERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
27600	SOUTHSIDE VIRGINIA COMMUNITY COLLEGE	NON-COV
29400	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	NON-COV
94800	SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER	NON-COV
70500	SOUTHWESTERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
73800	SOUTHWESTERN VIRGINIA TRAINING CENTER	COV
73700	ST. BRIDES CORRECTIONAL CENTER	COV
17100	STATE CORPORATION COMMISSION	NON-COV
24500	STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA	COV
75200	STATE FARM CORRECTIONAL CENTER (FORMERLY DEEP MEADOW)	COV
97100	STATE WATER COMMISSION	NON-COV
88000	STUDY DISCRIMINATION AGAINST AFRICAN AMERICANS	NON-COV
11100	SUPREME COURT OF VIRGINIA	NON-COV
77900	SUSSEX I AND SUSSEX II STATE PRISONS COMPLEX	COV



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Business Unit	Agency Name	COV/ Non-COV
73300	SUSSEX I STATE PRISON	COV
73400	SUSSEX II STATE PRISON	COV
20400	THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA	NON-COV
20200	THE LIBRARY OF VIRGINIA	COV
LOCAL	THE LOCAL CHOICE (TLC) PARTICIPANTS (LOCALITIES)	NON-COV
14600	THE SCIENCE MUSEUM OF VIRGINIA	NON-COV
29500	TIDEWATER COMMUNITY COLLEGE	NON-COV
85100	TOBACCO REGION REVITALIZATION COMMISSION	NON-COV
15500	TREASURY BOARD	COV
99300	TREASURY CONSTRUCTION FINANCING	COV
21500	UNIVERSITY OF MARY WASHINGTON	NON-COV
20900	UNIVERSITY OF VIRGINIA MEDICAL CENTER	NON-COV
20700	UNIVERSITY OF VIRGINIA, ACADEMIC DIVISION	NON-COV
24600	UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE	NON-COV
91300	VETERANS SERVICE FOUNDATION	COV
99900	VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY	NON-COV
60600	VIRGINIA BOARD FOR PEOPLE WTH DISABILITIES	COV
23300	VIRGINIA BOARD OF BAR EXAMINERS	NON-COV
97700	VIRGINIA CANNABIS CONTROL AUTHORITY	NON-COV
79400	VIRGINIA CENTER FOR BEHAVIORAL REHABILITATION	COV
11800	VIRGINIA COAL AND ENERGY COMMISSION	NON-COV
10800	VIRGINIA CODE COMMISSION	NON-COV
94100	VIRGINIA COLLEGE BUILDING AUTHORITY	COV
17400	VIRGINIA COLLEGE SAVINGS PLAN	NON-COV
14800	VIRGINIA COMMISSION FOR THE ARTS	COV
10500	VIRGINIA COMMISSION ON INTERGOVERNMENTAL COOPERATION	NON-COV
83900	VIRGINIA COMMISSION ON YOUTH	NON-COV
23600	VIRGINIA COMMONWEALTH UNIVERSITY, ACADEMIC DIVISION	NON-COV
20600	VIRGINIA COMMONWEALTH UNIVERSITY, MEDICAL CENTER	NON-COV
26000	VIRGINIA COMMUNITY COLLEGE SYSTEM	NON-COV
26100	VIRGINIA COMMUNITY COLLEGE SYSTEM, CENTRAL OFFICE	NON-COV
27000	VIRGINIA COMMUNITY COLLEGE SYSTEM, SHARED SERVICES CENTER	NON-COV
87600	VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL (VCIEAC)	NON-COV
71600	VIRGINIA CORRECTIONAL CENTER FOR WOMEN	COV
71100	VIRGINIA CORRECTIONAL ENTERPRISES	COV
16000	VIRGINIA CRIMINAL SENTENCING COMMISSION	NON-COV
70200	VIRGINIA DEPARTMENT FOR THE BLIND AND VISION IMPAIRED	COV



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Business Unit	Agency Name	COV/ Non-COV
50100	VIRGINIA DEPARTMENT OF TRANSPORTATION	COV
83700	VIRGINIA DISABILITY COMMISSION	NON-COV
31000	VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP	NON-COV
18200	VIRGINIA EMPLOYMENT COMMISSION	COV
85200	VIRGINIA FOUNDATION FOR HEALTHY YOUTH	COV
83400	VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL	NON-COV
29600	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	NON-COV
84000	VIRGINIA HOUSING COMMISSION	NON-COV
13600	VIRGINIA IT AGENCY	COV
30900	VIRGINIA INNOVATION PARTNERSHIP AUTHORITY	NON-COV
26800	VIRGINIA INSTITUTE OF MARINE SCIENCE	NON-COV
17200	VIRGINIA LOTTERY	NON-COV
16400	VIRGINIA MANAGEMENT FELLOWS PROGRAM ADMINISTRATION	COV
21100	VIRGINIA MILITARY INSTITUTE	NON-COV
23800	VIRGINIA MUSEUM OF FINE ARTS	COV
94200	VIRGINIA MUSEUM OF NATURAL HISTORY	COV
76600	VIRGINIA PAROLE BOARD	COV
52200	VIRGINIA PASSENGER RAIL AUTHORITY	NON-COV
29300	VIRGINIA PENINSULA COMMUNITY COLLEGE	NON-COV
20800	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	NON-COV
22900	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, VIRGINIA COOPERATIVE EXTENSION AND AGRICULTURAL EXPERIMENT STATION	NON-COV
40700	VIRGINIA PORT AUTHORITY	NON-COV
40500	VIRGINIA RACING COMMISSION	COV
26300	VIRGINIA REHABILITATION CENTER FOR THE BLIND AND VISION IMPAIRED	COV
15800	VIRGINIA RETIREMENT SYSTEM	NON-COV
VRSRT	VIRGINIA RETIREMENT SYSTEM - RETIREES	NON-COV
21800	VIRGINIA SCHOOL FOR DEAF AND BLIND	COV
85900	VIRGINIA SESQUICENTENNIAL OF THE AMERICAN CIVIL WAR COMMISSION	NON-COV
11700	VIRGINIA STATE BAR	NON-COV
14200	VIRGINIA STATE CRIME COMMISSION	NON-COV
21200	VIRGINIA STATE UNIVERSITY	NON-COV
32000	VIRGINIA TOURISM AUTHORITY	NON-COV
12800	DAVIS & MCDANIEL VETERANS CARE CENTER	COV
28600	VIRGINIA WESTERN COMMUNITY COLLEGE	NON-COV
19100	VIRGINIA WORKERS' COMPENSATION COMMISSION	NON-COV



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<b>Business Unit</b>	<b>Agency Name</b>	<b>COV/ Non-COV</b>
86700	VIRGINIA BICENTENNIAL OF THE AMERICAN WAR OF 1812 COMMISSION	NON-COV
33000	VIRGINIA-ISRAEL ADVISORY BOARD	NON-COV
73500	WALLENS RIDGE STATE PRISON	COV
75700	WESTERN REGION CORRECTIONAL FIELD UNITS	COV
70600	WESTERN STATE HOSPITAL	COV
20300	WILSON WORKFORCE AND REHABILITATION CENTER	COV
87200	WORLD WAR I & II COMMEMORATION COMMITTEE	NON-COV
28800	WYTHEVILLE COMMUNITY COLLEGE	NON-COV