

What is Cardinal HCM?

The Cardinal Human Capital Management (HCM) Project is a multi-year partnership created to connect the Commonwealth of Virginia with a modern, integrated solution that consolidates aging human resources, health benefits, time and attendance, and payroll functions into one application. As of April 4, 2022, both [Release 1 and 2 agencies](#) are live in the Cardinal HCM application!

Commonwealth employees at Release 1 and Release 2 agencies can make changes related to your health plan and flexible spending account (FSA) during the upcoming Open Enrollment period beginning on Monday, May 2, 2022 – Monday, May 16, 2022.

How do I Access Cardinal HCM?

The Cardinal Portal connects users to the Cardinal HCM application by leveraging the Virginia Information Technologies Agency's (VITA) cloud-based Identity and Access Management tool, Okta, to authenticate users.

If you are using Cardinal for the first time, please reference the resources below which correspond with your user classification:

FOR COV* USERS WITH AN AGENCY-PROVIDED EMAIL ADDRESS

Agencies within the Commonwealth of Virginia (COV*) network, whose users are managed through the VITA Active Directory domain, are considered COV agencies/users. If you are in this category:

- User registration is not required.
- Use your COV credentials (email address and network password) to log into Cardinal.
- For more information, refer to Section 1 of the **Cardinal System Access Guide**.

ALL OTHER USERS

For the user types listed below, you must complete the one-time **registration process** before using Cardinal for the first time.

- Any employee using a personal email address to access Cardinal HCM
- Any Non-COV** agency employee using an agency assigned business email address

First time users in this category MUST use the **Cardinal Registration Quick Start Guide**.

* Access the [complete list](#) of Commonwealth of Virginia (COV) and Non-COV agencies to confirm your agency network.

** Agencies outside the Commonwealth of Virginia (COV) network and users not managed by VITA (personal email address) are considered Non-COV agencies/users.

Cardinal's Quick Guide to Open Enrollment**Use Cardinal HCM to make your online Open Enrollment elections.**

Users may access Cardinal **before** the Open Enrollment period begins by visiting <https://my.cardinal.virginia.gov/> using the directions under the [How do I Access Cardinal HCM](#) section above.

Once in Cardinal, validate or update your phone number, email, and home address.

Note: Use the [How to View and Update Personal Data](#) video for support. Not all agencies users can update personal data, you may need to contact your **agency HR/Benefits professional**.

1. Beginning **Monday, May 2**, login to Cardinal at <https://my.cardinal.virginia.gov/>
Note: Use the directions under the [How do I Access Cardinal HCM](#) section if you are a first-time user.
2. Click on the **Human Capital Management (HCM)** link on the Cardinal Portal page.
3. Click on the **Benefit Details** tile.
4. Once the **Benefit Details** page displays, click the **Benefits Enrollment** list item on the left-hand side of the screen.
5. When on the **Benefits Enrollment** page, click the **Start** button.
6. The **Benefits Enrollment** page refreshes with the **Open Enrollment Benefits** displaying.
7. Click the **Review** link within the **Medical** tile to begin the Open Enrollment process.

For more detailed instructions on completing Open Enrollment in Cardinal HCM, please refer to the [How to Make Open Enrollment Elections](#) job aid. Questions? Contact your agency Benefits Administrator.