



### Cardinal Homepage Overview

This Job Aid provides an overview of the **Cardinal Homepage** and an overview of the **NavBar**. The purpose of this Job Aid is to help familiarize you with the features available in order to assist you with the completion of your day-to-day tasks in Cardinal.

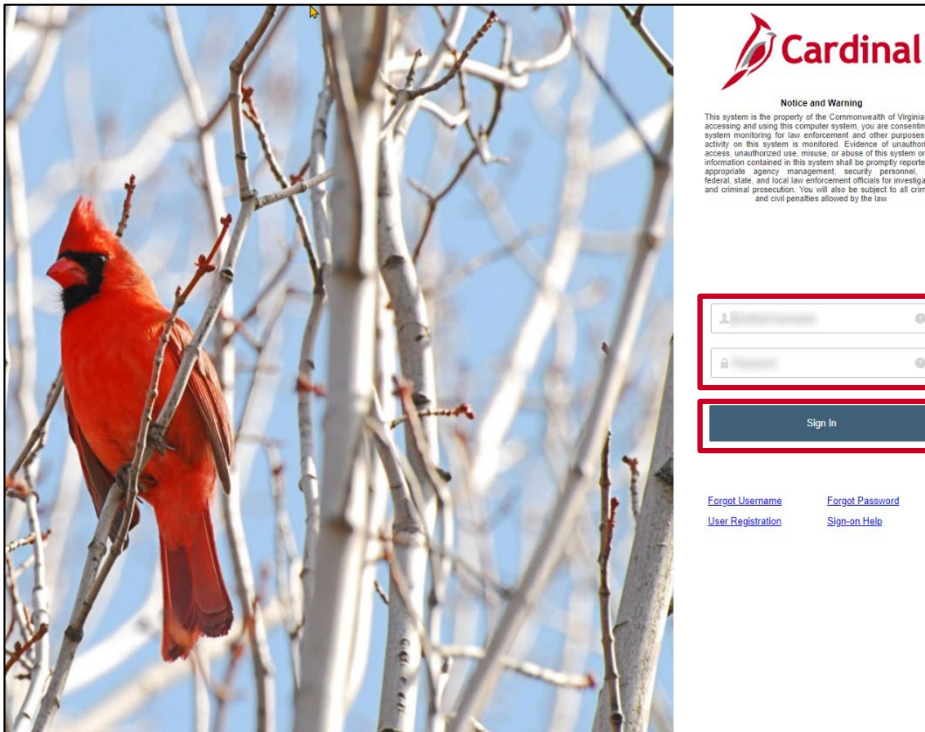
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### Overview of the Cardinal Homepage

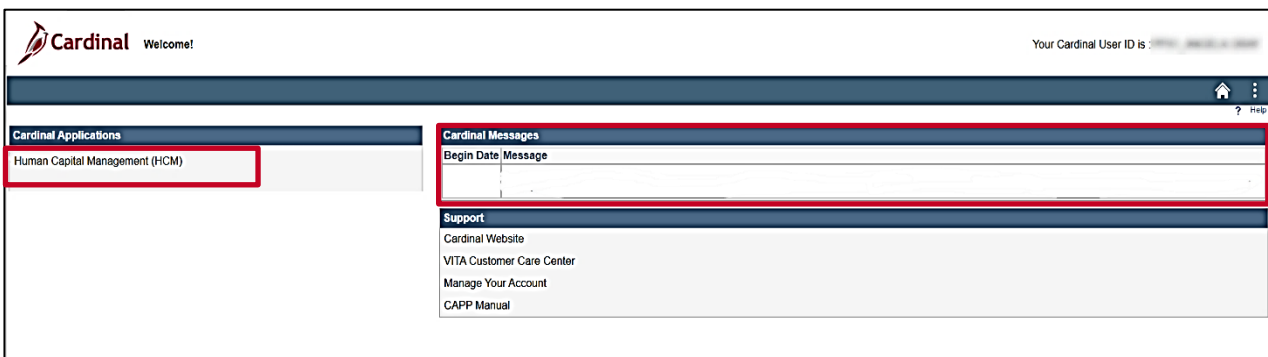
1. Log into Cardinal ([my.cardinal.virginia.gov](https://my.cardinal.virginia.gov)).

**Note:** For more information about accessing Cardinal for the first time, see the [Cardinal New User Support Guide](#). This guide is located on the [Cardinal website](#) in **User Support Guides** under **User Support**.



2. Enter your **User ID** and **Password**.
3. Click the **Sign In** button.

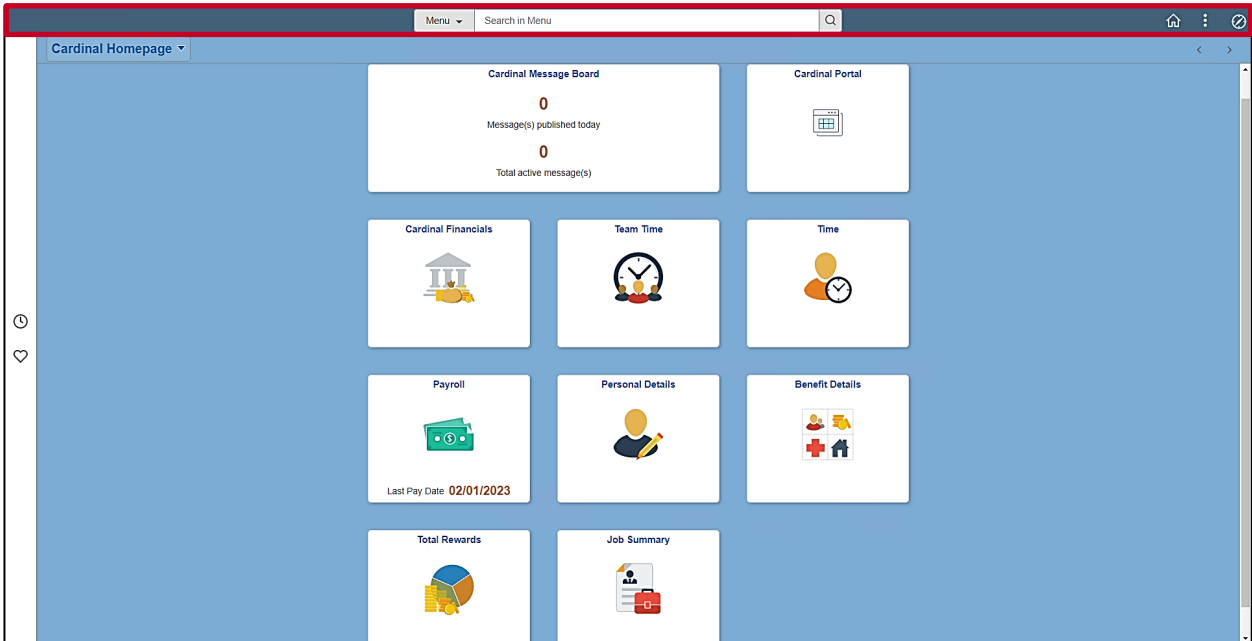
The **Portal Welcome** page displays.



**Note:** Any important Cardinal Messages will be displayed in the **Cardinal Messages** section.

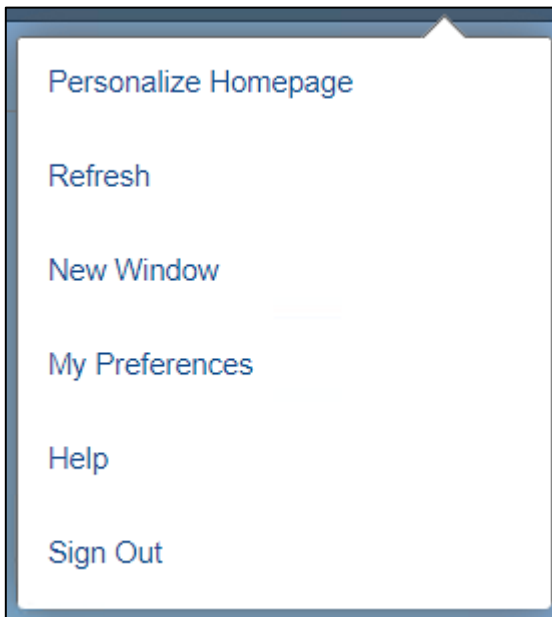
4. Click the **Human Capital Management** link.

The **Cardinal Homepage** displays.



The top Banner of the Cardinal Homepage includes the following:

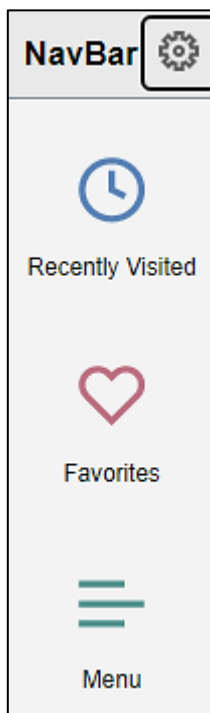
- **Search Bar:** Use the **Search Bar** to quickly search for a specific Cardinal HCM page by name
- **Home icon (House):** Click this icon at any time to return to the **Cardinal Homepage**
- **Actions icon (Three Dots):** Click this icon to access the **Actions** menu:



- **Personalize Homepage:** This feature is not utilized in Cardinal HCM
- **Refresh:** Click this list item to refresh the current page

## NAV205\_Overview of the Cardinal Homepage (HCM)

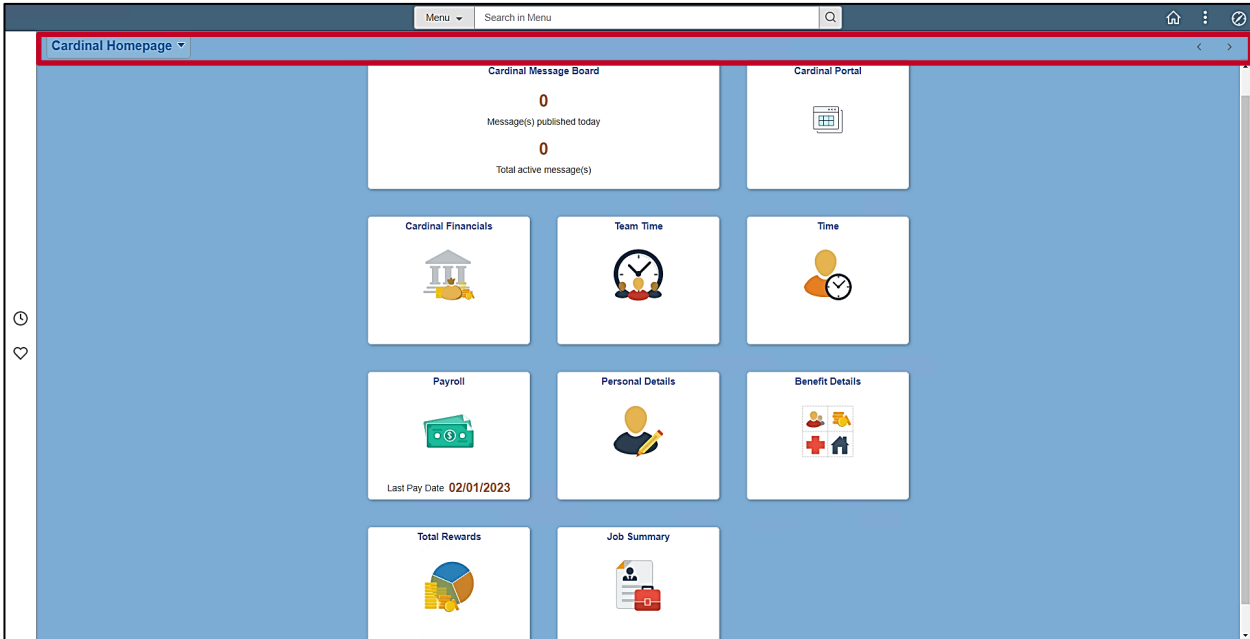
- **New Window:** Click this list item to open Cardinal HCM in a new window (internet browser tab). This can be helpful when you need to access/review multiple Cardinal HCM pages simultaneously
- **My Preferences:** Click this list item to open the **My Preferences** page. This page can be used to establish your personal preferences to include accessibility settings, regional settings, and Notification delivery settings
- **Help:** Click this list item to open the Cardinal Website in a new window. The Cardinal Website is your online repository for all Cardinal related information to include Courses, Reports Catalogs, Job Aids, Tutorial Videos, and more
- **Sign Out:** Click this list item to end your session and sign out of Cardinal HCM
- **NavBar icon (Compass):** Click this icon to access the **NavBar: Menu** (only available for Core Users)



- **Recently Visited** (Clock) tile: Click this tile to view a menu listing of your recently visited Cardinal HCM pages
- **Favorites** (Heart) tile: Click this tile to view a menu listing of the Cardinal HCM pages that you have added to your Favorites

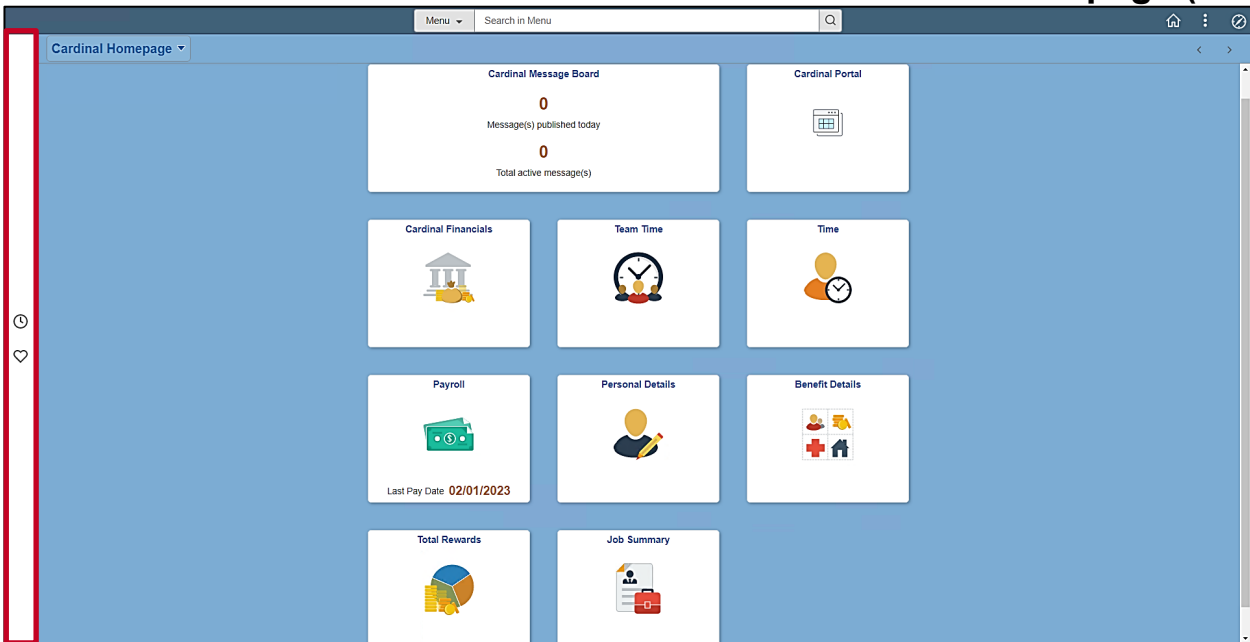
## NAV205\_Overview of the Cardinal Homepage (HCM)

- **Menu** (Paper) tile: Click this tile to view the **NavBar: Menu**. This is where you will navigate to and access many of the Cardinal HCM pages based on your assigned Roles and security privileges. Refer to the [Overview of the NavBar: Menu](#) section of this Job Aid for more information



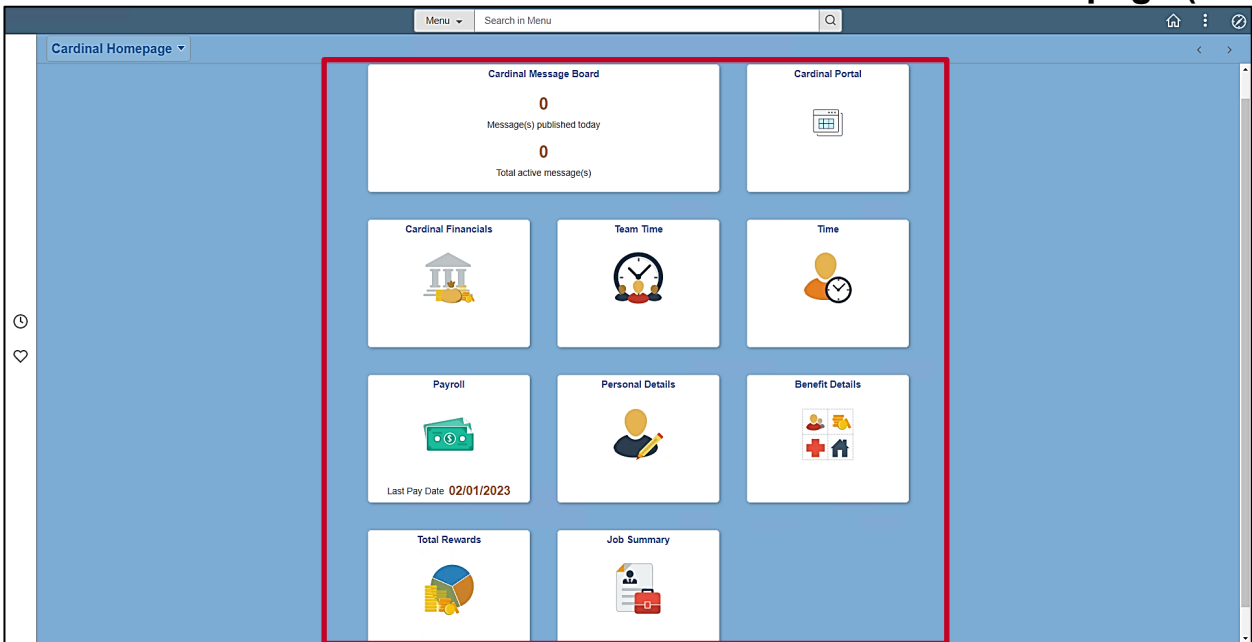
The second Banner of the **Cardinal Homepage** includes the following:

- **Homepage** dropdown button: The **Cardinal Homepage** displays by default upon login for all Cardinal HCM Core users. This dropdown button can be used to access the **Employee Self-Service (ESS) Homepage** for those core users that also have access to ESS
- The **Navigation** arrows to the far right (< and >) can also be used to toggle between the **Cardinal Homepage** and the **Employee Self-Service (ESS) Homepage**



The left-hand panel includes the following:

- **Recently Visited** (Clock): Click this icon to view a menu listing of your recently visited Cardinal HCM pages
- **Favorites** (Heart): Click this icon to view a menu listing of the Cardinal HCM pages that you have added to your Favorites

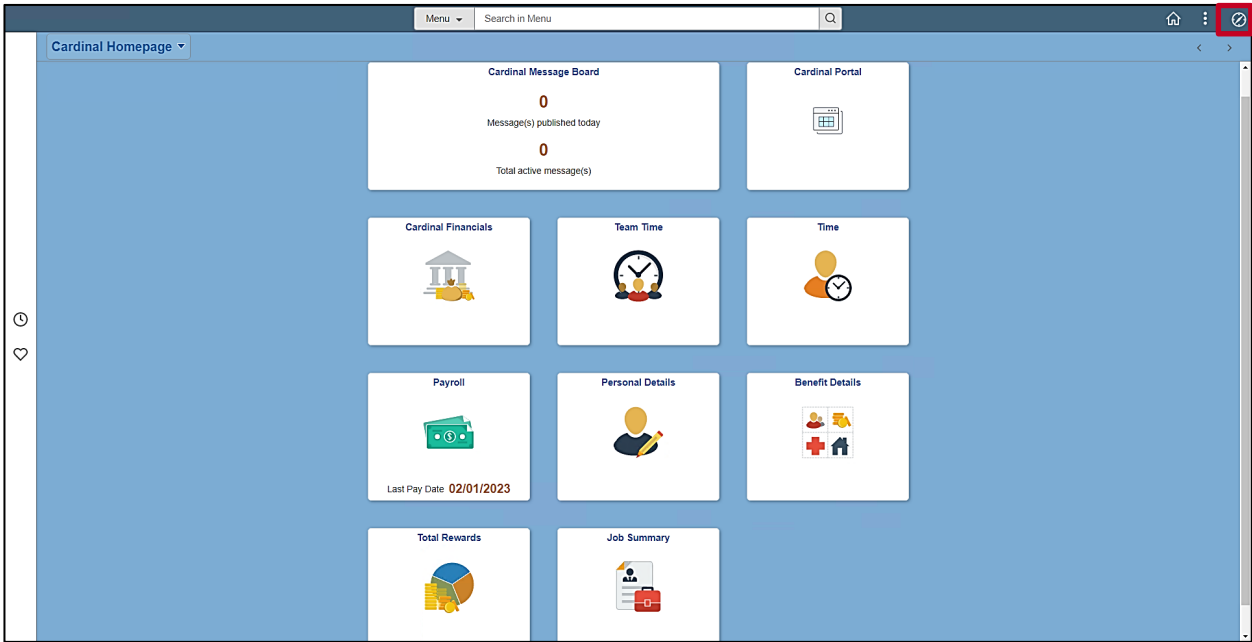


The center region of the **Cardinal Homepage** includes the Navigation Tiles. Navigation Tiles are used to quickly access many of the Cardinal HCM Pages.

**Note:** Individual Tile availability and placement is dependent upon individual user and security settings.

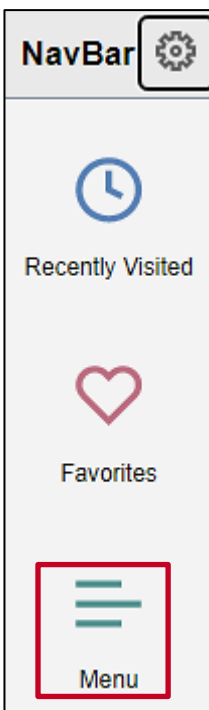
### Overview of the NavBar: Menu

This section provides an overview of the **NavBar: Menu**. It will contain some step-by-step instructions for navigating to a specific Cardinal HCM page in order to highlight the features available within the **NavBar: Menu**.



1. Click the **NavBar** icon (Compass).

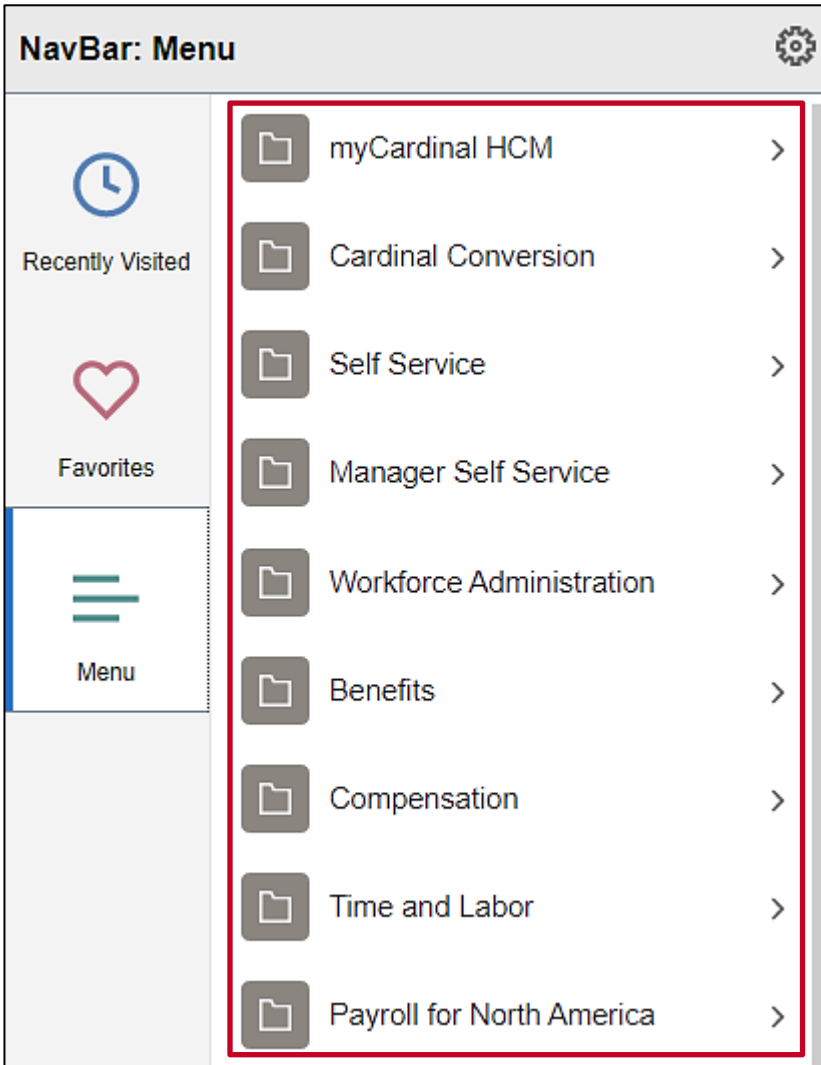
The **NavBar** displays.





2. Click the **Menu** tile.

The **NavBar: Menu** displays.

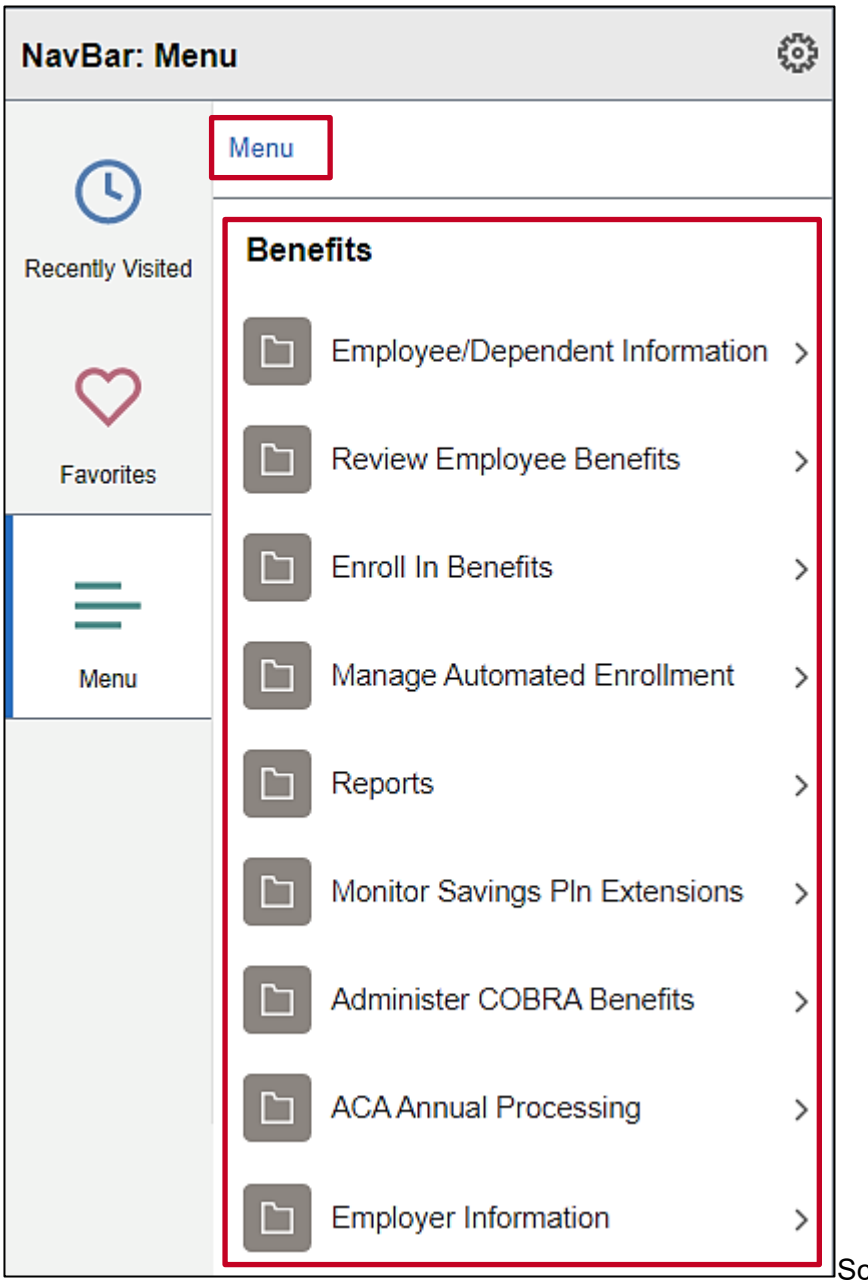


**Note:** The menu list items available for selection will vary based on your assigned role(s) and security privileges.

3. Click the applicable menu list item to begin navigating to a specific Cardinal HCM page (the **Benefits** menu list item will be clicked as an example here).

**Note:** Each of the process specific HCM Job Aids includes the navigation path used to navigate to the applicable Cardinal HCM page(s).

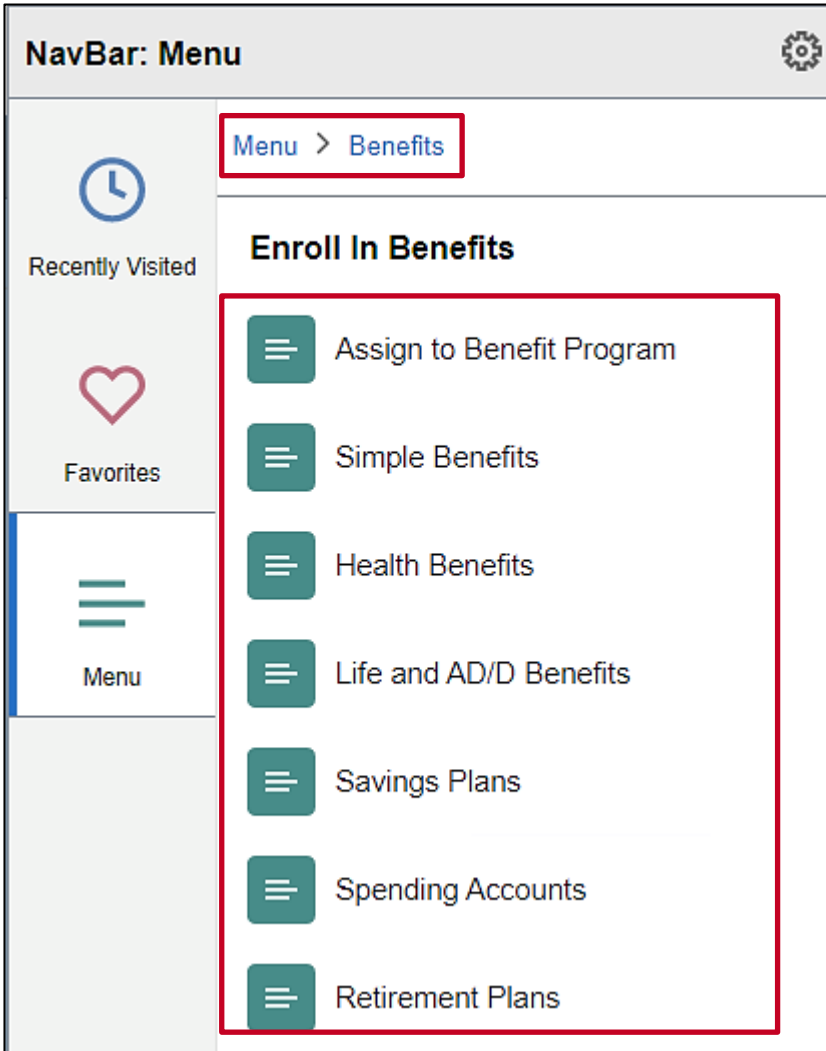
The applicable menu displays (**Benefits** menu in this example).



**Note:** As you navigate to the specific page via the NavBar: Menu, Breadcrumbs are being captured. These Breadcrumbs display as links at the top of the menu and can be used to quickly jump back to that specific level of the navigation (menu).

- Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the **Enroll in Benefits** menu list item will be clicked as an example here).

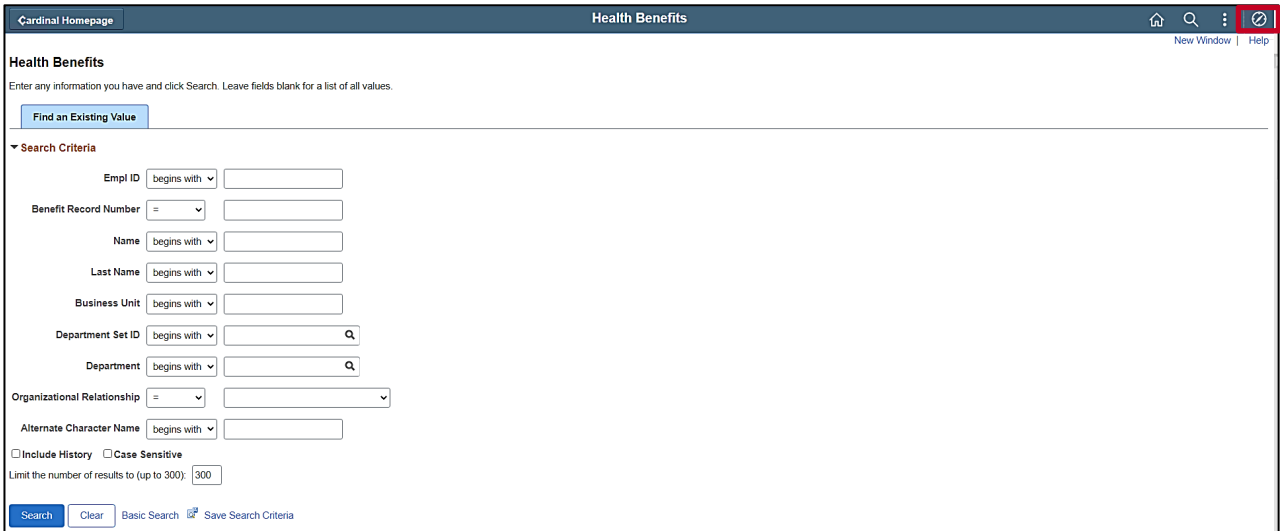
The applicable menu displays (**Enroll in Benefits** menu in this example).



**Note:** As you continue navigating, updated Breadcrumbs are captured.

5. Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the **Health Benefits** menu list item will be clicked as an example here).

Once the navigation is complete, the applicable page displays (**Health Benefits Search** page in this example).



Cardinal Homepage Health Benefits

Health Benefits

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with [ ]

Benefit Record Number = [ ]

Name begins with [ ]

Last Name begins with [ ]

Business Unit begins with [ ]

Department Set ID begins with [ ]

Department begins with [ ]

Organizational Relationship = [ ]

Alternate Character Name begins with [ ]

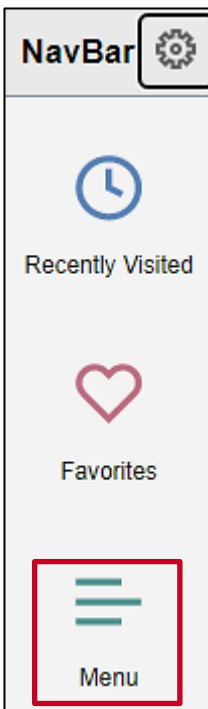
Include History  Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

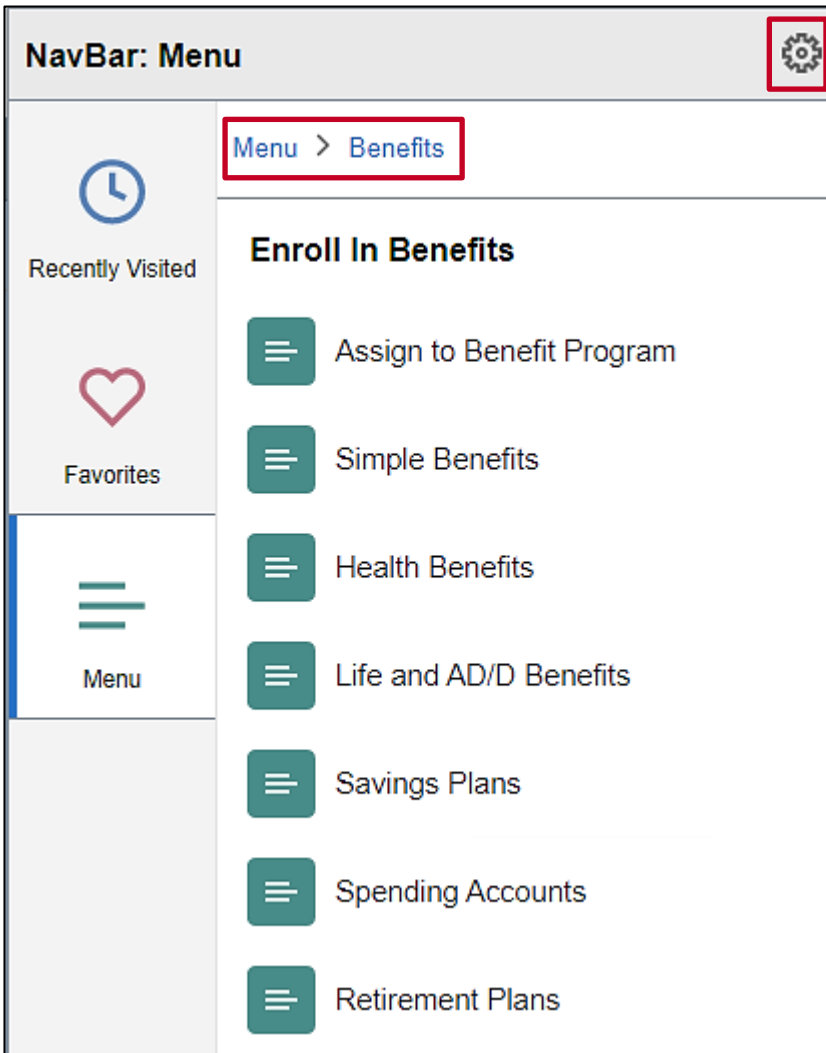
6. Click the **NavBar** icon (Compass).

The **NavBar** displays.



7. Click the **Menu** tile (Paper).

The **NavBar: Menu** displays.



**Note:** The **NavBar: Menu** picks up where you left off in your navigation. The Breadcrumbs remain and will stay in place until you navigate to a new Cardinal HCM page.

The **Personalize NavBar** icon (Gear) can be used to personalize your NavBar. Additional NavBar tiles (specific Cardinal HCM pages) can be added as a tile here within the NavBar. By default, only the **Recently Visited**, **Favorites**, and **Menu** tiles display in the NavBar. If you have Timesheet access, the **Time** and/or **Team Time** tiles will also display by default.