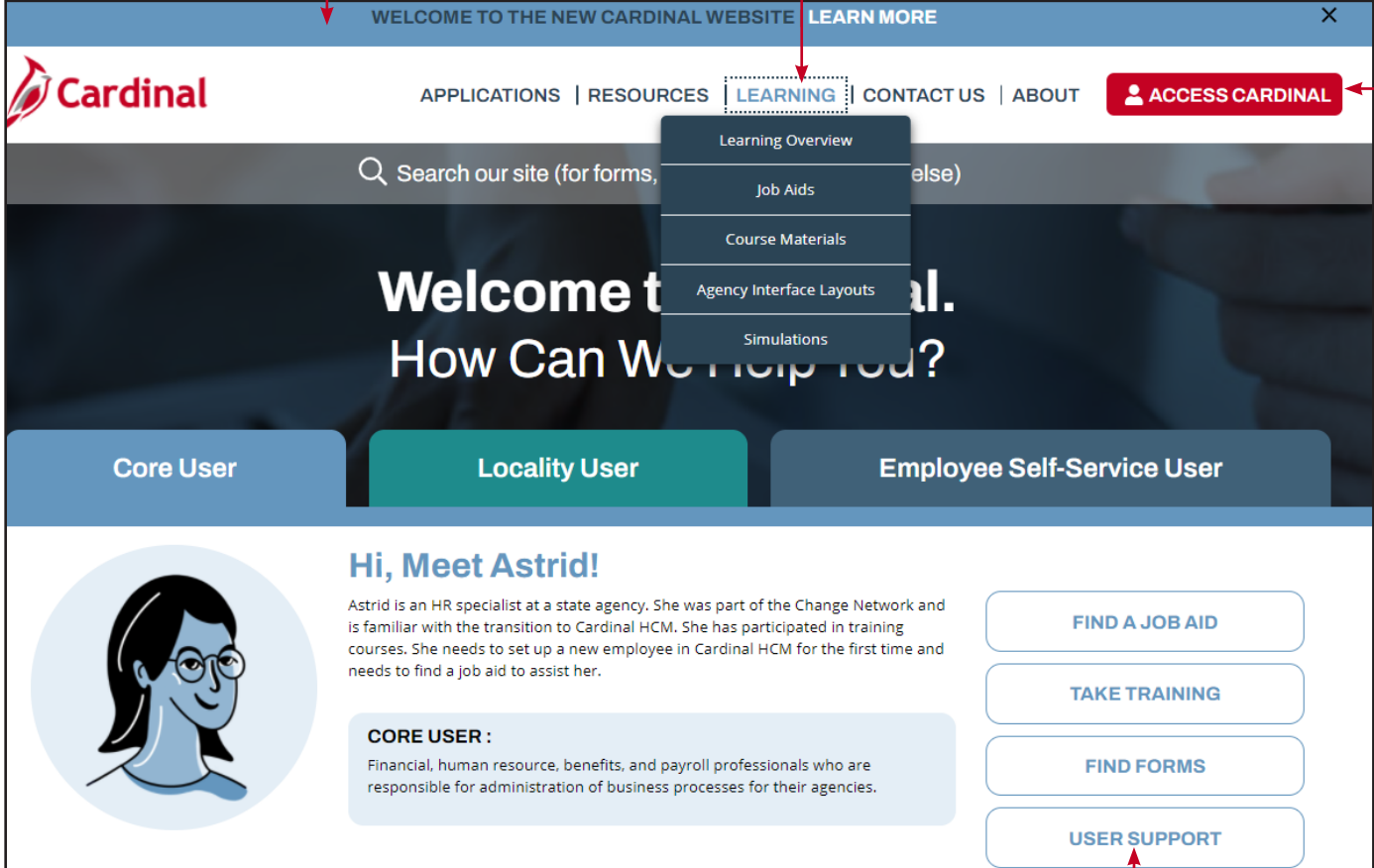


Important announcements appear here when added.

Training content has been moved to the **Learning** tab. In this drop-down menu, you can find job aids, course materials, videos, and other important Cardinal resources.

One-click access to the Cardinal Portal



What type of user are you? These personas will get you what you need (e.g., a Core User is an average day-to-day user of the website).

Quick links provide easy access to resources.

Have a general question? Fill out this form.
Have a technical question? Email VITA Customer Care with "Cardinal" in the subject line.

Contact Us

If you have a **general question**, please fill out the form below or check out our Contact Page. For **functional or technical support** with Cardinal, please submit a VITA Customer Care Center ticket to vcco@vita.virginia.gov.

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	<input style="width: 95%;" type="text" value="Message"/>
<input type="text" value="Email"/>	<input type="text" value="Phone Number"/>	
<input type="text" value="Agency/ Locality"/>		

The new **Advanced Search** function delivers more streamlined results. If you know what you are looking for, type in the document name or key words in the Search Bar. You can also filter by user group, application, or module. The end result will look similar to this.

Find a Job Aid

User Group	Application	Module	Filter
Core-Statewide	Financials	Accounts Payable	

Search Results

1 >

- Agency to Agency Transactions Information Sheet
- AP312_Cancelling a Payment - Disbursing Agency
- AP312_Creating and Using a Template Voucher
- AP312_Entering Adjustment Vouchers
- AP312_Multiple Speed Charts on Invoice Line

The new Learning page (formerly the “Training” page) offers a comprehensive library of materials for your daily business functions. Here you will find job aids, training materials, videos, and links to training management systems.

Home / Learning

Learning

Master the skills needed to become a confident and successful Cardinal user

Cardinal has developed comprehensive training tools and materials to assist users with system functions as they prepare to complete their day-to-day activities. Cardinal's training program, includes web-based and instructor-led formats. This program provides hands-on opportunities to perform tasks using realistic training activities. In conjunction with training, job aids (step-by-step instructions), video simulations (watch and learn instructions), and printable course materials are made available to all users.

Human Capital Management

- JOB AIDS >
- COURSE MATERIALS >
- VIDEOS >
- CARDINAL LEARNING (COV) >
- CARDINAL LEARNING (NON-COV) >

Employee Self-Service

- VIDEOS >
- JOB AIDS >
- COURSE MATERIALS >
- ABOUT HCM >

Financials

- JOB AIDS >
- COURSES >
- SIMULATIONS >
- COVLC >

Business Intelligence

- JOB AIDS >
- COURSE MATERIALS >
- DASHBOARDS >