
Cardinal HCM is LIVE for All Users!

You are receiving this email because you have been identified by your agency as requiring access to the Employee Self-Service (ESS) feature of the new Cardinal Human Capital Management (HCM) application. ESS users and agency Change Network members in the first release are included on this email.



The Cardinal Human Capital Management (HCM) application is now LIVE for all users at agencies included in the first release! This is a significant milestone for the Commonwealth of Virginia and the Cardinal HCM Team is excited to make this new application available to you.

Not familiar with Cardinal? Let's tell you a little more. We've teamed up with state agencies and localities to connect the Commonwealth of Virginia with a modern system for human resource, health benefit, time and attendance, and payroll administration. Check out this [video](#) to get to know us!

Ready to get started? Watch the welcome video below, read the important information in this email to learn how to access Cardinal HCM, and download your Day 1 Checklist!



If you are having trouble viewing this video, [click here](#).

Getting Started: In order to start using the Cardinal HCM application, including the Employee Self-Service (ESS) feature, registration is required for **everyone with the exception of:**

- Employees at [COV agencies](#) (i.e., agencies within VITA's Active Directory) that have an agency-provided email
- Employees that have access to Cardinal Financials (FIN)

The employees listed above should use their agency and/or active FIN credentials to log into Cardinal HCM. Please see the [Cardinal System Access Guide](#) (page 3) for additional information.

All other users not noted above are required to register before using Cardinal for the first time. Once you've completed registration, you'll receive a confirmation email from noreply.cardinal@doa.virginia.gov (check your spam folder). Follow the steps in the email you receive after registering to finish activating your account and get ready to log in! For detailed step-by-step instructions, see the [Cardinal System Access Guide](#) (page 13).

Logging into Cardinal HCM: To log into Cardinal HCM, visit <https://my.cardinal.virginia.gov/> and enter your user name and password.

Day 1 Checklist: Ready to use Cardinal HCM? We have put together some items to help get you started. Download the [Day 1 Checklist!](#)

Resources and Support: Not sure how to do something in Cardinal HCM Employee Self-Service? The Cardinal HCM team has you covered with a variety of support resources.

- For most ESS functions, a simple video will do the trick (we recommend watching the [Introduction to ESS video!](#)), but we also provide step-by-step job aids. If you are entering your time, refresh your memory with the [ESS392: Time & Attendance](#) web-based training (WBT). All of these materials (and more!) are now available on the Cardinal website at www.cardinalproject.virginia.gov/learning.
- If the resources above do not solve your issue, be sure to first check with your agency subject matter experts and support staff for assistance. Also, check out the [Cardinal HCM Support Guide](#).
- If you are unable to log into the Cardinal HCM application or have any other issue that cannot be resolved by the resources available to you, please open a Cardinal Help Desk ticket by emailing vccc@vita.virginia.gov. It is important to use “**CARDINAL**” in the subject line along with a detailed explanation of your issue and your contact information.

We hope you enjoy using Cardinal HCM!

Regards,

The Cardinal HCM Team