How to View and Update Personal Details Overview

The Job Aid serves to guide the employee through making changes to their personal information using Employee Self-Service.

While employees are not required to self-identify, the Commonwealth of Virginia strongly encourages all employees to do so, especially regarding Disability and Ethnicity, as these are tied to various initiatives from the Governor as well as reporting metrics used by both state and federal agencies.

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Revision History

Revision Date	Summary of Changes
2/12/2025	Baseline

Accessing Your Personal Data

Step	Action
1.	Log into Cardinal by entering https://my.cardinal.virginia.gov in the browser.
(i)	For more information about Cardinal registration, see the Job Aid titled **Cardinal Registration Quick Start Guide**. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.

The **Cardinal log in** page displays.

Step	Action
2.	Enter your assigned Cardinal User ID in the **Cardinal Username** field.
3.	Enter your password in the **Password** field.

Step	Action
4.	Click the **Sign in** button. Sign In
	The **Portal Welcome** page displays. Cardinal **Welcome!** Your Cardinal User ID is : ? Help **Cardinal Applications** Finance (FIN) Human Capital Management (HCM) **Cardinal Messages** Begin Date / Message **Support** Cardinal Website / VITA Customer Care Center / Manage Your Account / CAPP Manual
5.	Click the **Human Capital Management** link. Human Capital Management (HCM)
	The **Cardinal Homepage** displays. Cardinal Homepage Cardinal Message Board / 0 / Message(s) published today / 0 / Total active message(s) Cardinal Portal Time / Payroll / Personal Details Benefit Details / Total Rewards / No Statement Available / Job Summary
ℹ	The tiles displayed on the **Cardinal Homepage** for each user will vary based upon individual preferences and security settings.
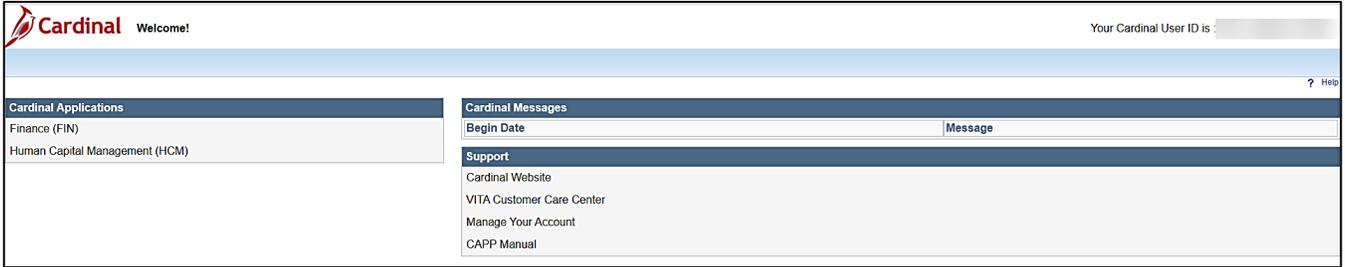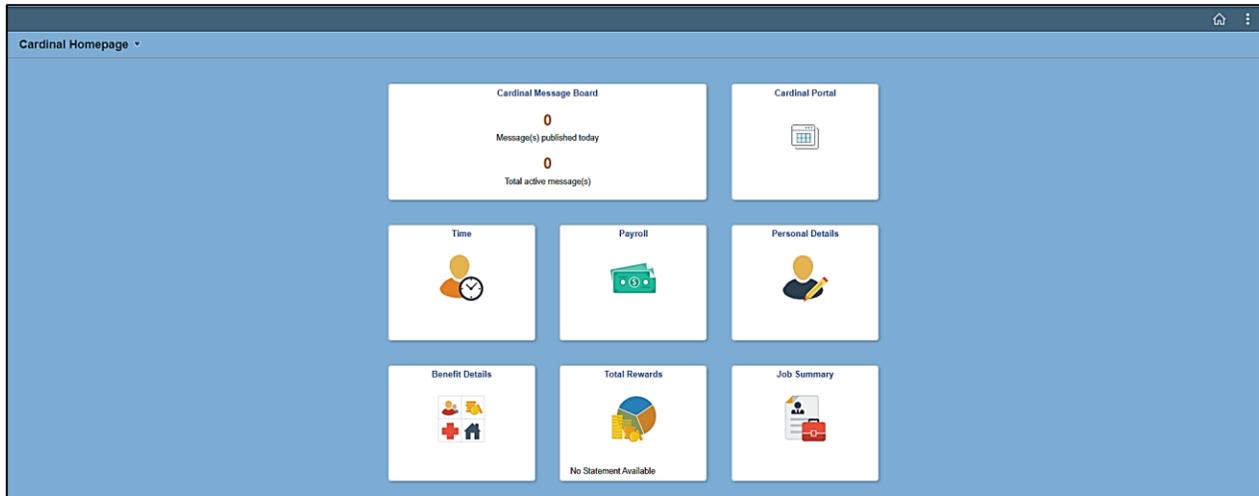
Step	Action
6.	Click the **Personal Details** tile.
	The **Personal Details** page displays with the **Addresses** tab displayed by default.
ℹ️	There are various types of personal information that can be viewed or updated using Employee Self-Service. Each category of information is represented as a tab in the menu. Refer to the remaining sections of this Job Aid for specific guidance and instructions on how to update specific categories of information.
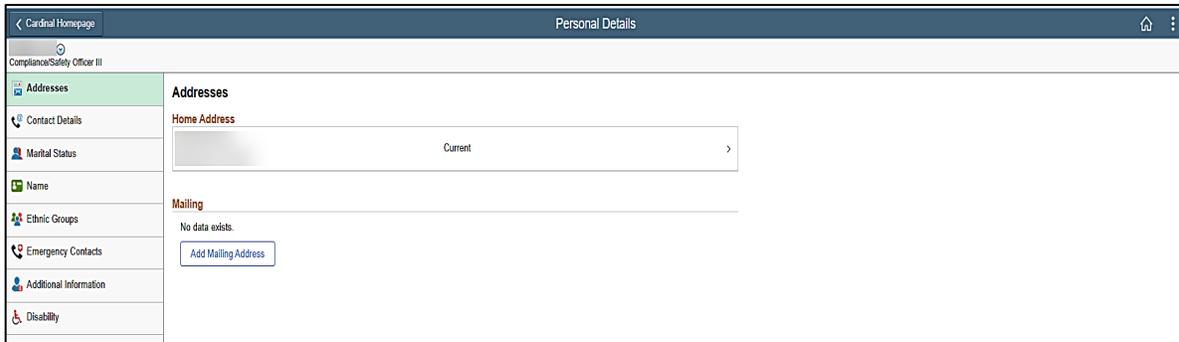
![CARDINAL]
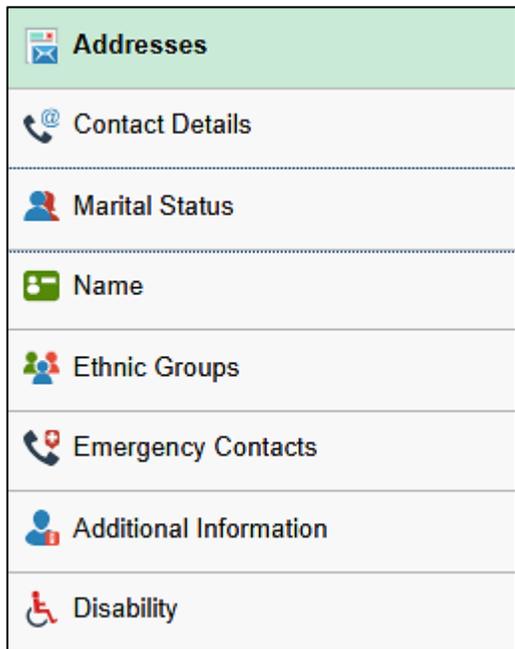
Updating Addresses Information

Step	Action
ⓘ	Your current home and mailing addresses will display on this page and can be reviewed here if they have been defined. Proceed to Step 1 to enter or update your home address. Proceed to Step 5 to enter or update your mailing address (if different than your home address).
1.	Click anywhere on the row for your current home address.
The **Address** page displays in a pop-up window.	

Step	Action
2.	Enter or select the applicable date for this address change to take effect using the **Change As Of Calendar** icon. Change As Of 02/17/2025
ℹ	The date defaults to the current date. Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.
3.	Enter the remaining address information in the applicable fields. **Address** Cancel ... Save **Employee Instruction** To save United States addresses following fields must be entered: Address1, City, State & Postal Change As Of 02/17/2025 Address Type Home Country United States Address 1 100 Nowhere Lane Address 2 Address 3 City Richmond State Virginia Postal 23232 County Henrico
4.	Click the **Save** button once all applicable information has been entered. Save

Step	Action
	The **Addresses** tab redisplays.
ℹ	The updated home address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.
5.	Click the **Add Mailing Address** button to add a mailing address.

Step	Action
	The **Address** page displays in a pop-up window.
6.	Enter or select the applicable date for this address change to take effect using the **Change As Of Calendar** icon.
ℹ️	Address changes can be entered with a future date as needed. The new address will become your current address on that date. However, address changes cannot be back dated.

Step	Action
7.	Enter the remaining address information in the corresponding fields. Address 1 [ ] Address 2 [ ] Address 3 [ ] City [ ] State [🔍] Postal [ ] County [ ]
8.	Click the **Save** button. **Save**

The **Address** tab redisplays.

‹ Cardinal Homepage	Personal Details

Compliance/Safety Officer III

Addresses	**Addresses**
Contact Details	**Home Address**
Marital Status	100 Nowhere Lane Richmond, VA 23232 Current › Henrico
Name	
Ethnic Groups	**Mailing Address**
Emergency Contacts	115 MAIL TO ME HERE Lane Richmond, VA 23232 Current › Henrico
Additional Information	
Disability	

ℹ️	The updated mailing address information now displays as current. If a future dated address change was entered, the updated address will not display as current until that date arrives.

Updating Contact Details Information

| Step	Action
1.	Click the **Contact Details** menu item. **📞@ Contact Details**
The **Contact Details** tab displays. 	
ℹ️	Your current phone and email information display on this page and can be reviewed here if they have been defined. Proceed to Step 2 to enter or update your phone number information. Proceed to Step 7 to enter or update your email address information.
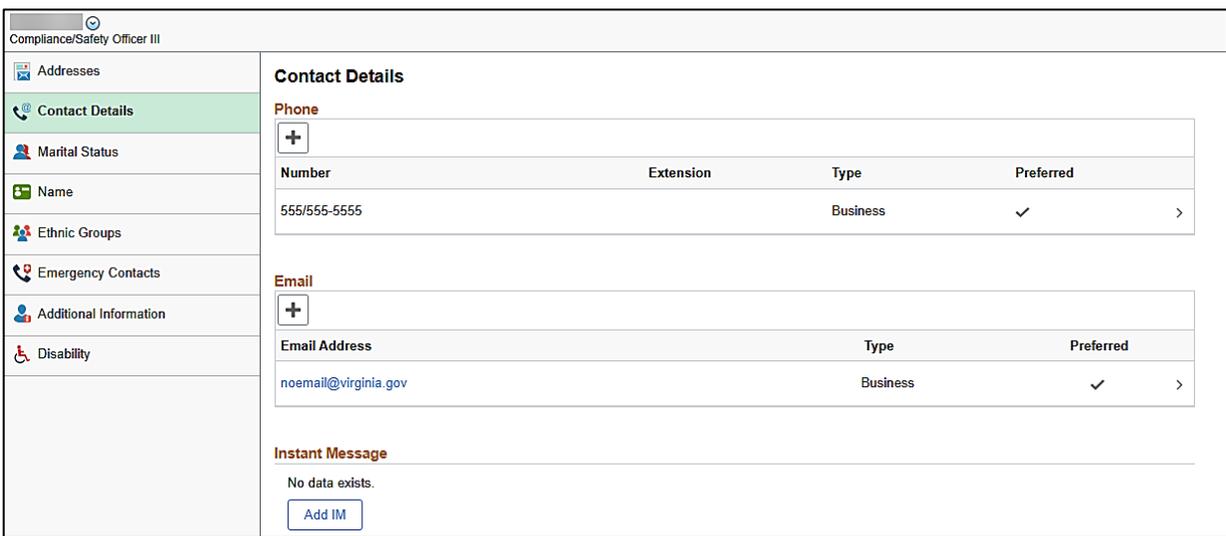
Step	Action
2.	To add a new phone number, click the **Add Phone** icon (+). Phone **+**
ℹ	To update an existing phone number, click anywhere on the corresponding row. 	Number	Extension	Type	Preferred
---	---	---	---
555/555-5555		Business	✓	>	
	The **Phone Number** page displays in a pop-up window. Cancel **Phone Number** Save *Type [▼] Preferred ☐ Number [ ] Extension [ ]
3.	Select the phone type using the **Type** dropdown button provided. *Type [▼]
4.	Click the **Preferred** checkbox option to make this the preferred phone number or leave unchecked if the number being entered is not the preferred number. Preferred ☐
5.	Enter the applicable information in the **Number** and **Extension** fields. Number [ ] Extension [ ]

Step	Action
6.	Click the **Save** button. Save

The **Contact Details** tab redisplays with the updated information displayed.

Compliance/Safety Officer III

Contact Details

Addresses
Contact Details
Marital Status
Name
Ethnic Groups
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Additional Information
Disability

Phone

Number	Extension	Type	Preferred	
555/555-5555		Business	✓	›
999/999-9999		Home		›

Email

Email Address	Type	Preferred	
noemail@virginia.gov	Business	✓	›

Instant Message

No data exists.

Add IM

7.	To Add a new email address, click the **Add Email Address** icon (+). Email +
ℹ	You cannot add or update your business email address using Employee Self-Service. Contact your agency Human Resources Administrator if your business email address is not correct.

Step	Action
	The **Email Address** page displays in a pop-up window.
8.	Select an email type of "Personal" using the dropdown button provided.
ℹ	Personal is the only option available.
9.	Enter your email address in the **Email Address** field.
10.	Click the **Save** button.

Step	Action
	The **Contact Details** tab redisplays with the new email address added.

Updating Marital Status

| Step	Action
1.	Click the **Marital Status** menu item.
The **Marital Status** tab displays. 	
ℹ	A change in marital status is completed through a Life Event. See the Job Aid titled **ESS_How to Create a Life Event** for additional information and specific instructions. This Job Aid is located on the Cardinal website in **Job Aids** under **Learning**.
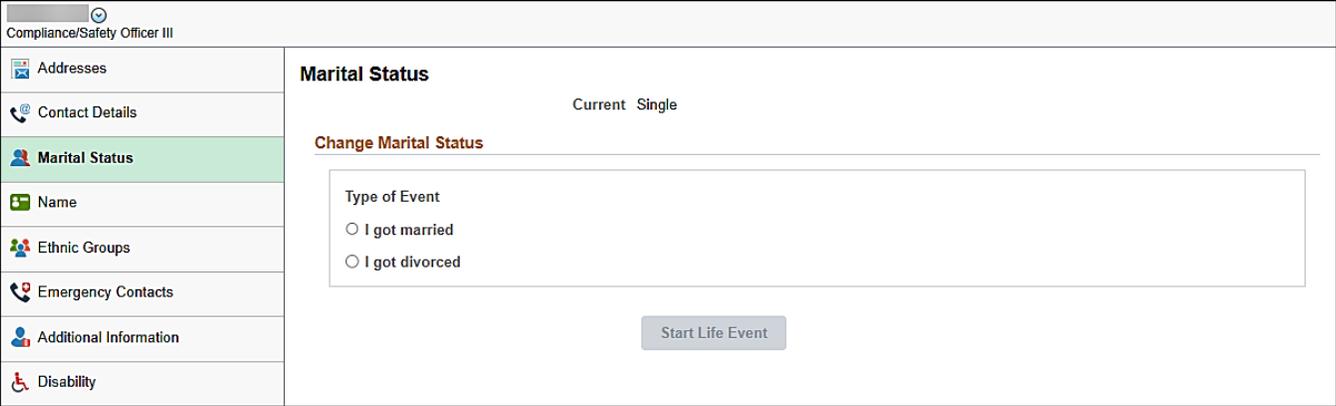
Updating Your Name

Step	Action
1.	Click the **Name** menu item.
	The **Name** tab displays.
2.	Click anywhere on the name row.
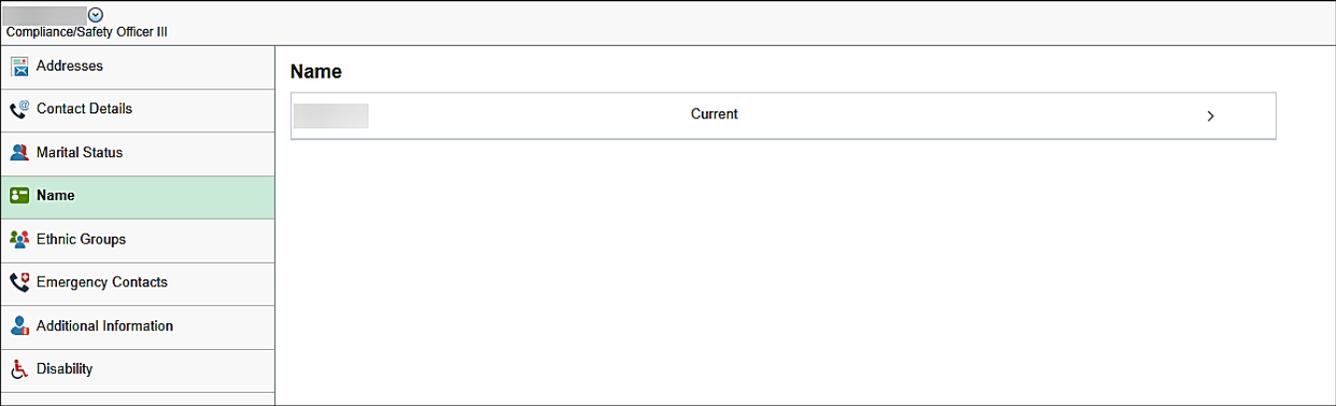
Step	Action
	The **Name** page displays in a pop-up window.

Step	Action
3.	Update the applicable fields associated with the name change.
4.	Click the **Save** button. Save

A **Documentation Disclaimer** displays in a pop-up window.

Documentation Disclaimer

By Clicking the Ok button below, I acknowledge that I need to provide supporting documentation related to this life event to my employing agency

OK

Step	Action
5.	Click the **OK** button. OK

Step	Action
	The **Name** tab redisplays with the updated name displayed in a new row with a status of "Submitted for Approval".
6.	Submit your supporting documentation for the name change to your agency Human Resources Administrator. Approval will take place once the supporting documentation is validated.

Self-Identifying your Ethnicity

Step	Action
1.	Click the **Ethnic Groups** menu item.
	The **Ethnic Groups** tab displays.
ℹ	Any ethnic groups that you have already defined will display here. You can self-identify with multiple ethnic groups.
2.	Click the **Add an Ethnic Group** button.
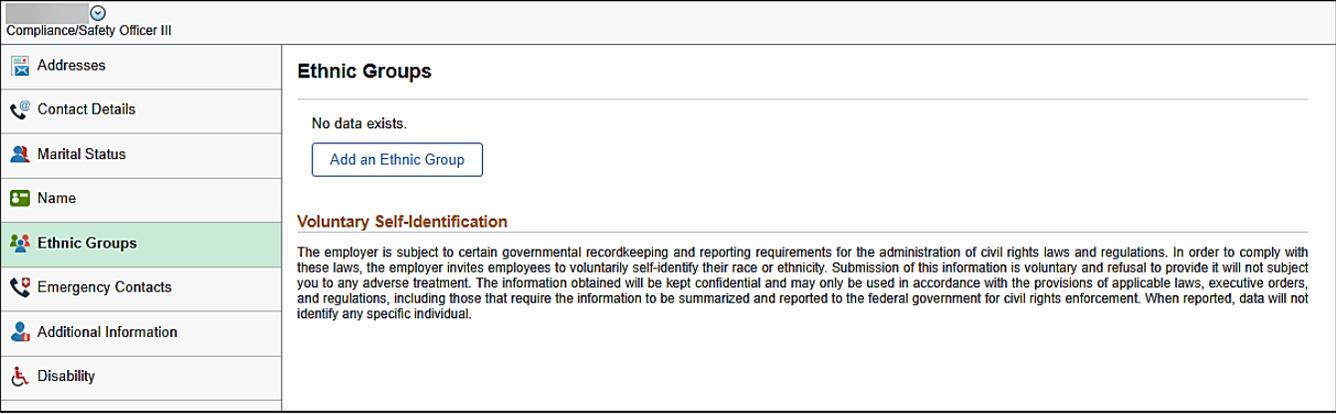
Step	Action
	The **Ethnic Group** page displays in a pop-up window.

Step	Action
3.	Click the **Ethnic Group Look Up** icon.

| | The **Lookup** page displays in a pop-up window. |

Step	Action
4.	Use the scrollbar as needed to find the applicable ethnic group and then select it by clicking anywhere on the corresponding row.

Step	Action
5.	Click the **Save** button. ![Save]

The **Ethnic Groups** tab redisplays with the selected Ethic Group displayed.

	Repeat these steps to add additional Ethnic Groups as needed.

![Cardinal logo]

Updating Emergency Contacts

Step	Action
	Addresses Home Address 100 Nowhere Lane Richmond, VA 23232 — Current Henrico Mailing Address 115 MAIL TO ME HERE Lane Richmond, VA 23232 — Current Henrico
1.	Click the **Emergency Contacts** menu item.
	The **Emergency Contacts** tab displays. **Emergency Contacts** No data exists. Add Emergency Contact
ⓘ	Any emergency contacts that you have already defined will display here. You can define multiple emergency contacts.
2.	Click the **Add Emergency Contact** button.
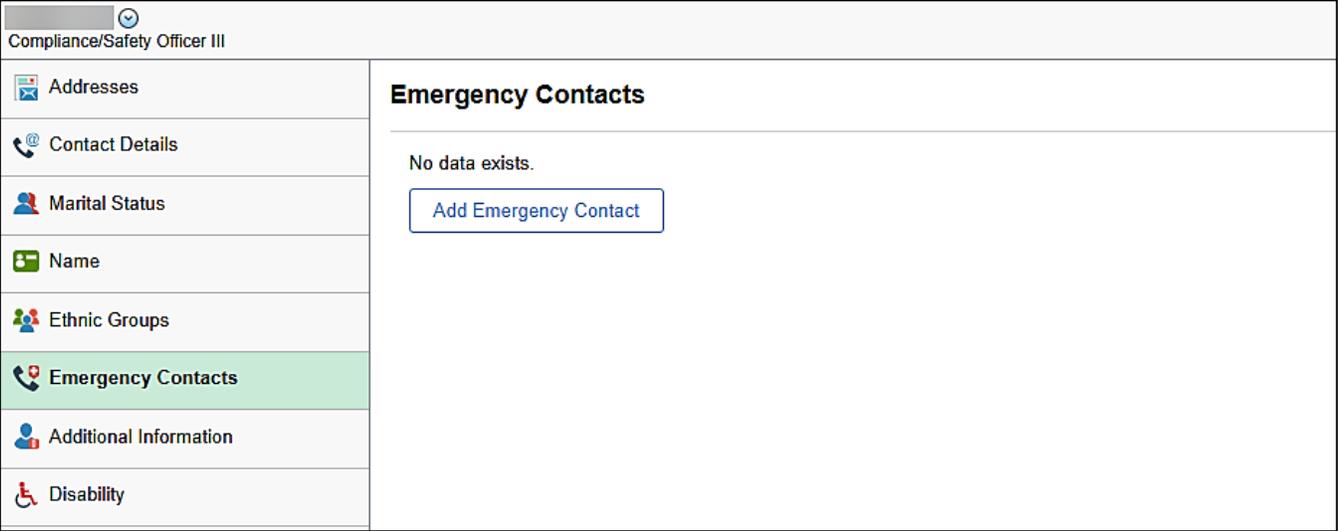
Step	Action
	The **Emergency Contact** page displays in a pop-up window.

Step	Action
3.	Enter the applicable information in the **Contact Name** field.

Step	Action
4.	Select the person's relationship to you using the **Relationship** dropdown button provided.

ℹ	When defining your first emergency contact, the **Preferred** checkbox option is selected by default and is read-only.

Step	Action
5.	Click the **Add Address** button. Add Address

The **Address** page displays in a pop-up window.

Cancel	**Address**	Done

Same as mine ☐

Field	Value
Country	United States 🔍
Address 1	
Address 2	
Address 3	
City	
State	🔍
Postal	
County	

Step	Action
6.	Click the **Same as mine** checkbox option, as applicable, or enter the applicable information into the corresponding fields.
7.	Click the **Done** button. Done

Step	Action
	The **Emergency Contact** page redisplays with the updated address information.
8.	Click the **Add Phone Number** button.
	The **Phone Number** page displays in a pop-up window.

Step	Action
9.	Click the **Same as mine** checkbox option if applicable and go to Step 12.
	If the phone number is different go to the next Step.
10.	Click the **Type** dropdown menu and select the applicable phone type.
	*Type ⌄
11.	Enter the phone number in the **Number** field and complete the **Extension** field if applicable.
	*Number
	Extension
12.	Click the **Done** button.
	Done

The **Emergency Contact** page redisplays with the phone number information displayed.
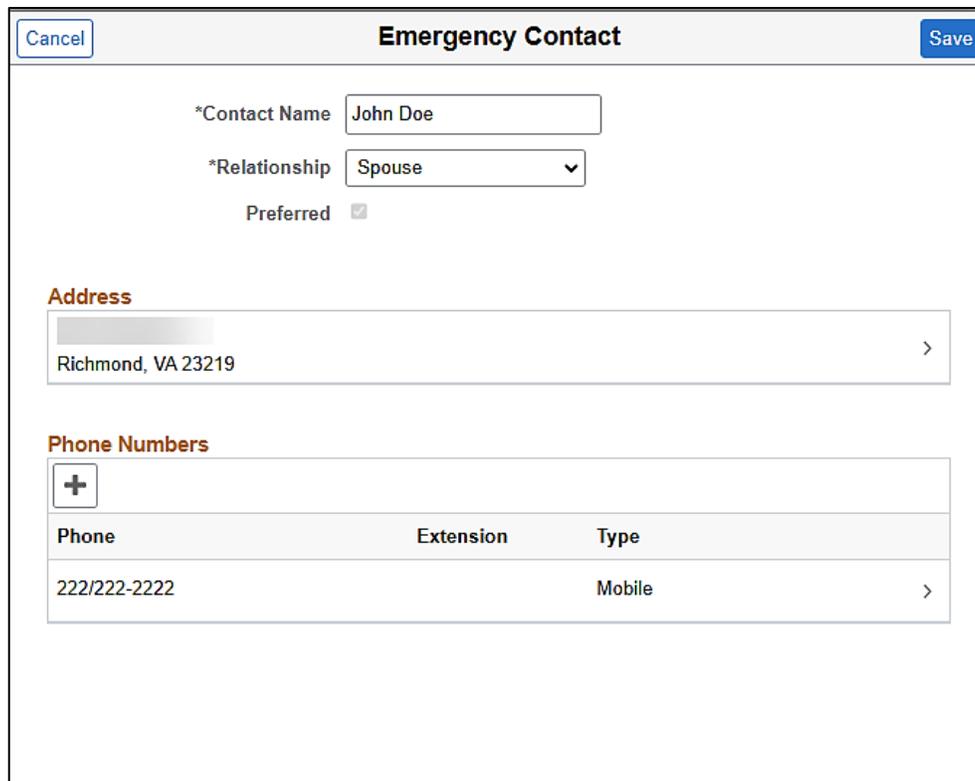
Cancel	**Emergency Contact**	Save

*Contact Name   John Doe

*Relationship   Spouse ⌄

Preferred ☑

Address

Richmond, VA 23219   >

Phone Numbers

＋

Phone	Extension	Type	
222/222-2222		Mobile	>

Step	Action
13.	Click the **Save** button. ![Save button]

The **Emergency Contacts** tab redisplays.

Step	Action
14.	To update an existing emergency contact, click anywhere on the corresponding row and make the applicable updates as needed. ![Emergency Contacts table with John Doe Spouse row highlighted]
ℹ	Repeat these steps to add additional emergency contacts as needed.

Viewing and Updating Additional Information
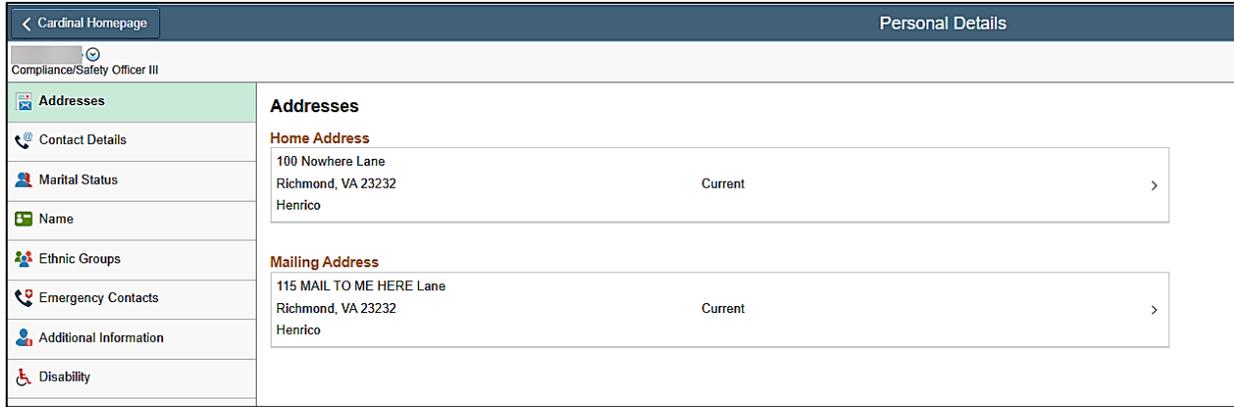
Step	Action
1.	Click the **Additional Information** menu item.

The **Additional Information** tab displays.
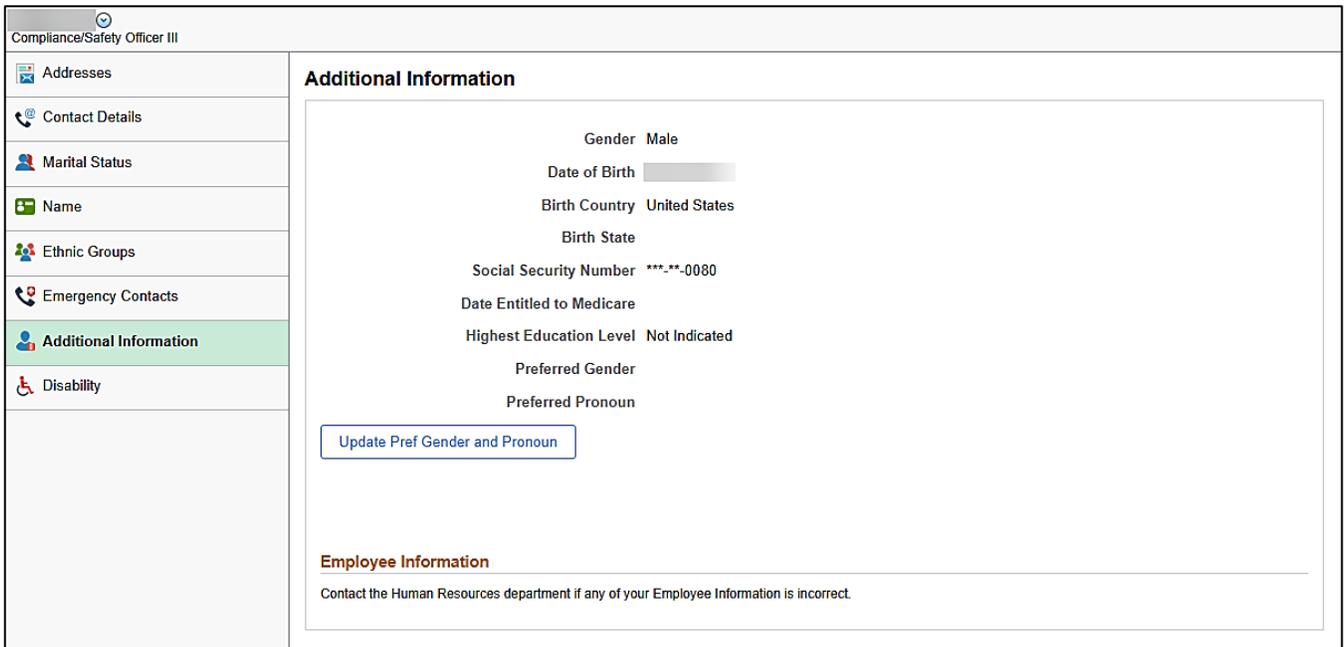
| ⓘ	Review the information. Most of this information cannot be updated using Employee Self-Service. If any of the information is not accurate, contact your Agency Human Resources Administrator. The only information that you can update using Employee Self-Service is your preferred gender and preferred pronoun.

Step	Action
2.	Click the **Update Pref Gender and Pronoun** button as needed. Update Pref Gender and Pronoun
	The **Preferred Gender & Pronoun** page displays in a pop-up window. Cancel **Preferred Gender & Pronoun** Save Preferred Gender [▾] Preferred Pronoun [▾]
3.	Click the **Preferred Gender** dropdown button to select the preferred Gender. Preferred Gender [▾]
4.	Click the **Preferred Pronoun** dropdown button to select the preferred Pronoun. Preferred Pronoun [▾]
5.	Click the **Save** button. Save

Step	Action
	The **Additional Information** tab redisplays with the applicable fields that were updated displayed.

Completing the Voluntary Self-Identification of Disability Form

Step	Action
1.	Click the **Disability** menu item.
	The **Disability** tab displays.

Step	Action
2.	Complete the form as applicable.
3.	Click the **Submit** button.
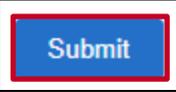
A **Confirmation** message displays in a pop-up window and you must confirm that you want to submit the information.

> Are you sure you want to submit this information?
>
> OK   Cancel

Step	Action
4.	Click the **OK** button. OK

A Submit was successful message appears briefly at the top of the page.

> **The Submit was successful.**   ✕

ℹ The information has been submitted and no further action is required.