
Ongoing Training/Post Go-Live Training and Available Resources

1 message

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Fri, Apr 1, 2022 at 4:16 PM To: rr CardinalLearning <cardinallearning@doa.virginia.gov>

This communication is being sent to HR Administrators, BN Administrators, TL Administrators, AM Administrators, PY Administrators, Cardinal Security Officers (CSO), and all CN Members for Release 2 agencies.



As you prepare for the Cardinal Human Capital Management (HCM) Release 2 go-live, we wanted to share ongoing training that will be available to your users post go-live, including on-demand materials and opportunities for instructor-led training.

Instructor-Led Training

Instructor-Led Training (ILT) sessions will be available to Release 1 and Release 2 users who are either new to Cardinal HCM or have had a role change(s) that require ILT(s). Release 2 Core users, who require ILTs but did not complete their assigned curriculum prior to go-live, will be contacted by Cardinal Learning to schedule this training.

These courses will be available April – June 2022 and a notification of available courses will be posted on the Cardinal message board. Additional ILTs will be conducted in conjunction with the Release 3 rollout in July – September 2022.

ILT Training for New/Updated Users

Post go-live, whenever a Cardinal Security Form is submitted by the agency and completed by the Cardinal Team, any Core users with new/changed roles will receive a message from the Cardinal Security mailbox containing a link to request ILT through the [Cardinal HCM Training Request Form](#). Please coordinate with your user to fill out this request.

To further understand role assignments and the access you and your employees can have in Cardinal HCM, you can also refer to the [Statewide Security Handbook](#) on the Cardinal Website. To learn more about required training based on Core user roles, please refer to the [Roles to Training Courses](#) matrix.

Additional Resources and Support:

The [Cardinal website](#) contains materials (e.g., job aids, course materials, web-based training, videos) designed to support your users. Refer to the [list of available resources](#) for more information.

In your role, you may be required to communicate agency-specific details to your users **prior** to taking web-based or instructor-led training. Your agency's change network members can be a resource for prior communications to users and details on your agency attributes.

As a reminder, Employee Self-Service only users do not receive a communication from Cardinal HCM about their access if they are added to Cardinal HCM after go-live. This information needs to be shared by a designated resource at your agency.

If you have any questions related to any of this information, please contact the Cardinal Learning team at CardinalLearning@doa.virginia.gov.

Regards,

The Cardinal Learning Team