

Logging In

To log into [Nest](#), learners should follow the instructions based on their user classification.

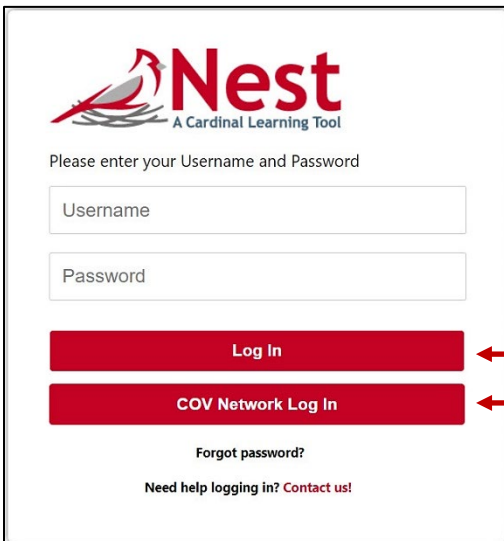
COV* users with an agency-provided email address are within the Commonwealth of Virginia (COV) network, whose users are managed by VITA, can either:

- Use the single sign-on feature by clicking the **COV Network Log In** button and entering your network credentials.
 - **OR**, use the credentials in the “Welcome to Nest” email you received by entering them in the Username and Password fields and clicking the **Log in** button.
- Important:** You will be prompted to reset your password the first time, it is critical you follow the requirements when resetting the password.

* If you are unsure of your agency network, [review the complete list](#) of COV and Non-COV agencies.

All other users:

- Use the credentials in the “Welcome to Nest” email you received by entering them in the Username and Password fields and clicking the **Log in** button.
- Important:** You will be prompted to reset your password the first time, it is critical you follow the requirements when resetting the password.



The screenshot shows the Nest login interface. At the top left is the Nest logo with the tagline 'A Cardinal Learning Tool'. Below the logo, the text 'Please enter your Username and Password' is displayed. There are two input fields: 'Username' and 'Password'. Below these fields are two red buttons: 'Log In' and 'COV Network Log In'. At the bottom of the form, there is a link for 'Forgot password?' and a footer that says 'Need help logging in? Contact us!'.

All users, regardless of agency network affiliation, can log in using the credential information provided in the Welcome to Nest email.

COV agency users can take advantage of the single sign-on feature by utilizing their network credentials to log in.

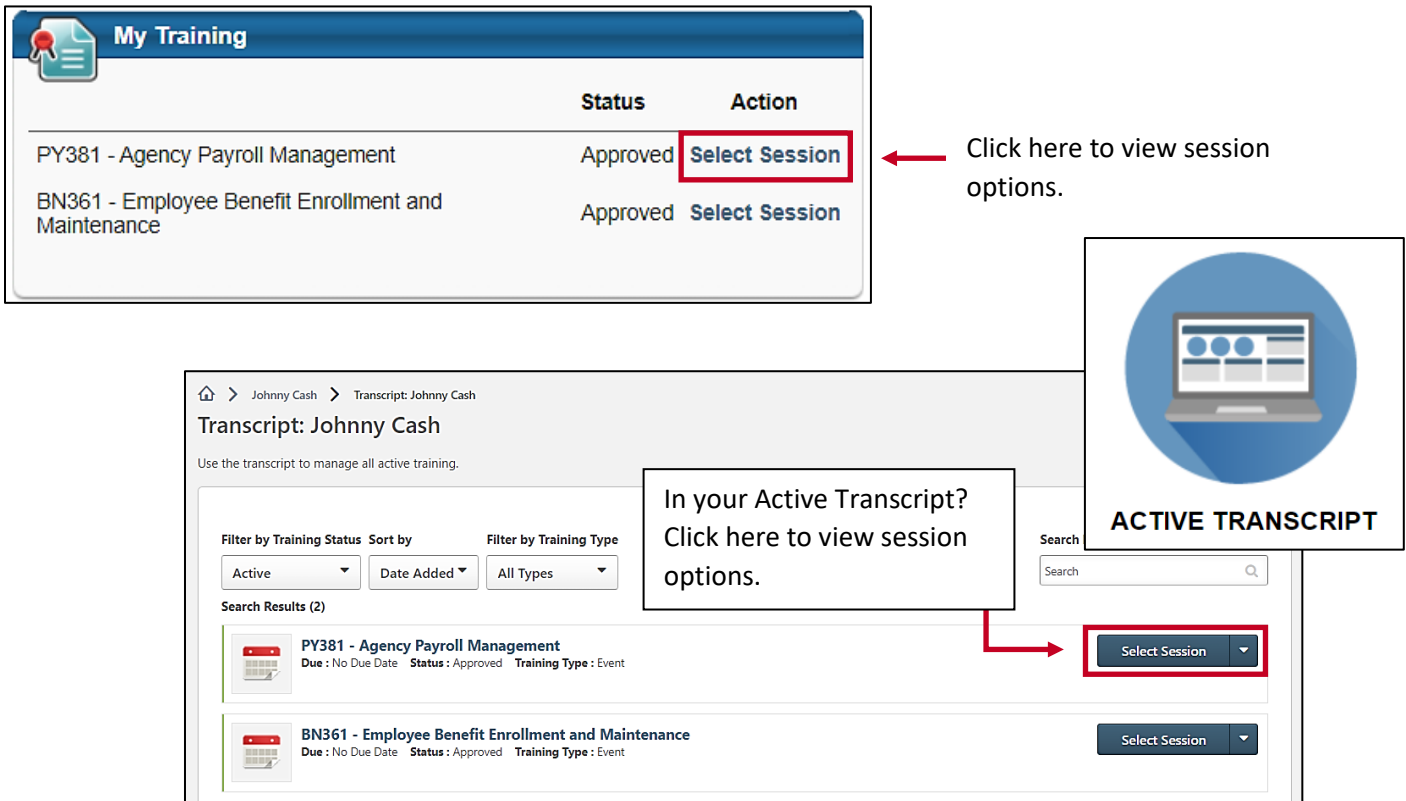
Getting Started – View Requested Training

Ready to get started with your training? The Cardinal training you requested is displayed in the **My Training** section and your **Active Transcript**.



Getting Started – Register for Training Session

The **My Training** Section and your **Active Transcript** display your requested training courses. Click **Select Session** next to the training title to view session options and register.



Getting Started – Complete Registration

After clicking Select Session, the event page displays. Review the list of available sessions and register for the session you want.

EVENT

PY381 - Agency Payroll Management

Last Updated 11/03/2022 Duration 14 hours

Details

The PY381: Agency Payroll Management course provides Payroll Administrators with the fundamental knowledge to ensure that all state employees are paid accurately and on time. It includes maintaining employee payroll data, using the Single Use Payroll Online Tool (SPOT), processing payroll, and the post payroll processes.

[Show More](#)

Upcoming Sessions

Date (Ascending) 2 Sessions

FEB PY381 In-Person

13 Mon, Feb 13, 2023, 9:00 AM - Tue, Feb 14, 2023, 5:00 PM

Register by Sun, Feb 12, 2023, 9:00 AM

English (US)

View Details ▼

Request

MAR PY381 - Virtual

6 Mon, Mar 6, 2023, 8:00 AM - Tue, Mar 7, 2023, 4:00 PM

Register by Thu, Mar 2, 2023, 8:00 AM

Virtual

English (US)

View Details ▼

15 seats available

EVENT

PY381 - Agency Payroll Management

Approved

Training is approved for registration.

Select a Session ▼

Find a date/time that works for you? Click the drop-down arrow and select **Request** to complete your registration!

Need to Reschedule or Withdraw from a Session?

Login to Nest and navigate to your training courses listed in My Training. Under the Action column click **Withdraw** next to the course title.

My Training

	Status	Action
BN361 - Employee Benefit Enrollment and Maintenance	Registered	Withdraw Launch
PY381 - Agency Payroll Management	Registered	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Withdraw</div>

You must withdraw from your session if you cannot attend.

Failure to show up to class or last minute withdrawals will be communicated back to your agency.



After withdrawing you will then be able to select a new session! We encourage you to select a new session **as soon as possible** as seats may fill up for your preferred date/time.

Questions? Email CardinalLearning@doa.virginia.gov.