



Cardinal System Access Guide Overview

This job aid provides instructions on accessing the Cardinal system, registration, logging into your account, and managing your account settings.

The Cardinal system includes two applications, Financials (FIN) and Human Capital Management (HCM), both of which are accessible via the Cardinal Portal. Cardinal leverages the Virginia IT Agency’s (VITA) cloud-based identity and access management tool, Okta, to authenticate Cardinal users.

Cardinal users can access all applications by visiting my.cardinal.virginia.gov.

Note: Bookmark this page to protect your device and account security.

For optimal performance, use Google Chrome to access Cardinal. Firefox and Safari are not recommended. Cardinal is not optimized for mobile devices; therefore, it is recommended to access Cardinal on a computer.

Cardinal Registration

New Cardinal users outside the VITA COV-Network, as well as terminated and retired employees, must complete a one-time registration and enable Okta Multi-Factor Authentication (MFA) for secure logins.

COV-agency employees using agency-provided email addresses **do not need to register their Cardinal account.**

To confirm your agency network, please refer to the [Agency Network Status list](#) for a comprehensive list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

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Cardinal Access

Access to Cardinal varies based on how you use Cardinal. There are two types of users: **Core Users** and **Employee Self-Service (ESS) Users**. Core Users perform day-to-day administrative tasks and functions within Cardinal HCM/Financials. ESS Users utilize Cardinal to view/manage personal data, benefits, and paystubs.

Core Users

Cardinal Core Users perform day-to-day administrative functions within Cardinal Financials and/or HCM. To ensure secure access, the Cardinal system employs a combination of roles and permission lists. Roles grant access to specific functions within Cardinal.

To obtain core user access, employees must be assigned the appropriate roles based on their job responsibilities. Their agency or locality must submit required documentation to the Cardinal Security team to assign these roles. For more information and the necessary forms, please refer to the [Security](#) page of the Cardinal website.

Employee Self-Service (ESS)

Cardinal HCM Employee Self-Service (ESS) access is granted systematically and does **not** require the submission of a Security Form.

Terminated and Retired Employees

Retired and terminated employees of agencies using Cardinal may retain limited access for a specific period after their employment ends. To maintain access, their previous agency must update their email address to their preferred personal email. Even if you previously registered for Cardinal during your employment, you will need to complete a one-time registration process and set up Okta Multi-Factor Authentication (MFA) for security purposes. The duration of access for retired and terminated employees varies based on their inactive employee type.

Inactive Employee Type	Access Period
Terminated Employee	18 months
Retired Employee without Health Benefits	18 months
Retired Employee with Active Health Benefits	Length of Coverage

Getting Started – COV-Agency Employees

This section provides step-by-step instructions for first-time Cardinal login for COV-agency employees and contractors and is applicable to active employees with the following user attributes:

- Active State Employee
- Employee's agency is on the VITA COV-Network
- Employee uses an agency-provided email

Note: COV-Agency Employees using a personal email address must complete the Cardinal registration process and should refer to the [Getting Started - All Other Users](#) section of this job aid.

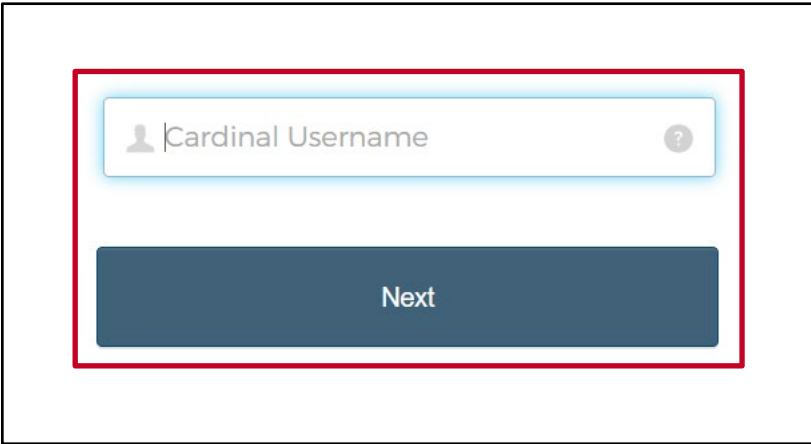
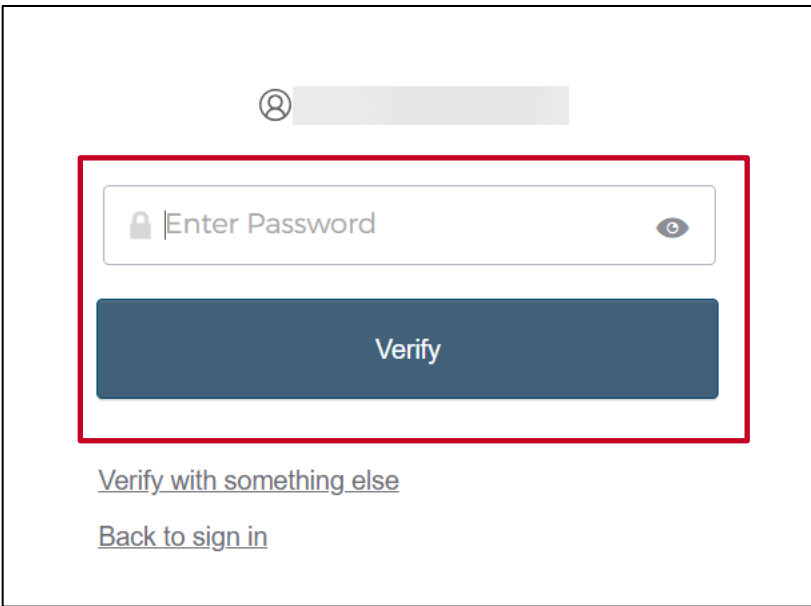
Active employees and contractors of COV agencies using agency-provided email addresses do not need to register their Cardinal account.

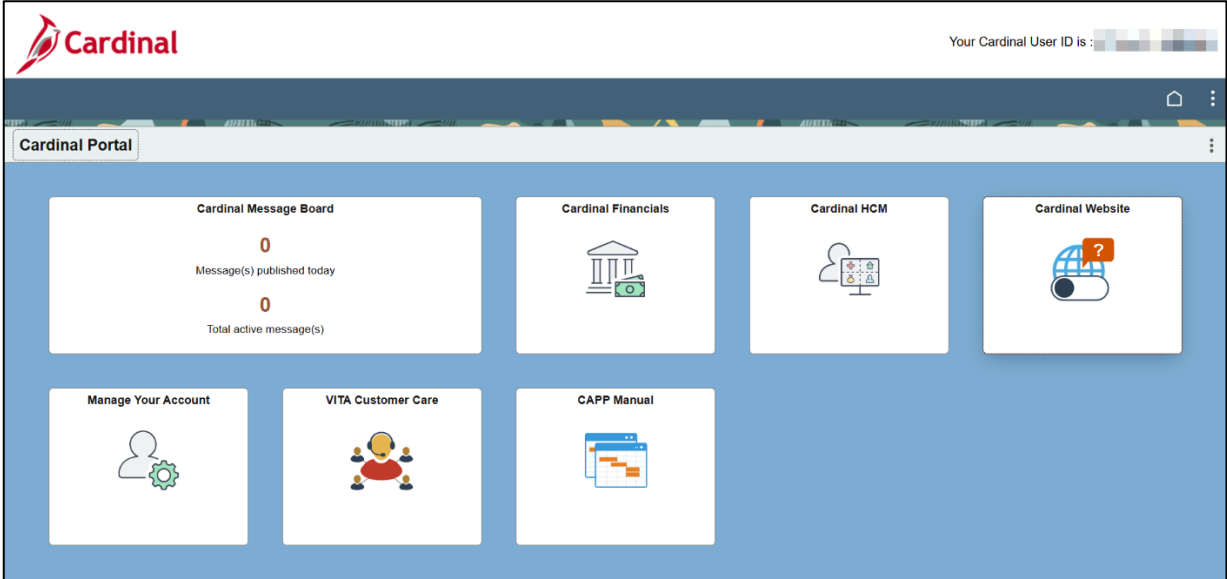
To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

Step	Action
1.	Access Cardinal by entering the following URL in your web browser: my.cardinal.virginia.gov

The **Cardinal Login** page displays.



Step	Action
2.	Enter your agency-provided email address in the Cardinal Username field. This is your Cardinal Username. Click Next. 
3.	Enter the same password you use for your agency COV credentials in In the Password field. This is your Cardinal password. Click the Verify button. 

Step	Action
	The Cardinal Portal displays. You have completed the login process to access Cardinal. 

Getting Started - All Other Users

This section provides step-by-step instructions for first-time Cardinal registration login for the following users:

- State employees at Non-COV agencies
- State employees who use a personal email address
- Locality employees with access to Cardinal
- Contractors working for a Non-COV State Agency
- Terminated and Retired employees

Cardinal users with any of these attributes are not part of the VITA COV-Network and must complete a one-time registration and establish Okta Multi-Factor Authentication (MFA) for secure logins. Follow these steps to complete your user registration, tailored to your specific user type, and set up Okta MFA.

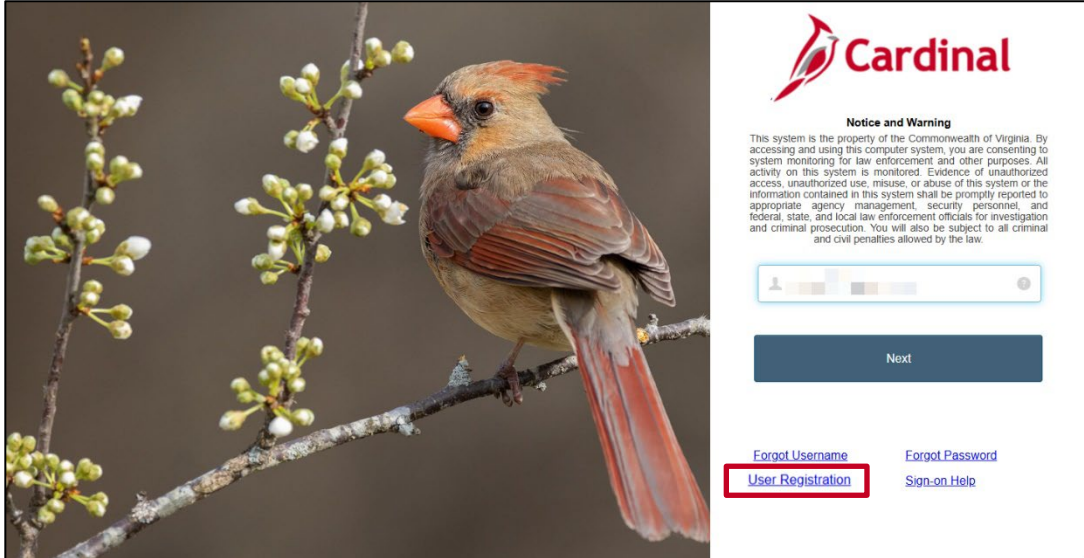
To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

User Registration – Active State Employee

This section provides step-by-step instructions for Active State Employees of Non-COV agencies, employees using personal email addresses in Cardinal, and locality employees. To successfully register your Cardinal account, you will need the following information:

- Email Address (as recorded in Cardinal)
- 11-Digit Cardinal Employee ID Number
- Last 4 digits of Social Security Number (SSN)

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: my.cardinal.virginia.gov .

Step	Action
2.	Click the User Registration link. 

The Cardinal User Registration page displays.


Cardinal

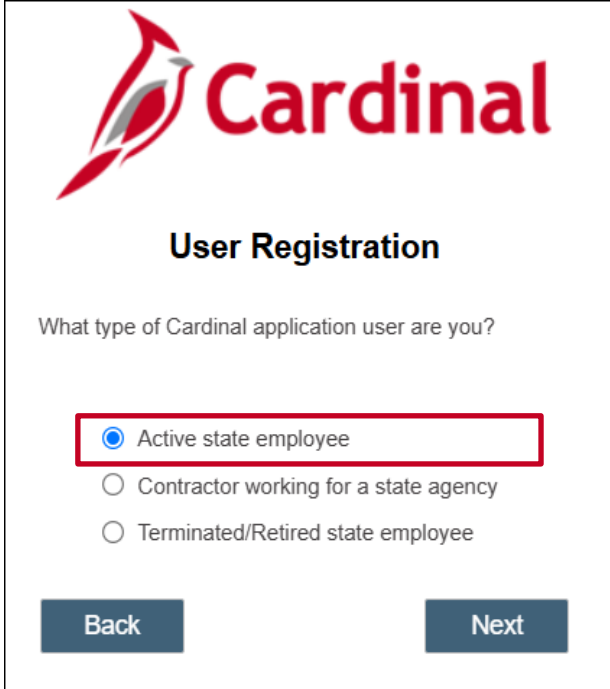
User Registration

What type of Cardinal application user are you?

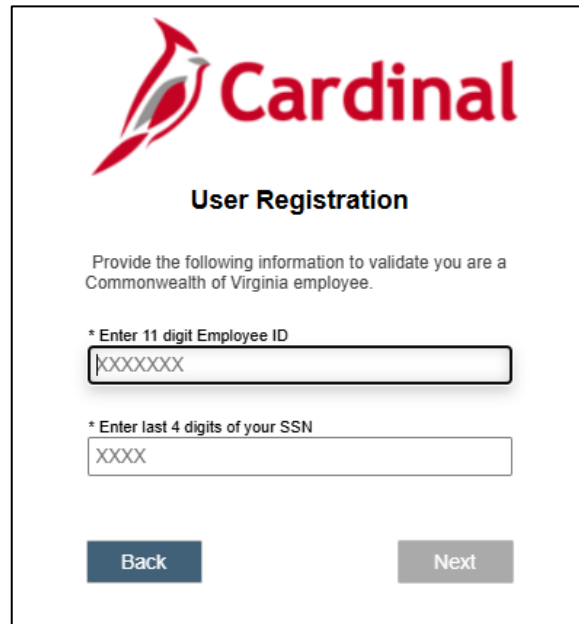
☐ Active state employee
☐ Contractor working for a state agency
☐ Terminated/Retired state employee

Back

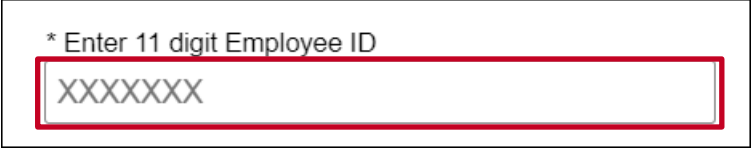
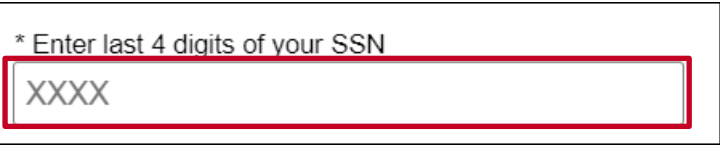
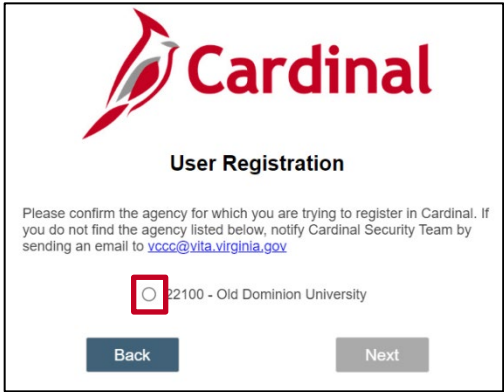
Next

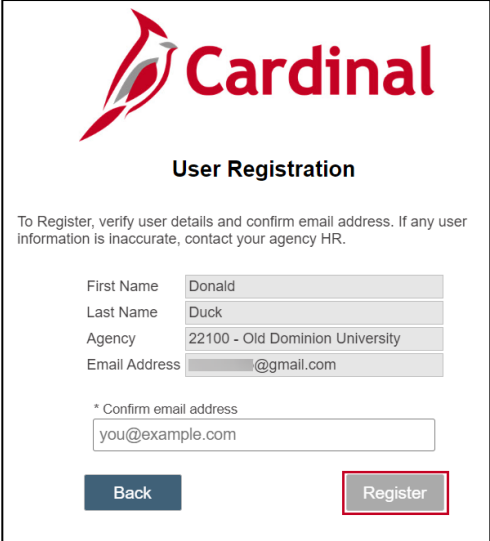
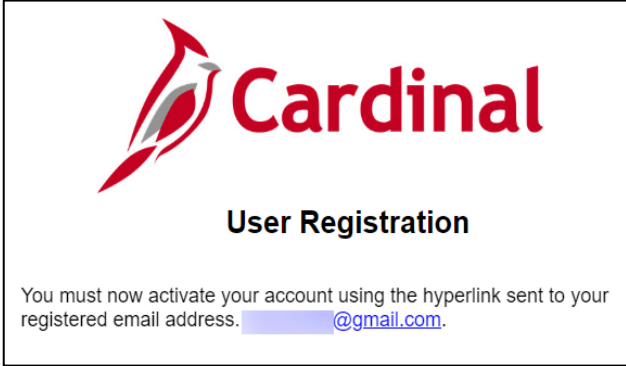
Step	Action
3.	Using the radio button, select Active state employee.  The screenshot shows the 'Cardinal User Registration' page. At the top is the Cardinal logo. Below it is the title 'User Registration'. The question 'What type of Cardinal application user are you?' is followed by three radio button options: 'Active state employee' (which is selected and highlighted with a red box), 'Contractor working for a state agency', and 'Terminated/Retired state employee'. At the bottom are 'Back' and 'Next' buttons.

The **Cardinal User Registration** page displays with validation criteria.



The screenshot shows the 'Cardinal User Registration' page with validation criteria. At the top is the Cardinal logo. Below it is the title 'User Registration'. The text 'Provide the following information to validate you are a Commonwealth of Virginia employee.' is followed by two input fields: '* Enter 11 digit Employee ID' (containing 'XXXXXXXX') and '* Enter last 4 digits of your SSN' (containing 'XXXX'). At the bottom are 'Back' and 'Next' buttons.

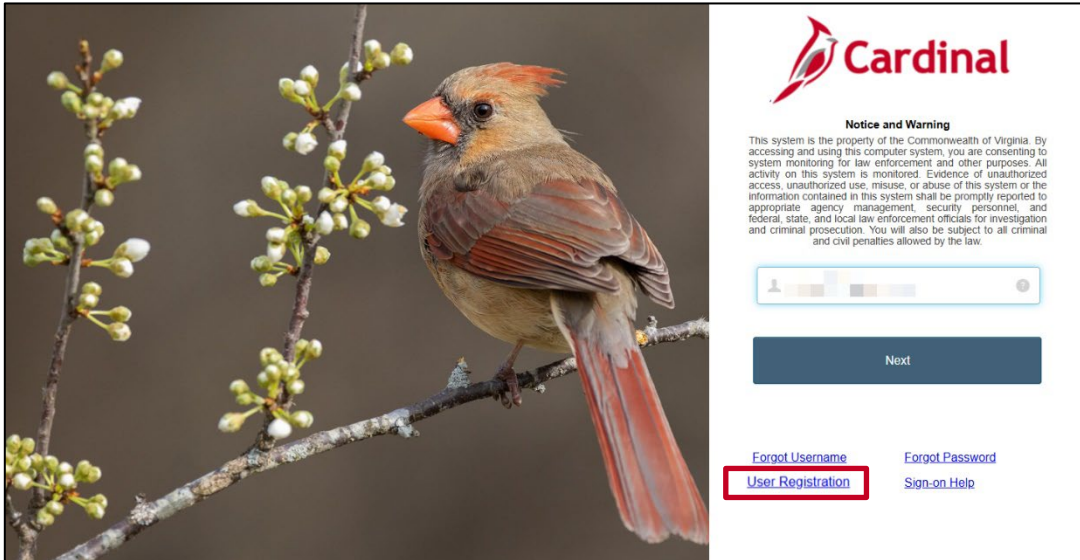
Step	Action
4.	Enter your Cardinal Employee ID including the leading zeros in the *Enter 11-digit Employee ID field. 
	If you do not know your Cardinal Employee ID, contact your agency's HR Administrator.
5.	Enter the last 4 digits of your social security number in the *Enter last 4 digits of your SSN field. 
6.	Click the Next button. 
7.	The Cardinal User Registration page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button. 
8.	Click the Next button. 

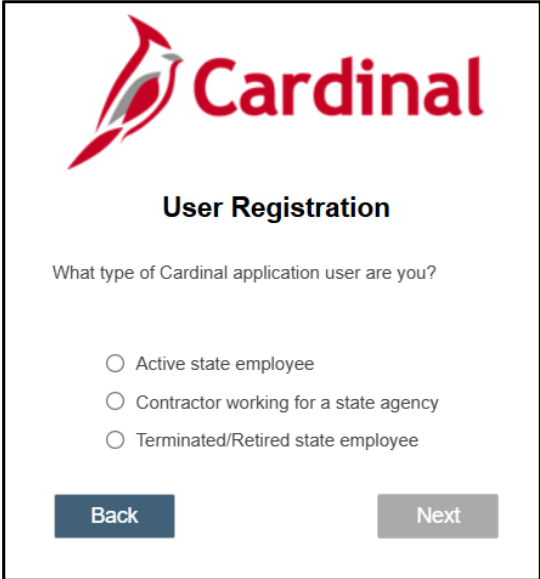
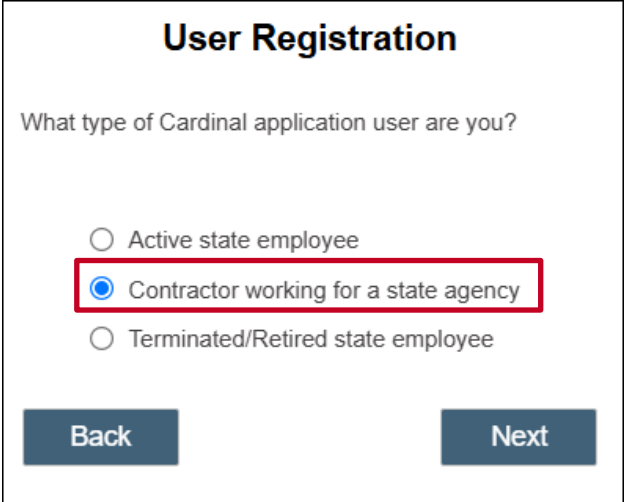
Step	Action
9.	The Cardinal User Registration page displays. Verify the information displayed is correct and enter your email address in the *Confirm email address field. 
	<u>If any of this information is incorrect</u>, contact your agency's HR Administrator.
10.	Click the Register button. 
The Cardinal User Registration page displays a message stating a successful registration. Instructions to activate the account are sent to the user's registered email address. 	
For next steps, go to Activating Your Cardinal Account.	

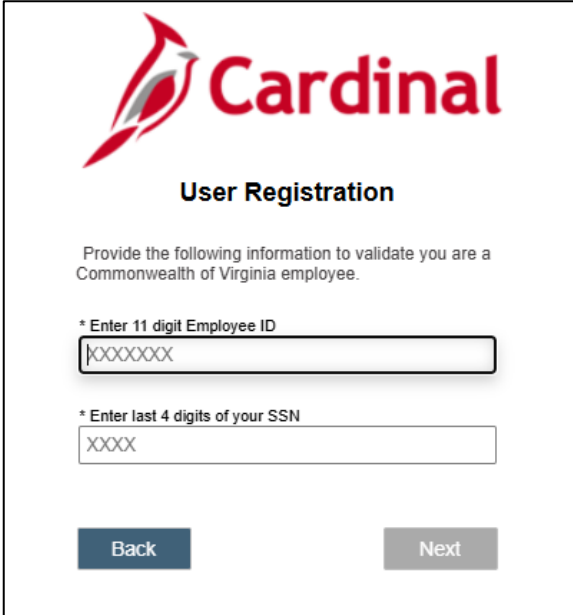
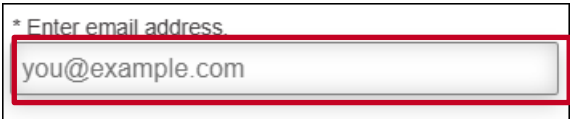
User Registration - Contractors Working for a State Agency

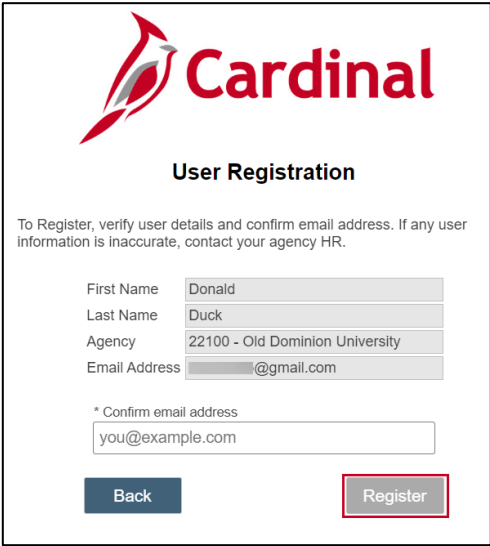
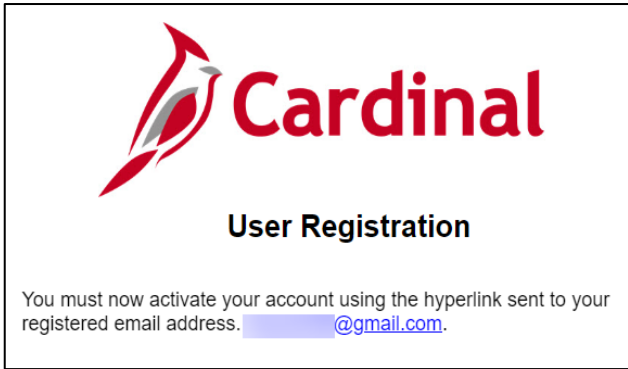
This section provides step-by-step Cardinal registration instructions for contractors to register their Cardinal account. As a contractor working for a Non-COV state agency but not directly employed by the Commonwealth, you will not have an Employee ID. To complete the registration process, you will need the email address associated with your Cardinal account.

To confirm your agency network, refer to the [Agency Network Status list](#) for a complete list of VITA Commonwealth of Virginia (COV) and Non-COV agencies.

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: my.cardinal.virginia.gov .
2.	Click the User Registration link. 

Step	Action
	The Cardinal User Registration page displays.  The screenshot shows the Cardinal User Registration page. At the top is the Cardinal logo. Below it is the title 'User Registration'. The question 'What type of Cardinal application user are you?' is followed by three radio button options: 'Active state employee', 'Contractor working for a state agency', and 'Terminated/Retired state employee'. At the bottom are 'Back' and 'Next' buttons.
3.	Using the radio button, select Contractor working for a state agency.  The screenshot shows the same Cardinal User Registration page, but the 'Contractor working for a state agency' radio button is now selected and highlighted with a red rectangle. The 'Back' and 'Next' buttons remain at the bottom.

Step	Action
	The Cardinal User Registration page displays with validation criteria. 
4.	Enter your email address in the *Enter email address field. 
5.	Click the Next button. 
	The Cardinal User Registration page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button. vcsc@vita.virginia.gov'. Below is a radio button selected for '22100 - Old Dominion University'. At the bottom are 'Back' and 'Next' buttons." data-bbox="354 717 661 901"/>

Step	Action
6.	Click the Next button. 
7.	The Cardinal User Registration page displays. Verify the information displayed is correct and enter your email address in the *Confirm email address field. 
	If any of this information is <u>incorrect</u>, contact your agency's HR Administrator.
8.	Click the Register button. 
The Cardinal User Registration page displays a message stating a successful registration. Instructions to activate the account are sent to the user's registered email address. 	



Security and Access Job Aid

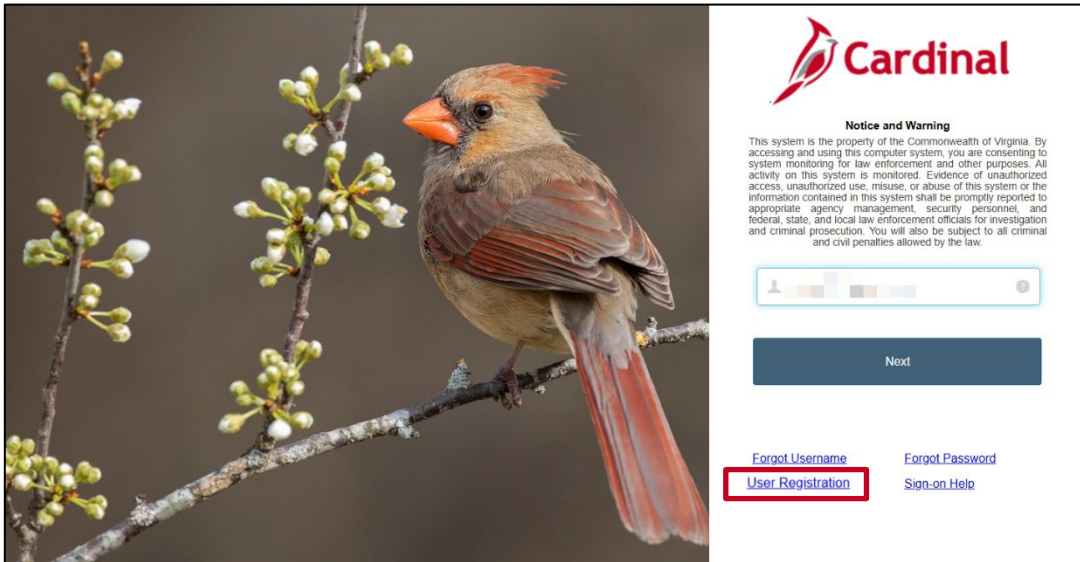
Cardinal System Access Guide

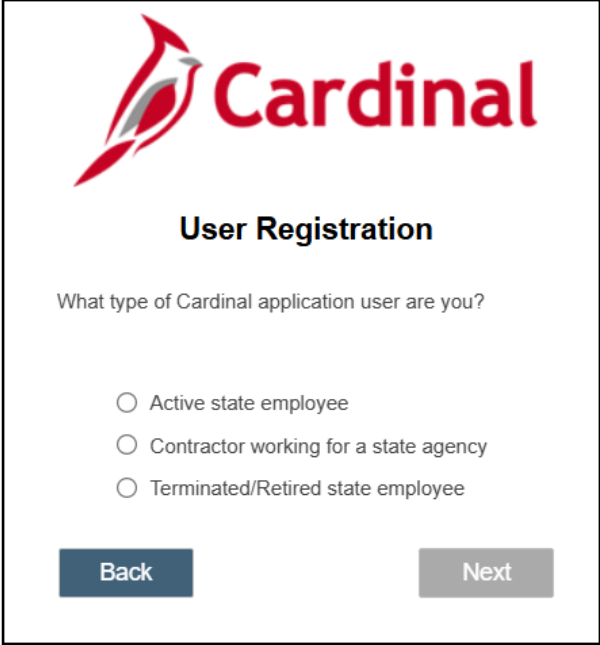
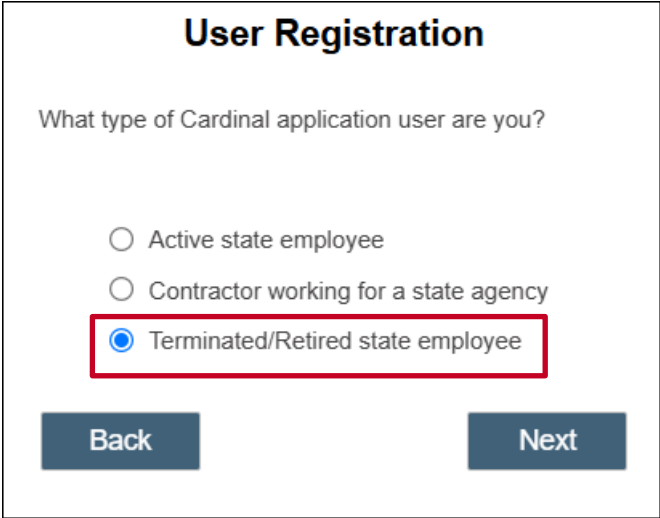
Step	Action
	For next steps, go to Activating Your Cardinal Account .

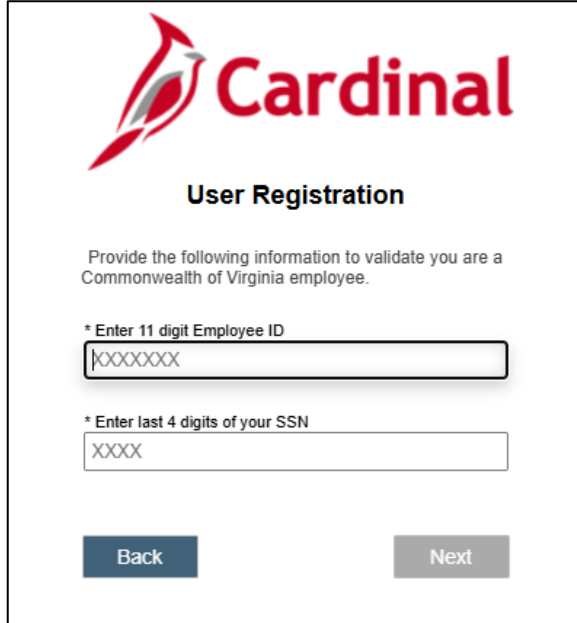
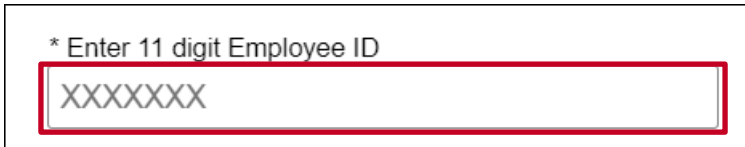
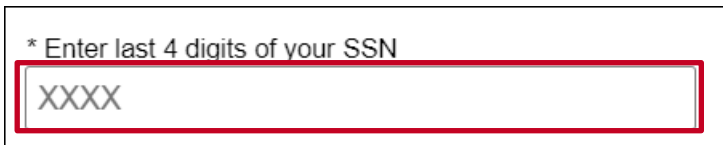
User Registration – Terminated/Retired State Employee

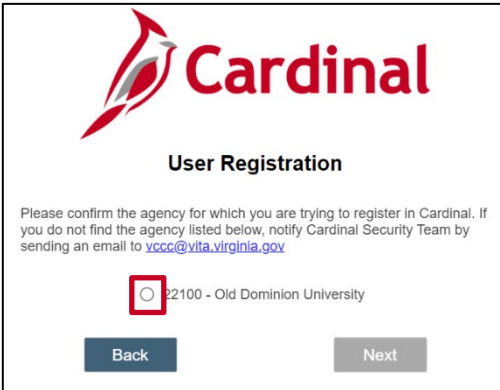
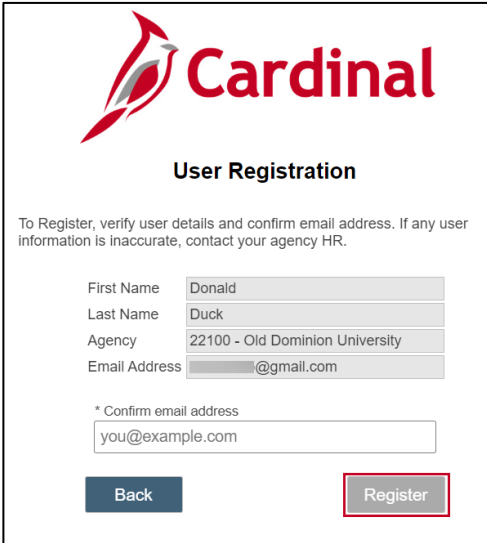
This section provides step-by-step instructions for terminated and retired state employees of agencies that use Cardinal. To successfully register your Cardinal account, you will need the following information:

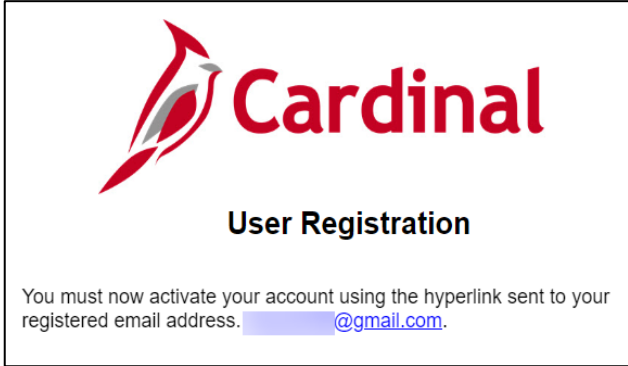
- Email Address (as recorded in Cardinal)
- 11-Digit Cardinal Employee ID Number
- Last 4 digits of Social Security Number (SSN)

Step	Action
1.	Access Cardinal by entering the following URL into the web browser: my.cardinal.virginia.gov .
2.	Click the User Registration link. 

Step	Action
	The Cardinal User Registration page displays.  The screenshot shows the Cardinal User Registration page. At the top is the Cardinal logo. Below it is the title 'User Registration'. The question 'What type of Cardinal application user are you?' is followed by three radio button options: 'Active state employee', 'Contractor working for a state agency', and 'Terminated/Retired state employee'. At the bottom are 'Back' and 'Next' buttons.
3.	Using the radio button, select Terminated/Retired state employee.  The screenshot shows the same Cardinal User Registration page, but the 'Terminated/Retired state employee' radio button is now selected and highlighted with a red rectangle. The 'Back' and 'Next' buttons remain at the bottom.

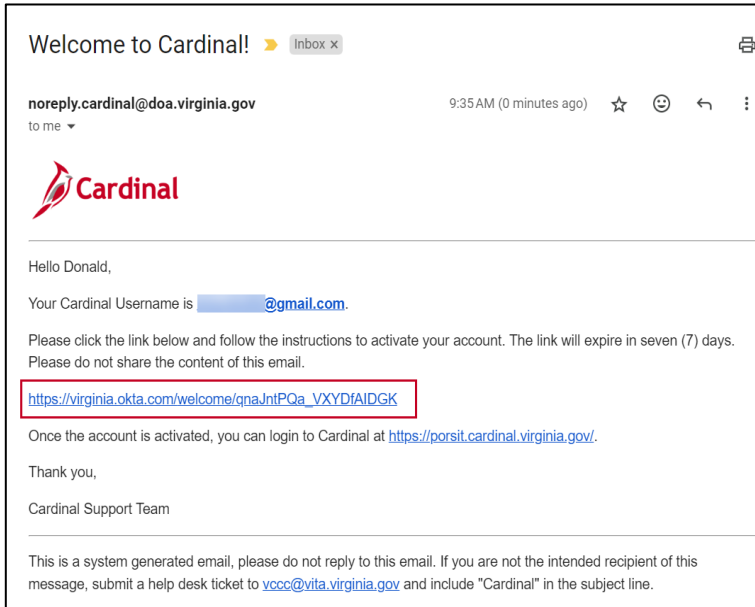
Step	Action
	The Cardinal User Registration page displays with validation criteria. 
4.	Enter your Cardinal Employee ID including the leading zeros in the *Enter 11-digit Employee ID field. 
	If you do not know your Cardinal Employee ID, contact your former agency's HR Administrator.
5.	Enter the last 4 digits of your social security number in the *Enter last 4 digits of your SSN field. 
6.	Click the Next button. 

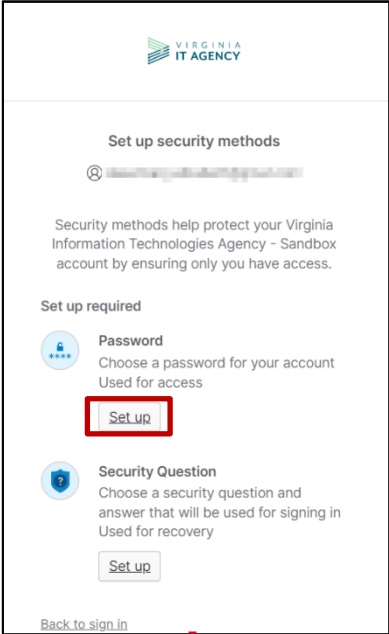
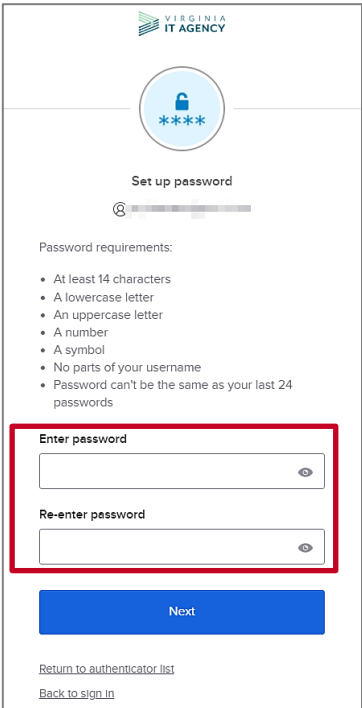
Step	Action
7.	The Cardinal User Registration page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button. 
8.	Click the Next button. 
9.	The Cardinal User Registration page displays. Verify the information displayed is correct and enter your email address in the *Confirm email address field. 
	<u>If any of this information is incorrect</u>, contact your former agency's HR Administrator.

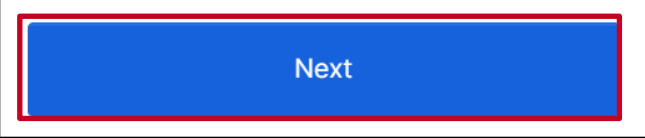
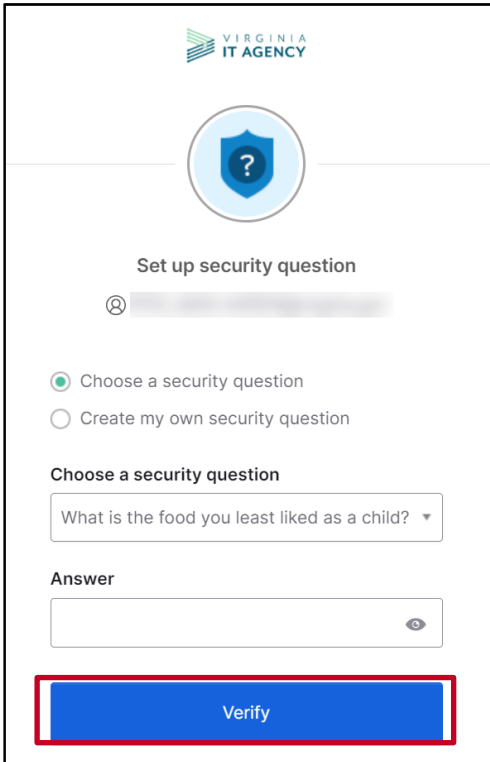
Step	Action
10.	Click the Register button.  
The Cardinal User Registration page displays a message stating a successful registration. Instructions to activate the account are sent to user registered email address. 	
For next steps, go to Activating Your Cardinal Account.	

Activating Your Account

Users are directed to activate their account after account creation. Account activation is a one-time process. During this process, the user will establish a password to access their Cardinal account and a security question and answer for recovery. Both steps must be completed.

Step	Action
1.	Check your email for a “Welcome to Cardinal!” email from noreply.cardinal@doa.virginia.gov. If you do not see the email in your inbox, check your spam folder. 

Step	Action
2.	Click the Set up button under Password. 
3.	Enter password in the Enter password and Re-enter password fields. Note: Be sure to adhere to the password requirements listed. 

Step	Action
4.	Click the Next button. 
5.	Select the option to choose a security question from the list or create your own security question. 
6.	In the Answer field, enter the answer to the security question. This field is not case sensitive. When complete, click the Verify button. 
User will now be directed to set up Multi-Factor Authentication. For next steps, see Multi-Factor Authentication (MFA) Set Up.	

Multi-Factor Authentication (MFA) Set Up

Multi-Factor Authentication (MFA) is a security layer that requires multiple forms of identification to protect your account. **Setting up MFA is required to access Cardinal from outside the Commonwealth of Virginia (COV) network.** While only one method is mandatory, Cardinal strongly recommends configuring at least two options to ensure you never lose access.

Note: SMS and voice call authentication are no longer supported by VITA for Cardinal access.

Okta Verify

A downloaded application that authenticates login by sending a notification on to your specified device asking you to approve your activity.

- Requires Okta Verify application to be downloaded to a compatible mobile device.

Okta FastPass

A desktop-based application. It authenticates by verifying your registered device and confirming your identity through a secure push notification, a device passcode (PIN), or built-in biometrics.

- Requires Okta FastPass application to be installed and configured on your desktop/laptop.
- **Non-COV Users:** Contact your agency IT department for additional information.

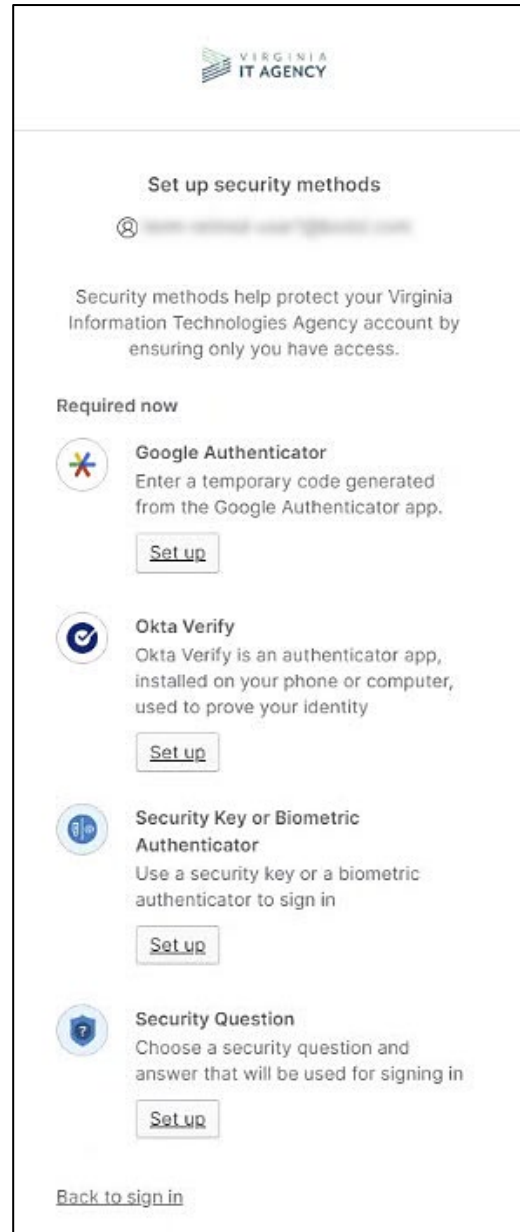
Google Authenticator or Other Time-Based One-Time Password Applications (TOTP)

A downloaded application that authenticates login with a Time-based One-Time Password (TOTP) to secure your account. Generates a secure 6-digit code every 30 seconds.

- Select "Google Authenticator" to use this or any other third-party TOTP app (Duo, Microsoft, Rapid Identity, etc.).
- Cardinal Helpdesk support for these third-party applications is limited.

Security Key

Security keys such as YubiKeys are available for Cardinal logins but require assistance from the user's agency IT Department for implementation.



The screenshot shows the "Set up security methods" page for the Virginia IT Agency. At the top is the Virginia IT Agency logo. Below it, the heading "Set up security methods" is followed by a blurred email address. A message states: "Security methods help protect your Virginia Information Technologies Agency account by ensuring only you have access." Under the heading "Required now", there are four options, each with a "Set up" button:

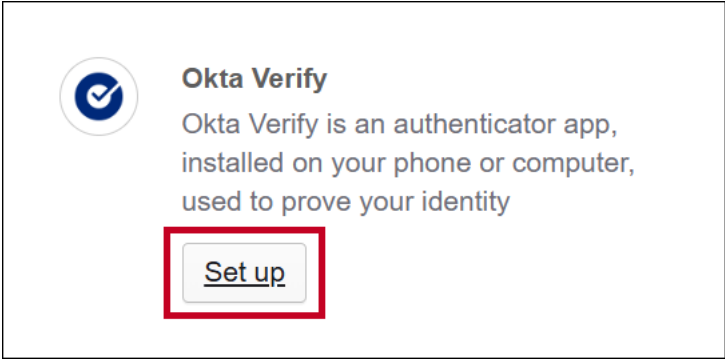
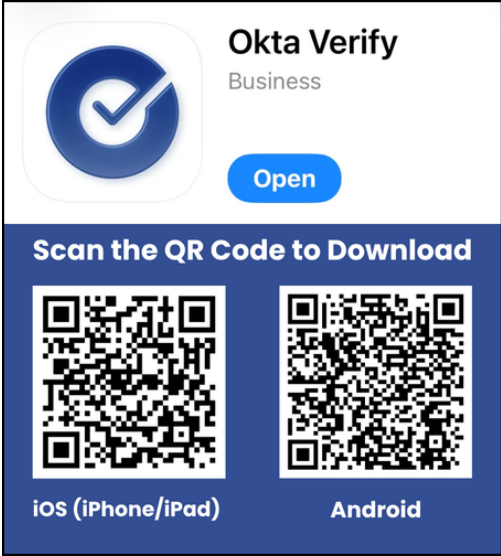
- Google Authenticator:** Enter a temporary code generated from the Google Authenticator app.
- Okta Verify:** Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity.
- Security Key or Biometric Authenticator:** Use a security key or a biometric authenticator to sign in.
- Security Question:** Choose a security question and answer that will be used for signing in.

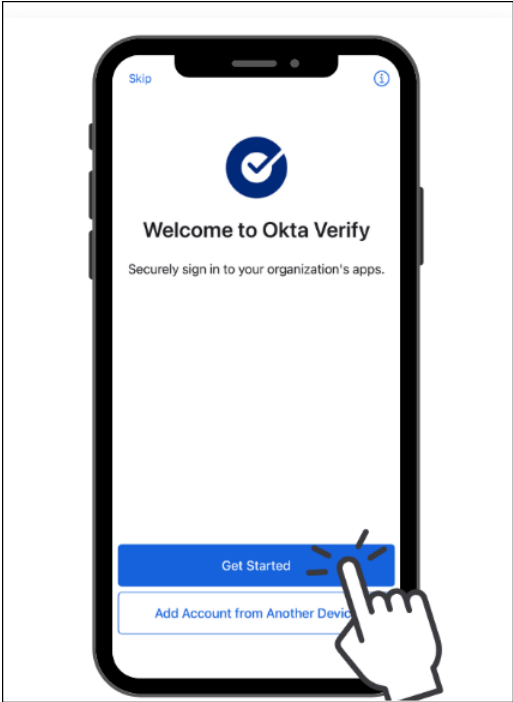
At the bottom of the page is a link that says "Back to sign in".

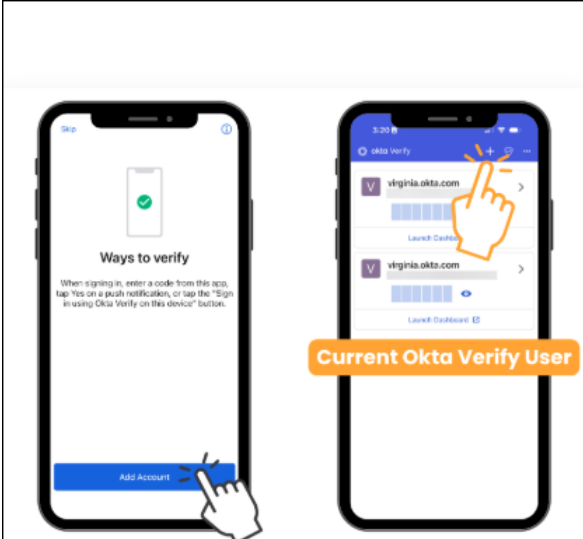
Setting up Okta Verify

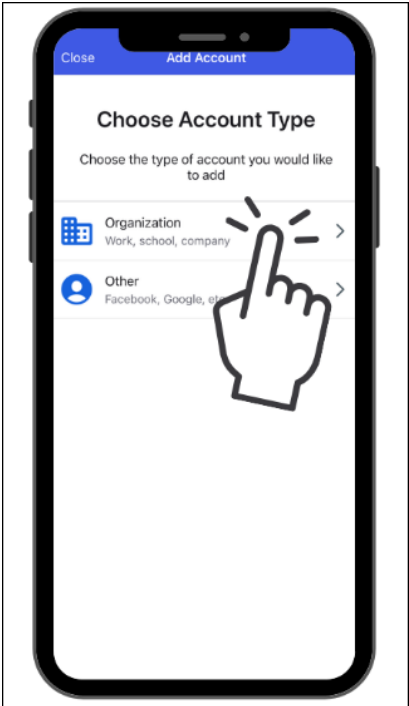
Using this method of authentication requires the Okta Verify application to be downloaded and installed on your mobile device.

Prior to beginning the set-up process, download the free Okta Verify app from the Apple App Store (iOS 17+) or Google Play Store (Android 12+). Ensure your device has a passcode or biometrics (Face ID/Fingerprint) enabled to comply with security policy. Select Allow Notifications during setup to enable one-tap login approvals instead of typing verification codes.

Step	Action
1.	On your computer, click the Set up button for Okta Verify.  The screenshot shows the Okta Verify setup interface. It features the Okta Verify logo (a blue circle with a white checkmark) and the text: "Okta Verify is an authenticator app, installed on your phone or computer, used to prove your identity". Below this text is a button labeled "Set up", which is highlighted with a red rectangular border. A screen with a QR code will populate for use with your smartphone's camera, keep this tab open to scan later.
2.	Download the Okta Verify app.  The screenshot shows the Okta Verify Business app page. At the top, there is the Okta Verify Business logo and a blue "Open" button. Below this, a dark blue banner reads "Scan the QR Code to Download". Under the banner are two QR codes. The left QR code is labeled "iOS (iPhone/iPad)" and the right QR code is labeled "Android". Note: If you already use Okta Verify on this device, skip to Step 04.

Step	Action
3.	Open Okta Verify on your device Tap Get Started, at the Welcome to Okta Verify screen. Follow the prompts on your device for the initial app setup. 

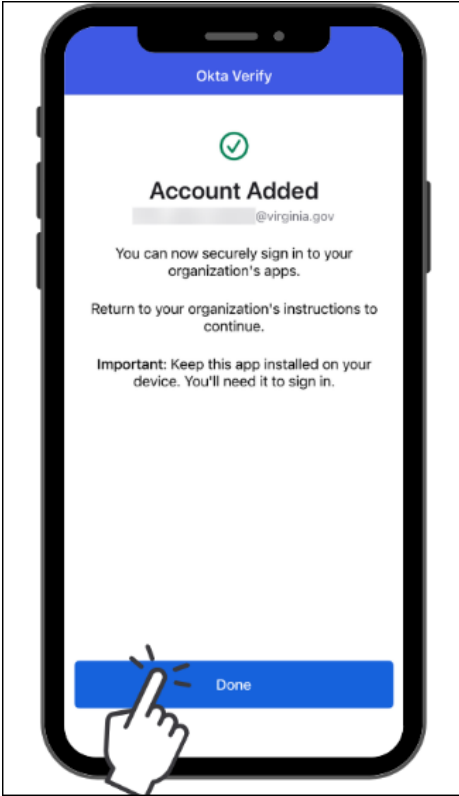
Step	Action
5.	Add Account New Okta Verify users: Tap the Add Account button Current Okta Verify users: Tap the "+"(plus) symbol in the top right corner. 

Step	Action
6.	Choose Account Type Organization. When prompted to choose the account type you want to add, tap Organization. If prompted to Add Account from Another Device?, tap Skip. 

Step	Action
7.	Scan the QR Code Tap Yes, Ready to Scan. Point your device's camera at the QR code on your computer screen. 

Step	Action
8.	When prompted, allow notifications to sign in faster. This lets you approve logins with a single tap rather than manually opening the app for a code. • iOS: Tap Allow when prompted for "Push Notifications." • Android: Tap Got it when prompted to "Make signing in easier." Note: If you decline, you will have to manually open the app and enter a 6-digit code (TOTP) every time you log in. 

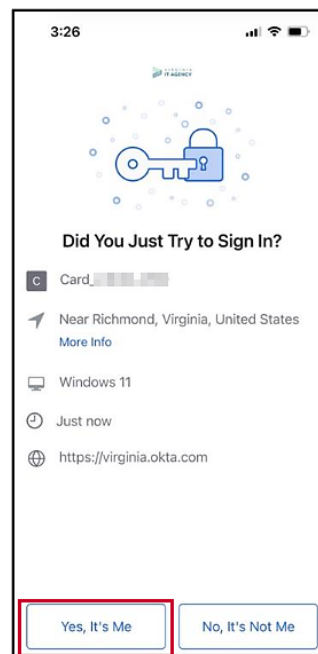
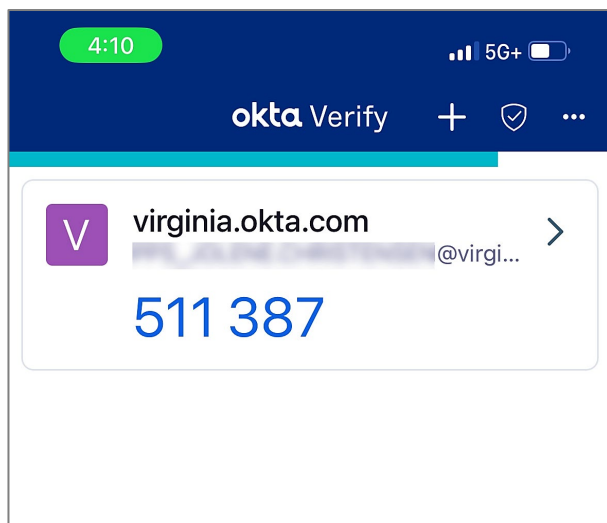
Step	Action
9.	When prompted, tap Enable to link your device's security (Face ID, Touch ID, or Passcode) to the app. • iOS: Enable Face ID or Passcode • Android: Enable Biometrics or Screen Lock Confirmation 

Step	Action
10.	Account Added Your Cardinal account has been added to Okta Verify.  What's next? Return to your computer screen. Okta Verification setup is now complete. When logging in, you can now choose between two authentication methods: • Push Notification: Sends a request directly to your mobile device for one-tap approval. • Or enter a code: Manually enter the 6-digit code displayed within your Okta Verify app. Important Note on Location: When using push notifications, the login location shown in the alert may not match your physical location. If you recently initiated the login, it is safe to approve the request.

Note: Below is a **sample** of screenshots that appear on your mobile device you login to authenticate to access the Cardinal Portal.

Okta Verify Code displays on mobile device

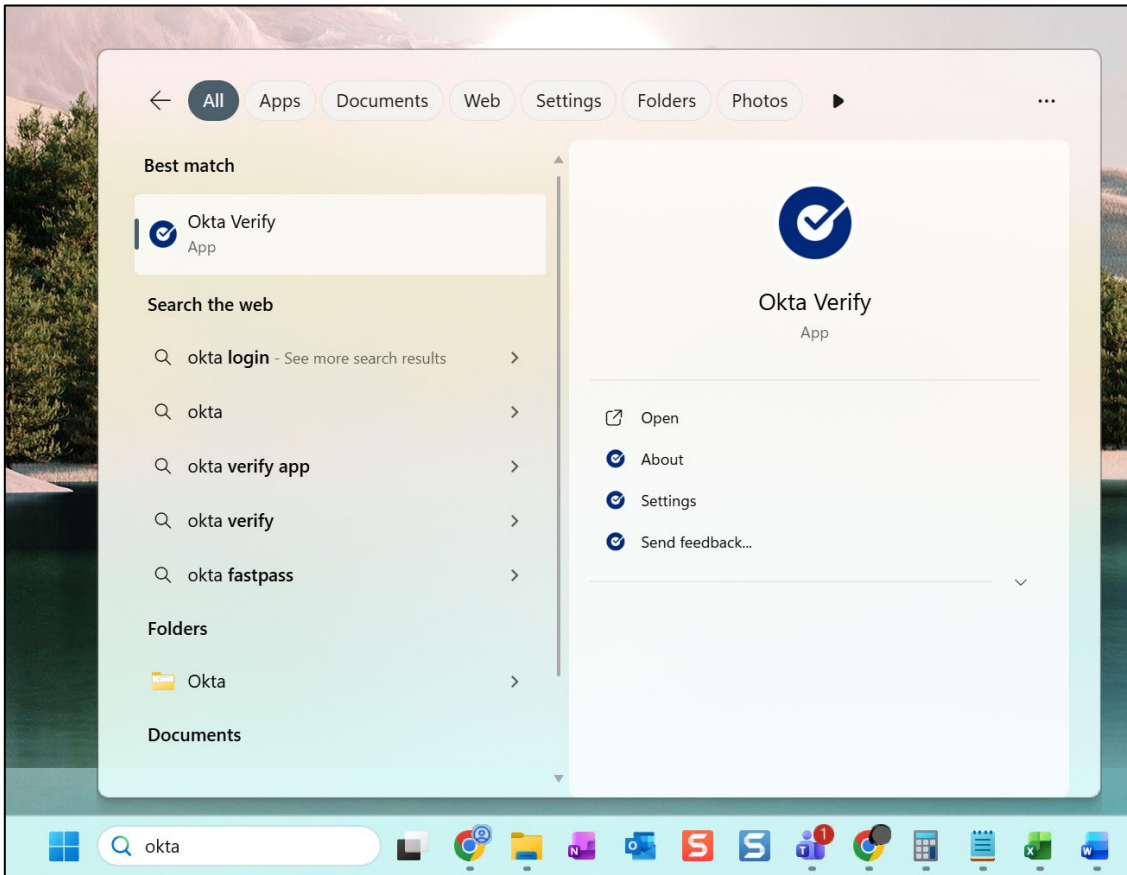
Okta Verify Push Notification displays on mobile

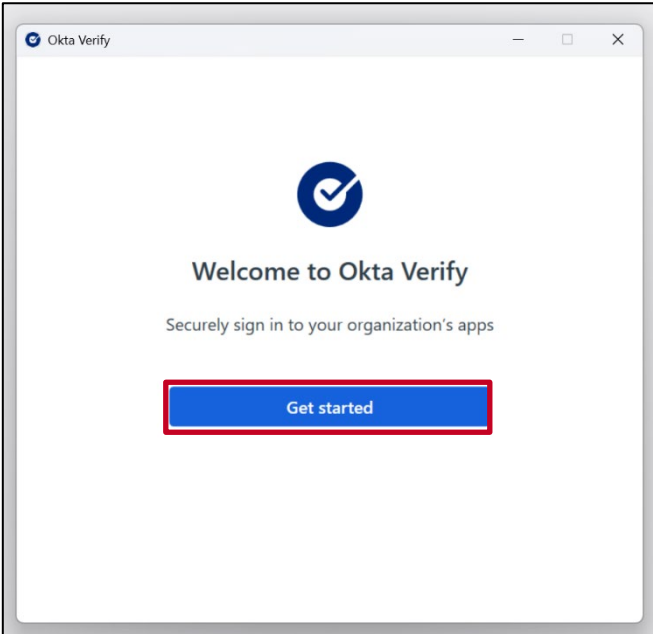
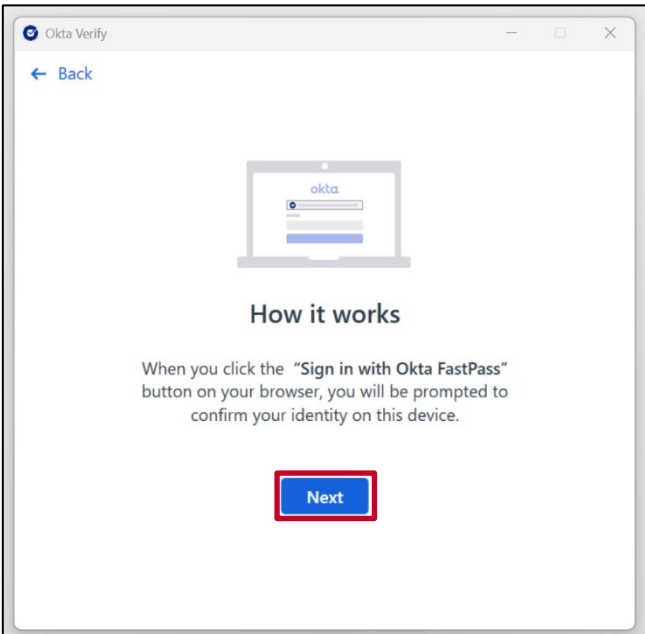


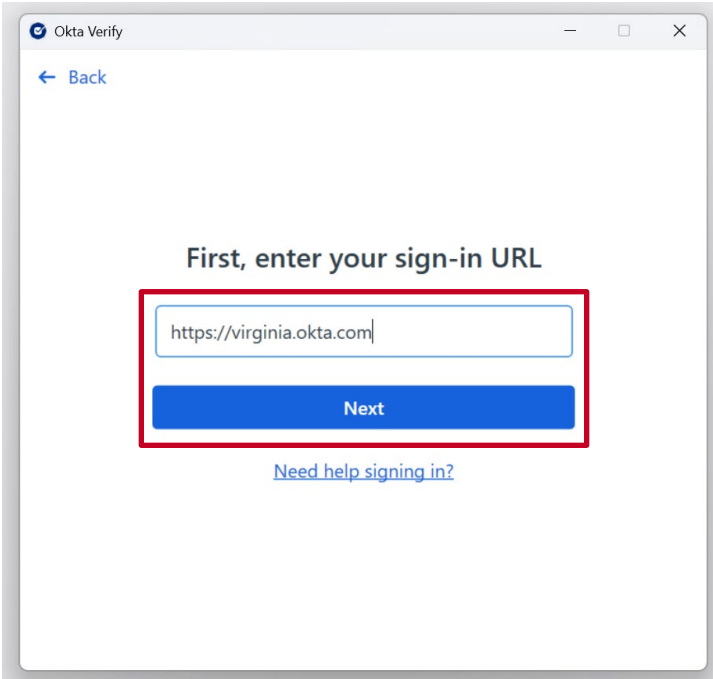
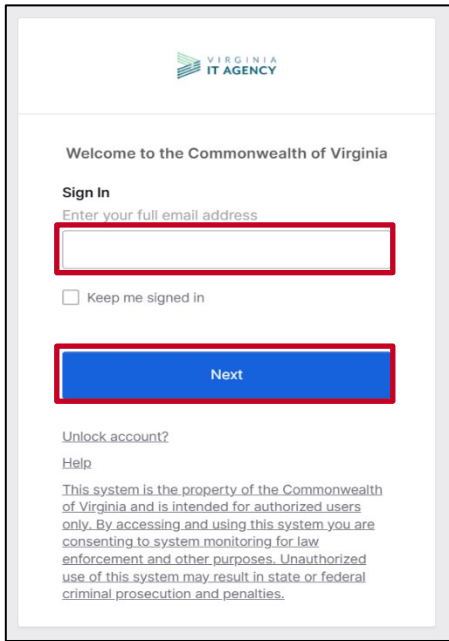
Setting up Okta FastPass

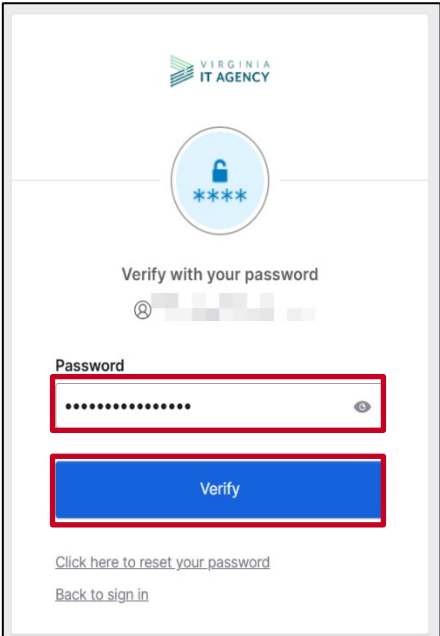
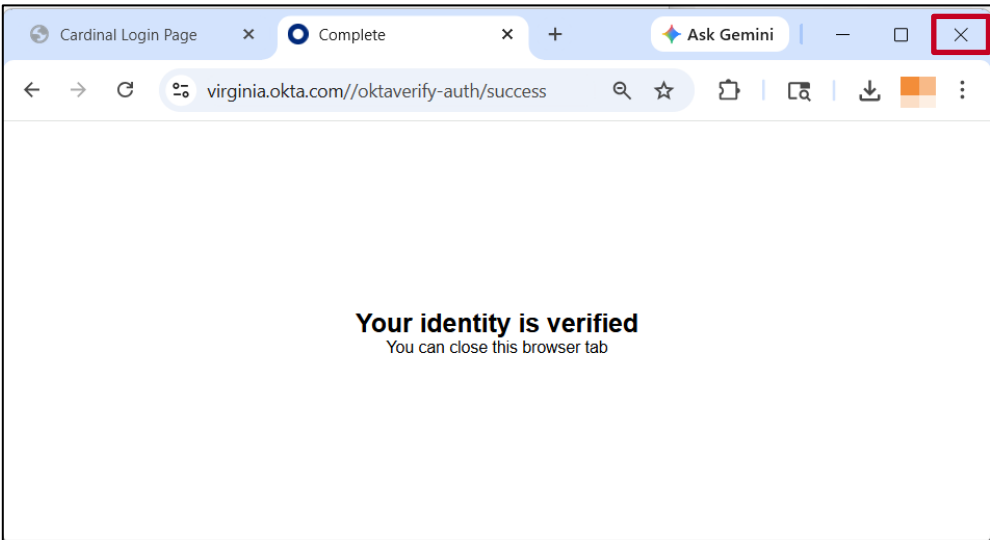
Using this method of authentication requires the Okta Verify desktop application. Okta FastPass does not require a smartphone for authentication.

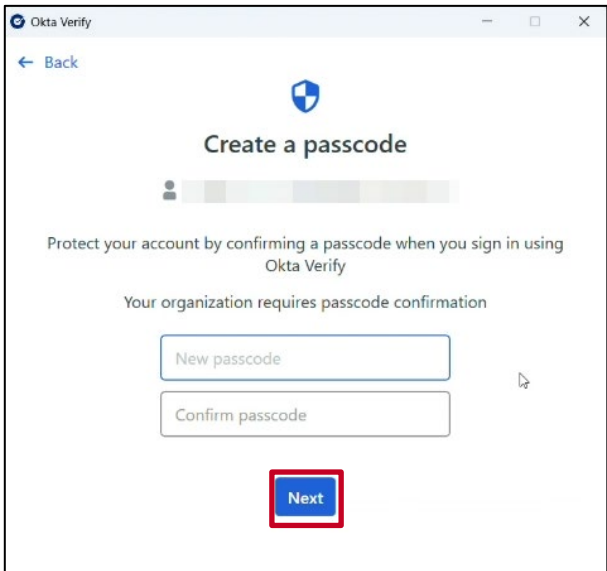
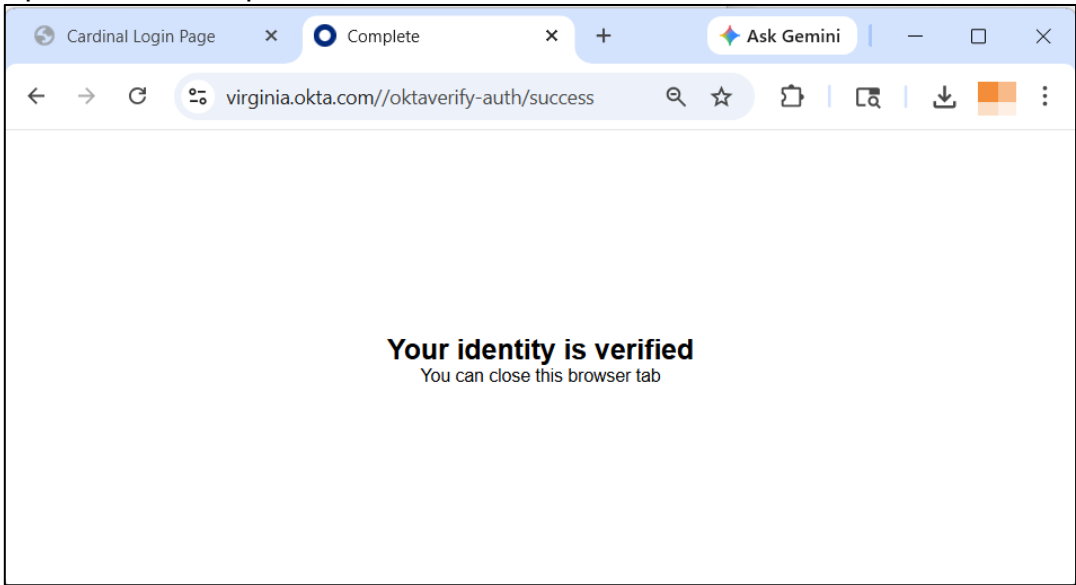
- All COV employees have Okta Verify (FastPass) preloaded to their agency-provided desktop/laptop.
- Non-COV employees should contact their agency IT department for more information.

Step	Action
1.	Open Okta FastPass desktop application by searching Okta on desktop.  The screenshot shows a Windows search interface. The search bar at the top contains the text 'Okta'. Below the search bar, there are tabs for 'All', 'Apps', 'Documents', 'Web', 'Settings', 'Folders', and 'Photos'. The 'All' tab is selected. The search results are divided into three sections: 'Best match', 'Search the web', and 'Folders'. In the 'Best match' section, the top result is 'Okta Verify App' with a blue checkmark icon. In the 'Search the web' section, there are several search results for 'Okta login', 'Okta', 'Okta verify app', 'Okta verify', and 'Okta fastpass'. In the 'Folders' section, there is a folder named 'Okta'. On the right side of the search results, there is a detailed view of the 'Okta Verify App' with a blue checkmark icon and the text 'Okta Verify App'. Below this, there are three options: 'Open', 'About', and 'Settings', each with a blue checkmark icon. At the bottom of the search results, there is a 'Documents' section. The Windows taskbar is visible at the bottom of the screen, showing the Start button, a search bar, and several application icons including Chrome, File Explorer, and various Microsoft Office applications.

Step	Action
2.	The Get Started page for Okta Verify displays. Click the Get started button. 
3.	The How it works page displays. To begin setup, click the Next button. 

Step	Action
4.	Enter the sign-in URL https://virginia.okta.com/ and click Next. 
5.	Enter your email address in the box and click Next. 

Step	Action
6.	Enter your Password and click Verify. 
7.	Identity is verified, close window by clicking X. 

Step	Action
8.	Follow the prompts to sign in using your agency's setup. You may need to enter a passcode or use a biometric scan, like your fingerprint or face. Once entered, click Next. 
9.	Upon successful passcode creation, account will be added 
Okta FastPass setup is complete.	

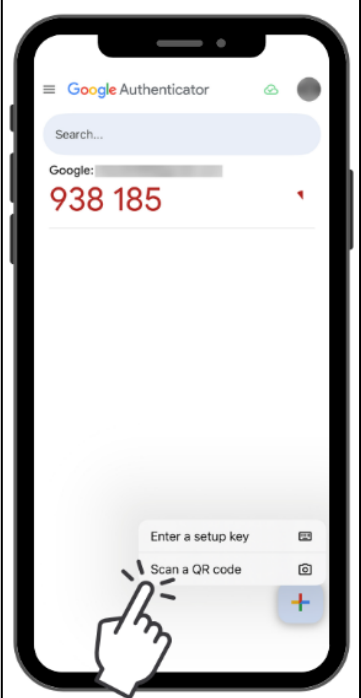
Setting up Google Authenticator or Other Time-Based One-Time Password Applications (TOTP)

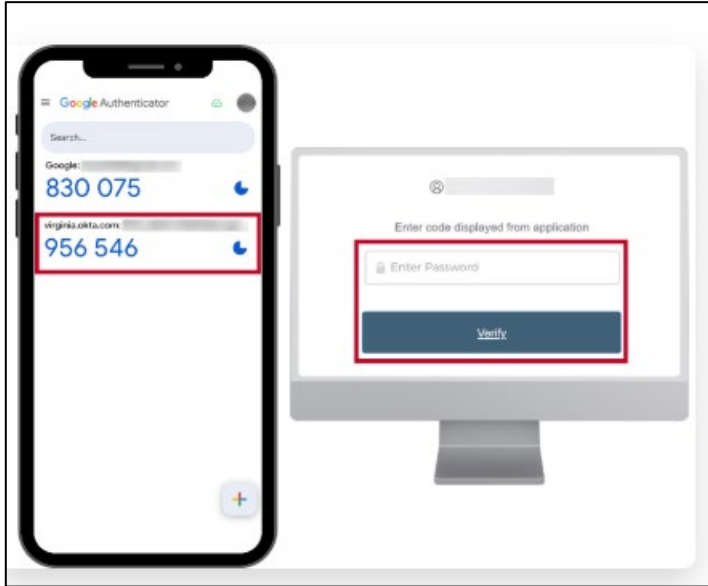
Using this method of authentication requires the Google Authenticator or other preferred TOTP application to be downloaded and installed on your mobile device from your mobile phone application store (Play Store for Android and App Store for iPhone).

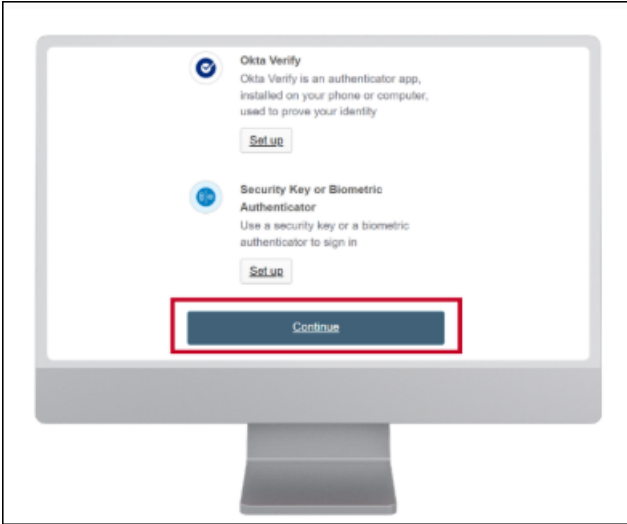
Select "Google Authenticator" to use this or any other third-party TOTP app (Duo, Microsoft, Rapid Identity, etc.). All steps in this section are illustrated using the Google Authenticator application.

Step	Action
1.	On your computer, click the Set up button for Google Authenticator.  Google Authenticator Enter a temporary code generated from the Google Authenticator app. Set up

Step	Action
2.	Add Account to Authenticator App Open your authenticator application. Click the "+" plus symbol to add your Cardinal account. 

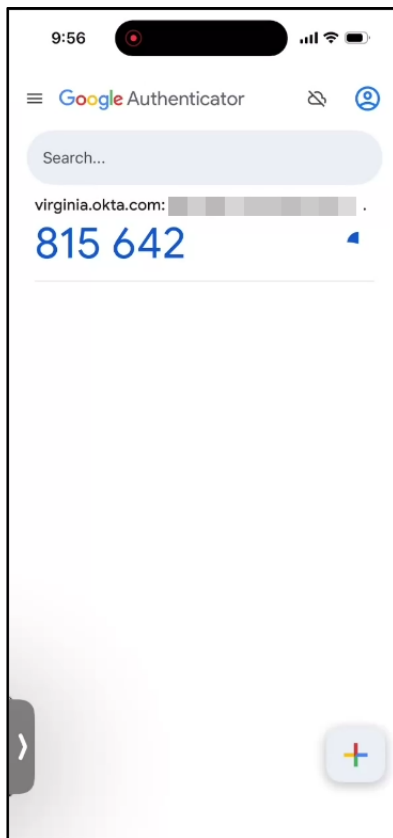
Step	Action
3.	Scan QR Code Tap "Scan a QR code". Point your device's camera at the QR code on your computer screen to scan. 

Step	Action
4.	Account added Once scanned, your Cardinal account will appear in your app listed as virginia.okta.com. Click Next on your computer screen. 
5.	Enter the code displayed for your virginia.okta.com account from your authenticator app into the field on your computer, then click Verify. Note: These codes refresh every 60 seconds. If a code expires before you finish typing, simply enter the new code displayed in your app. 

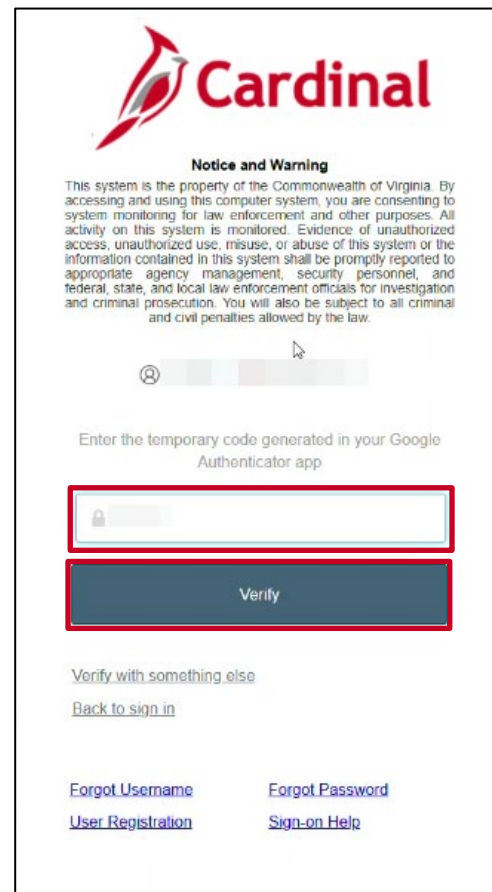
Step	Action
6.	Once verified, you will arrive at the additional MFA setup options. Click Continue to finish logging in, or select Okta Verify if you wish to set it up as a secondary backup. 

Note: Below is a **sample** of screenshots that appear on your mobile device you login to authenticate to access the Cardinal Portal.

Google Authenticator Code displays on mobile device

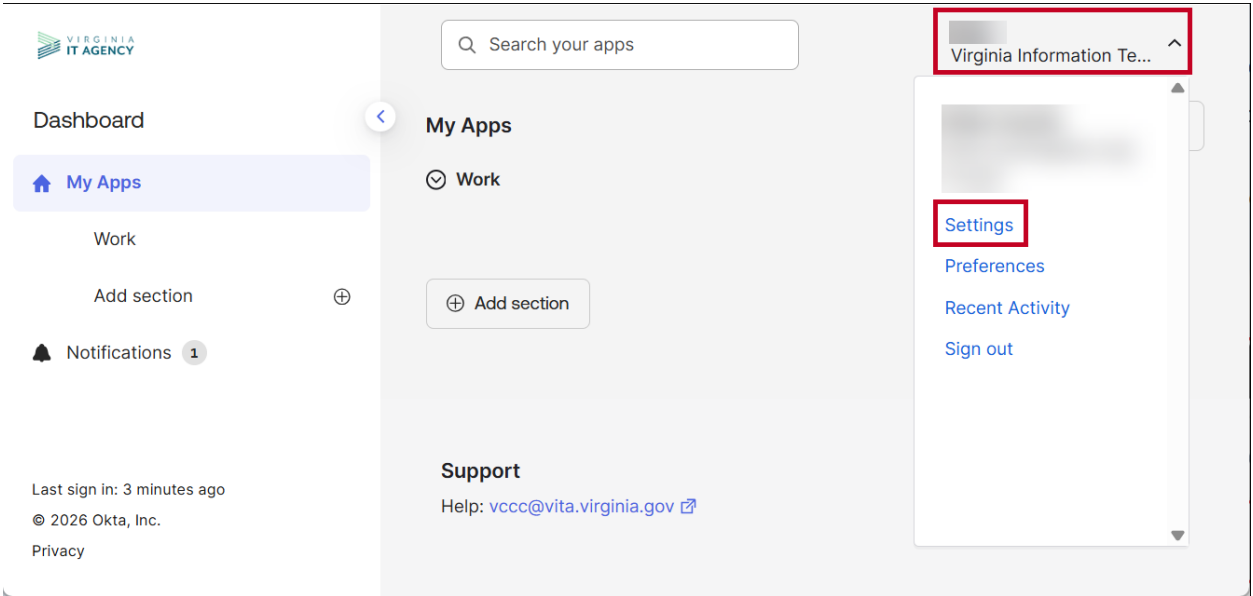


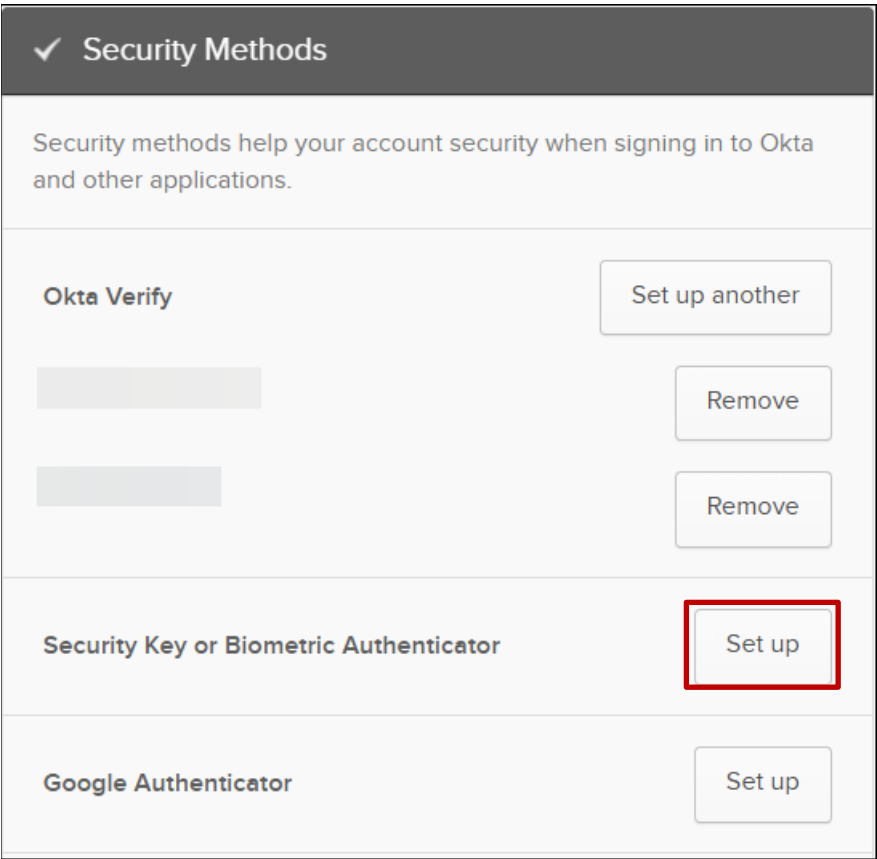
Enter the temporary code generated in your Google Authenticator App

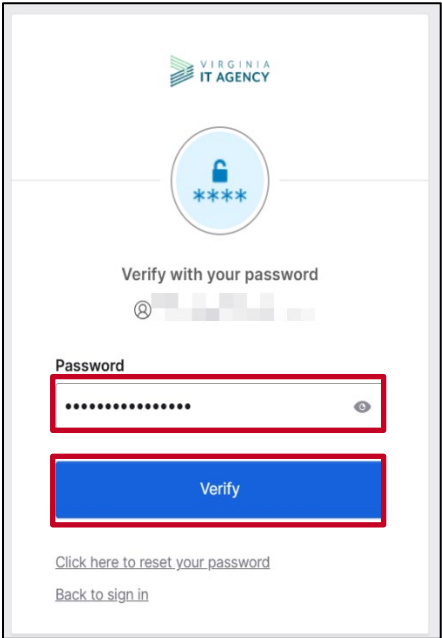
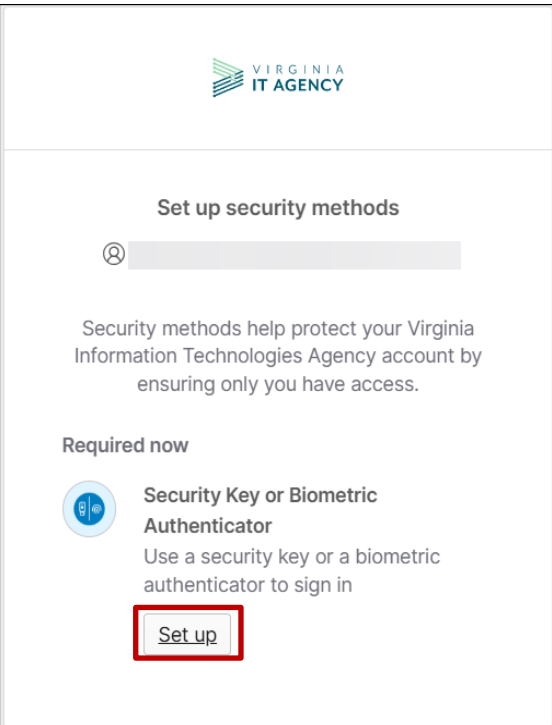
A screenshot of the Cardinal system login page. At the top is the Cardinal logo. Below it is a 'Notice and Warning' section with a disclaimer. A user icon is shown. The prompt 'Enter the temporary code generated in your Google Authenticator app' is displayed. A text input field containing the code '815 642' is highlighted with a red border. Below it is a blue 'Verify' button, also highlighted with a red border. At the bottom, there are links for 'Verify with something else', 'Back to sign in', 'Forgot Username', 'Forgot Password', 'User Registration', and 'Sign-on Help'.

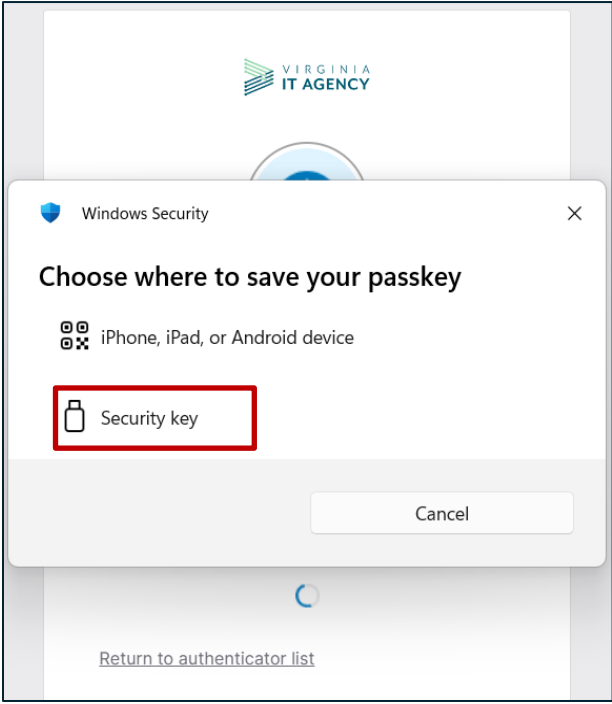
Setting up Security Key or Biometric

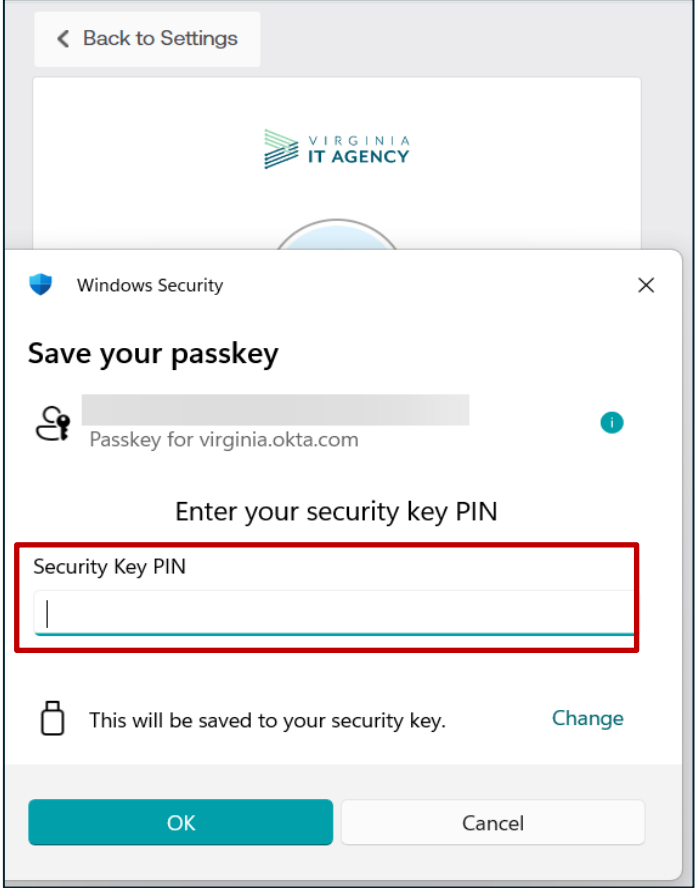
This authentication method requires a physical hardware security key. Before proceeding with setup, verify that a physical key is available and that no other MFA options are currently configured for the account.

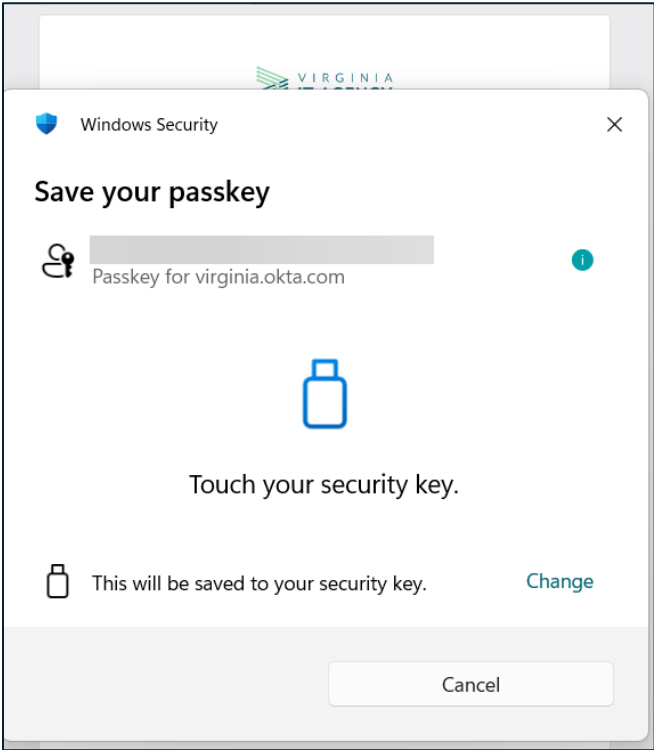
Step	Action
1.	Log in to your Okta Dashboard On your computer, log in to your Okta dashboard to begin the setup. 1. Click this link: https://virginia.okta.com/ or copy the address into your browser. 2. Enter your Cardinal Username: When prompted for your full email address, enter your Cardinal username (the email associated with your Cardinal account) and click Next. 3. Enter your Password: Enter your Cardinal password and click Verify. 4. Complete Authentication: Select your current multi-factor authentication method to finish logging in. Note for COV Users: If you are actively on the network and use an agency-issued email address for Cardinal login, you will not be prompted for MFA.
2.	The Get Started page for Okta Verify displays. Click the Get started button.  The screenshot shows the Okta dashboard for the Virginia IT Agency. The left sidebar contains links to Dashboard, My Apps (highlighted), Work, Add section, and Notifications (1). The main content area shows 'My Apps' with a 'Work' app and an 'Add section' button. The bottom right shows a user menu with 'Settings' (highlighted with a red box), 'Preferences', 'Recent Activity', and 'Sign out'. The top right shows a search bar and a user profile dropdown with 'Virginia Information Te...' and an upward arrow.

Step	Action
3.	Under the Security Methods section, click Set up next to Security Key or Biometric option.  Note: Ensure that no other MFA options are currently set up.

Step	Action
4.	Verify identity with agency email address and password. 
5.	The set up security methods screen displays. Click Set up. 

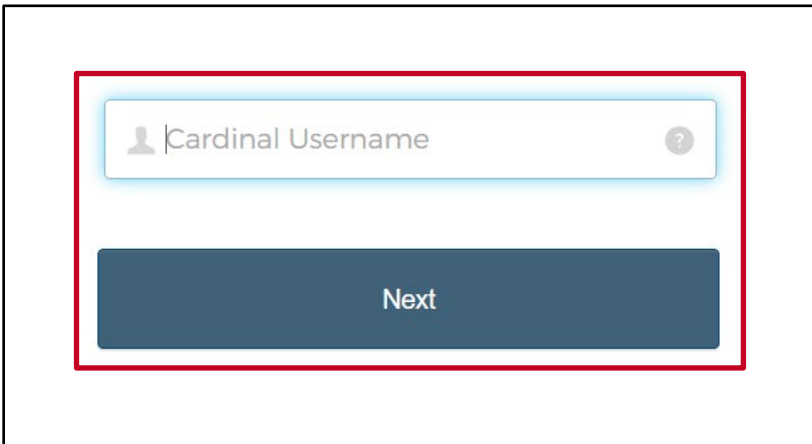
Step	Action
6.	Choose where to save your passkey. Cardinal recommends storing it on the Security key itself. There are no character requirements or limits. 

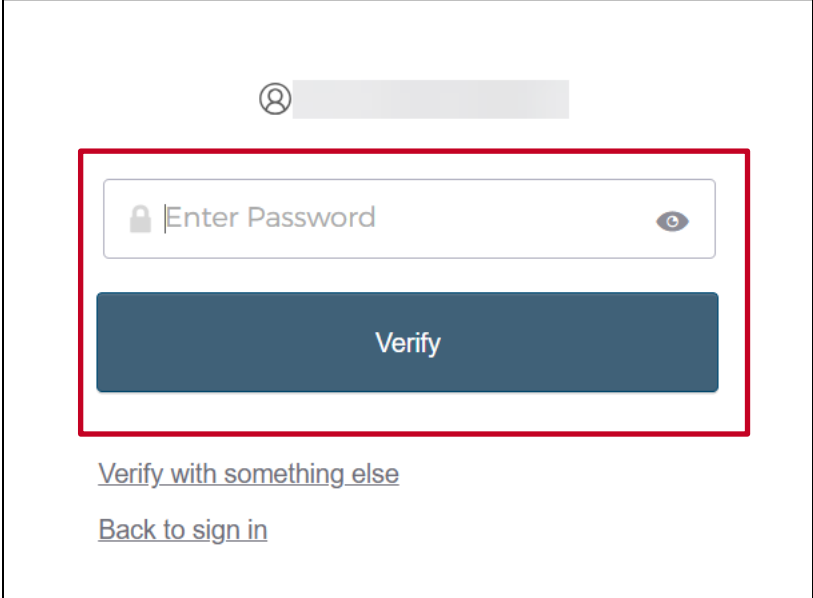
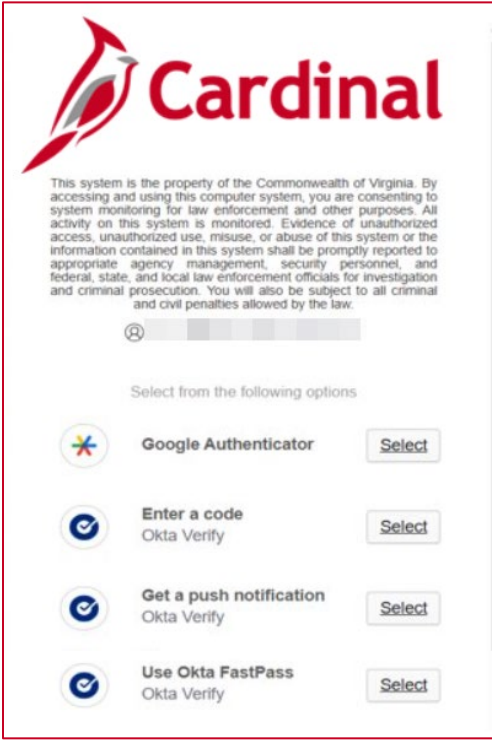
Step	Action
7.	Save and enter security key pin. Click OK. 

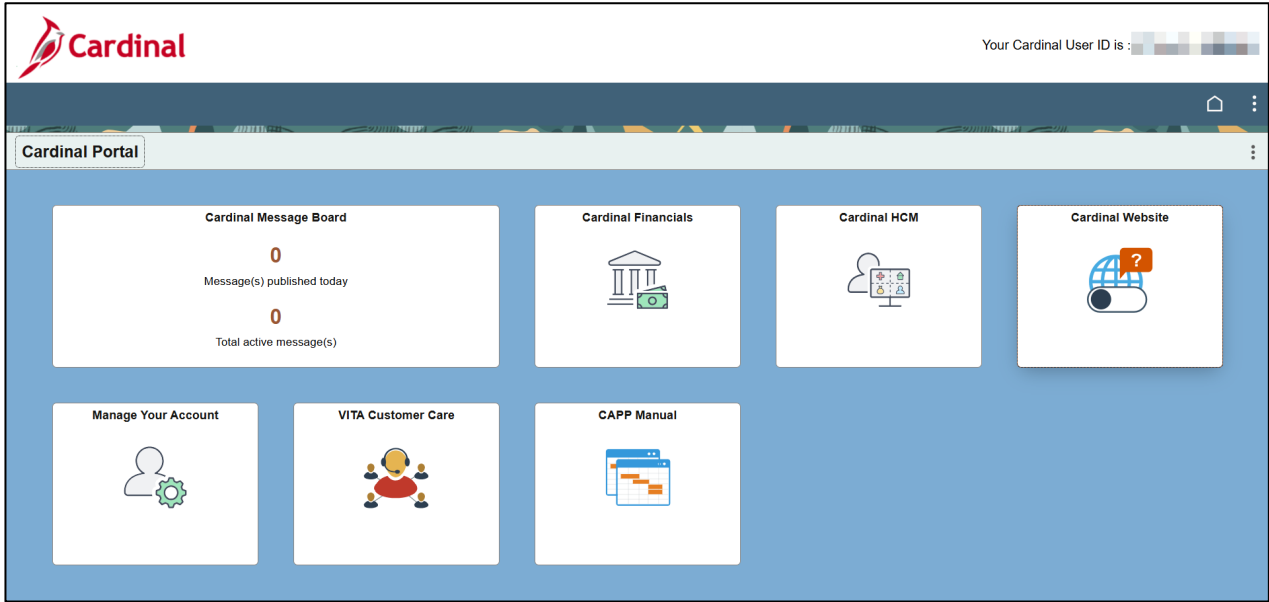
Step	Action
8.	Once passkey is entered, you will be prompted to Touch your security key. 
	Security Key setup is complete.

Logging into Cardinal

To access the Cardinal portal, users will need to login with their Cardinal Username and password. Multi-Factor Authentication is required for login for users accessing Cardinal outside of the COV-network. The MFA prompt is directly embedded into the Cardinal login screen. To change your authentication method from the default displayed, click the **drop-down arrow** beside the icon and choose a different option.

Step	Action
1.	Enter the following URL into the web browser for Cardinal: my.cardinal.virginia.gov. 
2.	Enter Cardinal Username in the Cardinal Username field. Click the Next button. 

Step	Action
4.	Enter password in the Password field. Click the Verify button. 
5.	User will be prompted to authenticate with preferred method. 

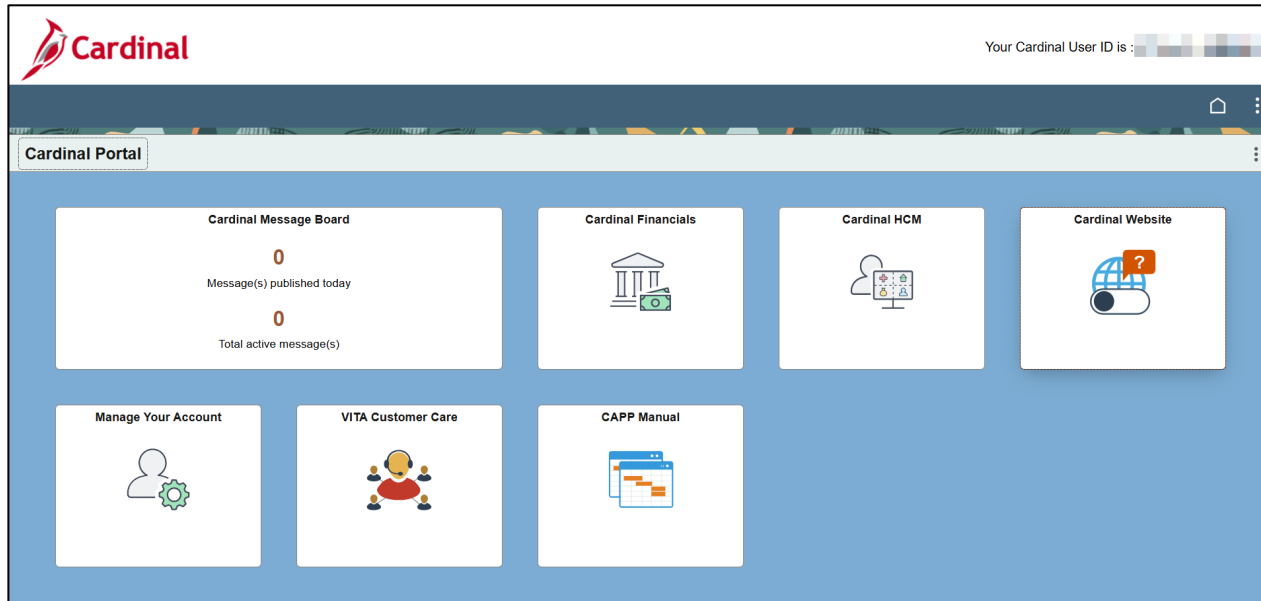
Step	Action
	The Cardinal Portal displays. 

Managing Your Account

Your Cardinal account can be managed through the Cardinal Portal. The Cardinal Portal is the access point to Cardinal Financials (FIN) and Human Capital Management (HCM) applications, as well as important Cardinal messages and support resources.

Cardinal Portal

The **Cardinal Portal** contains eight (8) tiles for users; **Header**, **Cardinal Applications**, **Cardinal Messages**, **Cardinal Website link**, **Manage Your Account**, **VITA Customer Care**, and **CAPP Manual link**.



Header

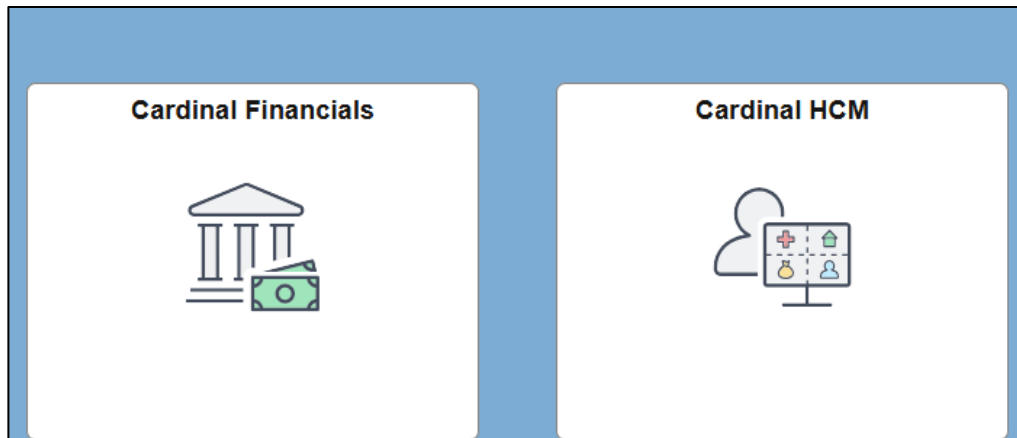


The Header section of the Cardinal Portal page contains your **User ID**: visible in several locations throughout the Cardinal application (i.e., Reports Manager, Process Monitor, Worklist, Last Updated by).

When accessing Cardinal applications, the header will also display the following:

- **Home** page link: click this link to return to the **Cardinal Portal**.
- **Sign out** link: click this link to sign out of the **Cardinal**.

Cardinal Applications

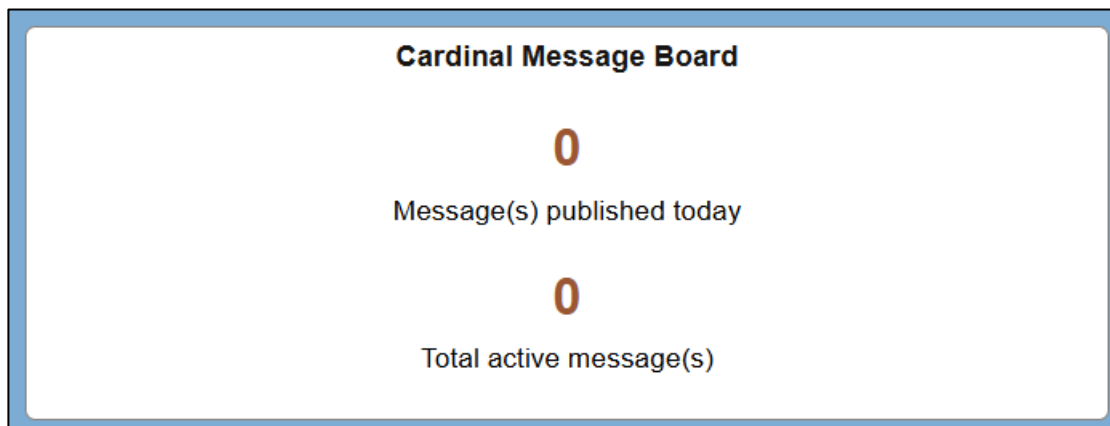


The **Cardinal Applications** section of the page contains the following links:

Cardinal Financials (FIN) tile – click this tile to open Cardinal Financials

Human Capital Management (HCM) tile – click this tile to open Cardinal HCM

Cardinal Messages



The **Cardinal Messages** section of the page contains important messages such as:

- System outages
- Upcoming Cardinal related training
- Important reminders and deadlines

VITA Customer Care Title

The remainder of the tiles on the Cardinal Portal links to access commonly used pages and a **Manage Your Account** link for Non-COV and personal email users. See below for an overview of each remaining tile:

- **Cardinal Website:** click this tile to access the Cardinal website page which contains videos, job aids, and support materials.
- **VITA Customer Care Center (VCCC):** click this tile to access the [VITA Customer Care Center](#) page where you can enter help desk tickets for Cardinal system issues. Please check with your agency/locality for additional support resources to answer questions about Cardinal.
Note: Submit a help desk ticket to vccc@vita.virginia.gov and include “**Cardinal Access**” in the subject line. Provide detailed information about your issue and include your **name**, **email address**, and your **best contact phone number** in the body of the email.
- **Manage Your Account:** click this tile to access the **Manage Your Account** page which opens a page in Okta that allows you to make changes to your account (i.e., change password question and security methods).
- **CAPP Manual:** click this tile to access the Department of Accounts (DOA) Commonwealth Accounting Policies and Procedures (CAPP) Manual.

Cardinal Website



Manage Your Account



VITA Customer Care



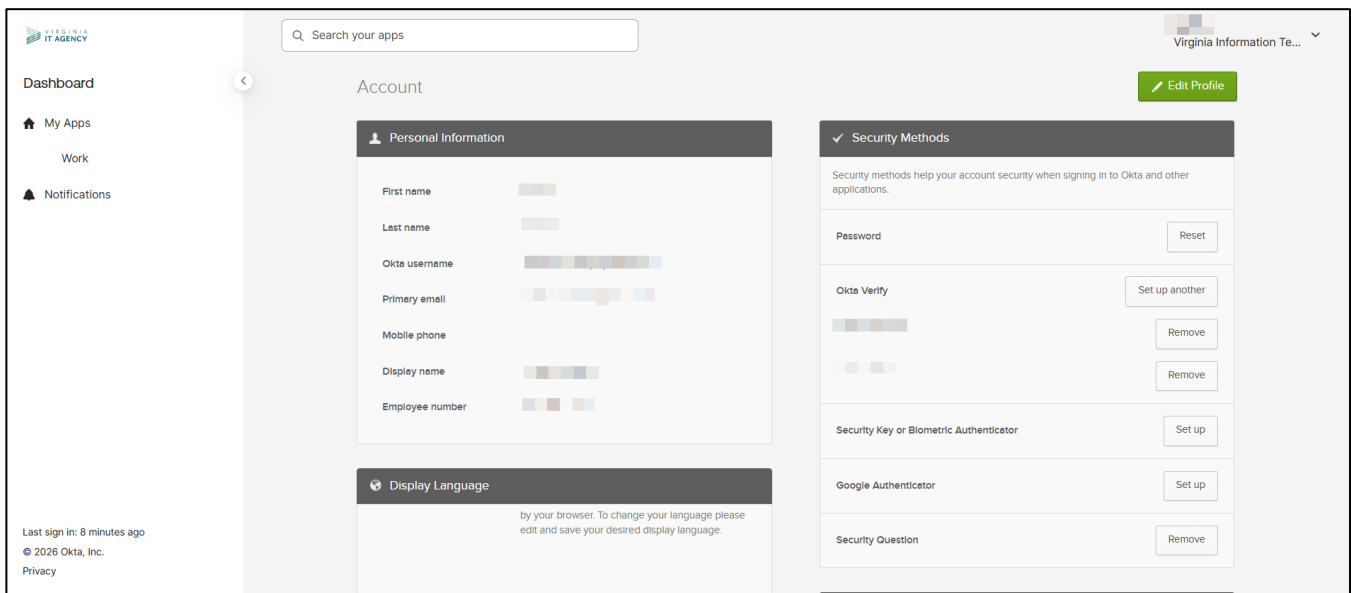
CAPP Manual



Manage Your Account Page

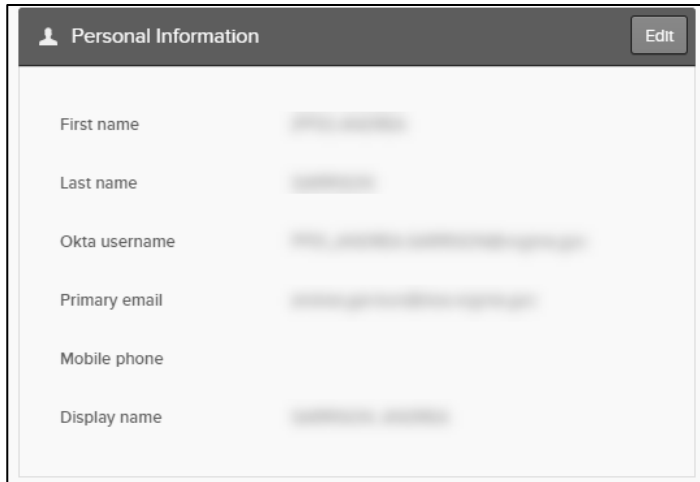
The **Manage Your Account** page, when clicked, opens the user account page in Okta that allows users to view and make various changes to user's account (i.e., update Security methods and end all active sessions). The **Account** page displays and contains four sections:

- Personal Information
- Display Language
- Security Methods
- End All Sessions



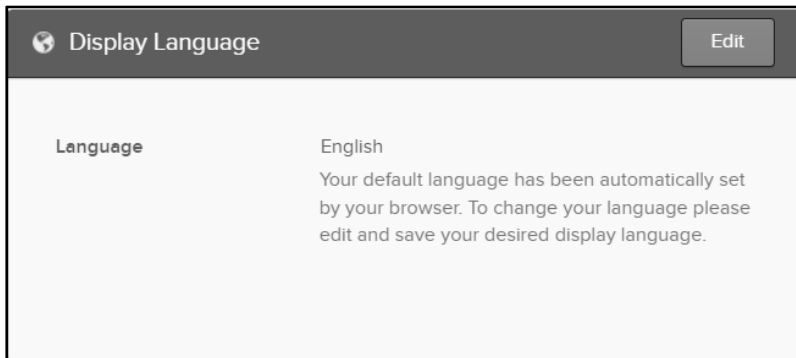
Personal Information

These fields do not have editing features enabled and are read-only. For updates or corrections, contact your agency's HR Administrator.



Display Language

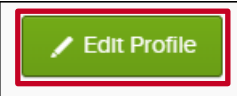
This section shows the language in which your content displays.

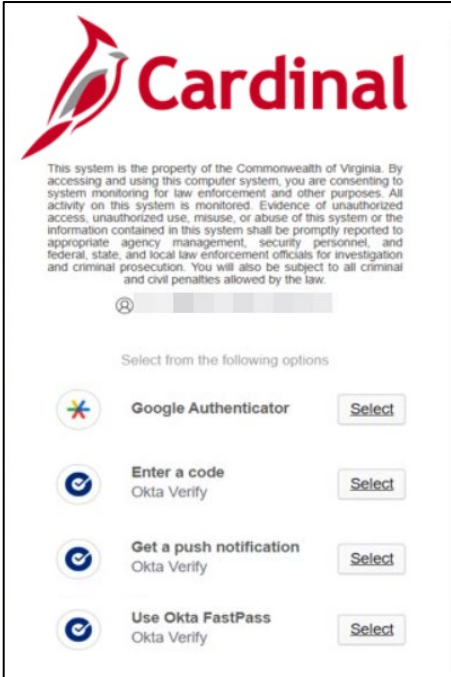


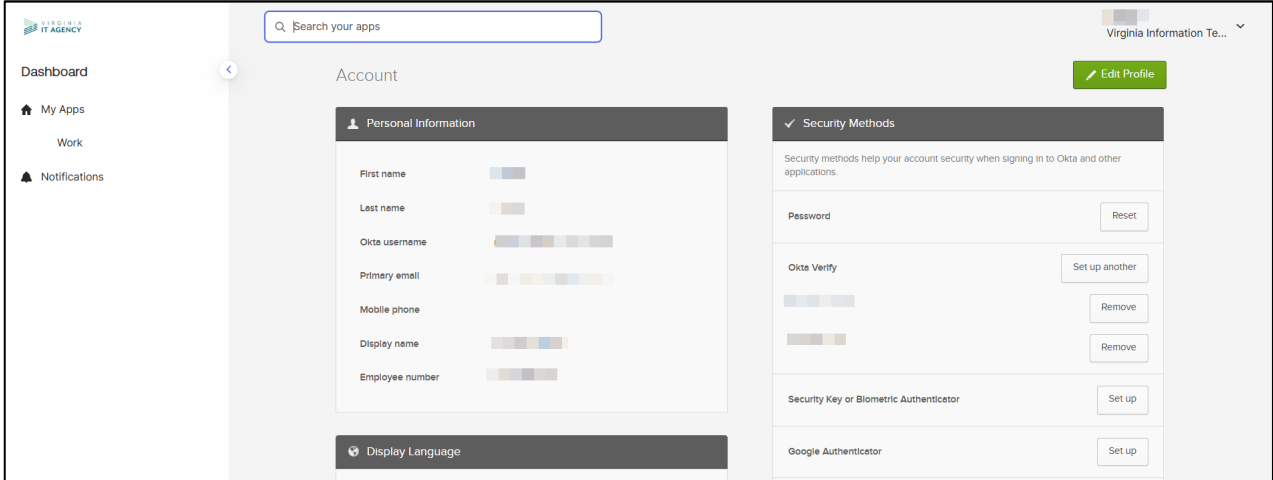
Note: Cardinal does not provide support for non-English languages. **Do not** change this setting.

Password

Users can change their password in Okta. Passwords expire after 90 days, so be sure to update accordingly.

Step	Action
1.	To make change password, click the Edit Profile button in the upper right corner 

Step	Action
2.	After clicking Edit Profile, user will be prompted to authenticate using preferred method. 
3.	Enter your current password in the Current password field. 
4.	Enter your new password in the New password field. 
5.	Re-enter your new password in the Confirm new password field. Click the Change Password button. 

Step	Action
	The Account page section displays again. 

Security Methods

In this section, users have the option to set up additional security methods, or remove ones already set up. This is useful for updating security preferences or recovering access if a security question is forgotten.

Security Methods

Security methods help your account security when signing in to Okta and other applications.

Password

Reset

Okta Verify

Set up another

Remove

Remove

Security Key or Biometric Authenticator

Set up

Google Authenticator

Set up

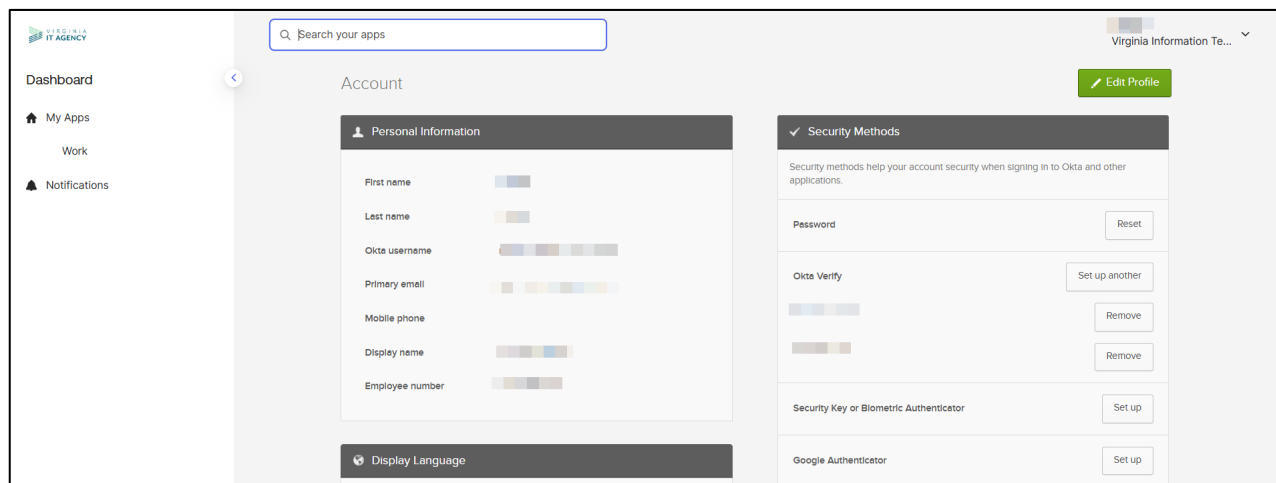
There are five (5) options listed under the **Security Methods** section:

- Password
- Okta Verify
 - All devices setup with Okta Verify mobile or Okta Verify FastPass will be listed under this section.
- Security Key or Biometric Authenticator
- Google Authenticator
 - If using another TOTP application (i.e., Duo, Rapid Identity, etc) it will be recognized as Google Authenticator.
- Security Question

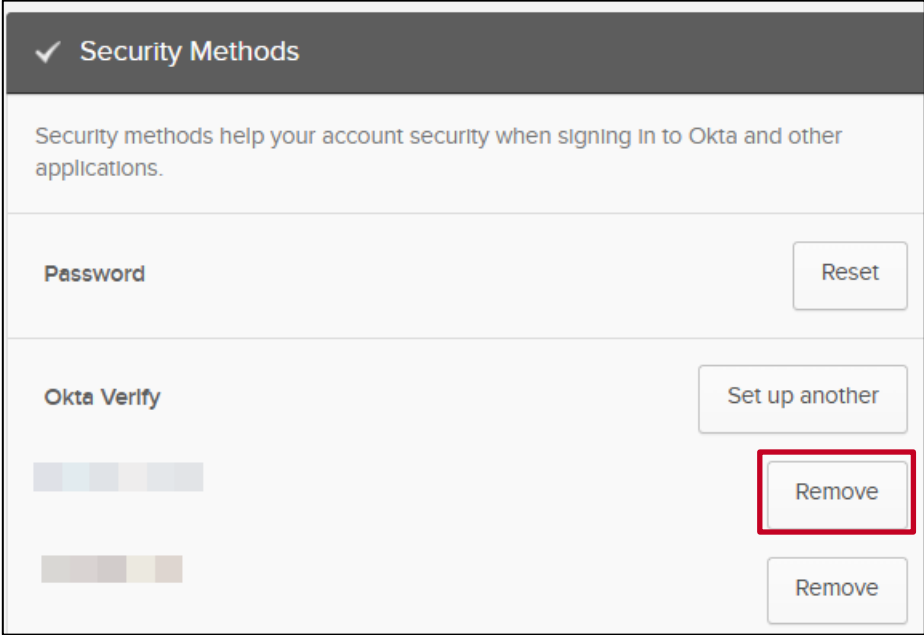
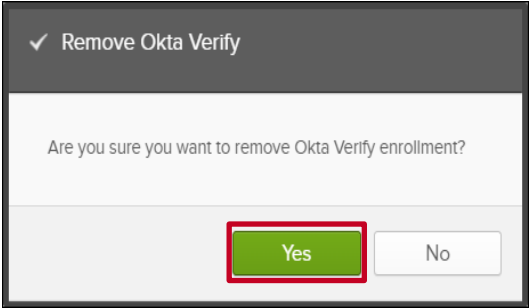
Adding a Security Method

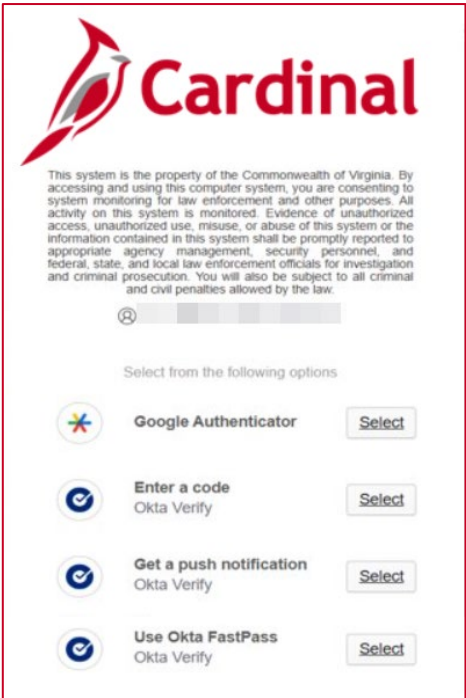
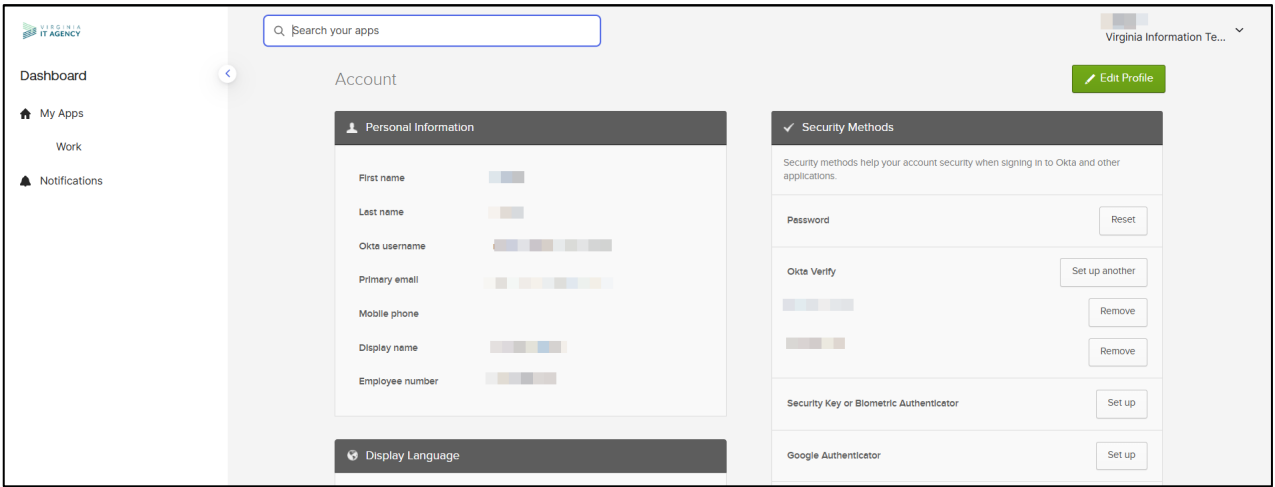
Step	Action
1.	To add a security method, click the Set up or Set up another button for the method you would like to setup. Refer to the Multi-Factor Authentication Set Up section. 

Once successfully set up, the **Account** page displays again.



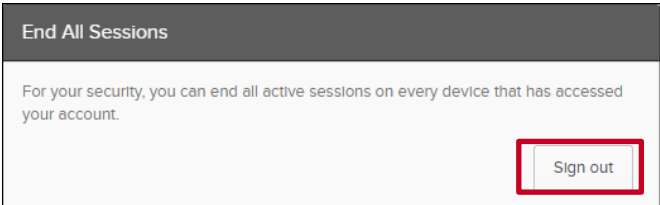
Removing a Security Method

Step	Action
1.	Click the Remove button to delete a security method that is currently setup. 
2.	Click the Yes button to confirm deletion. 

Step	Action
3.	User will be prompted to authenticate using preferred method 
4.	Depending on method selected, follow the prompts on your device and click Verify. Once successfully removed, the Account page displays again. 

End All Sessions

This section allows you to sign out of all active sessions on any device.

Step	Action
1.	Click the Sign out button to end all active sessions. 

Troubleshooting

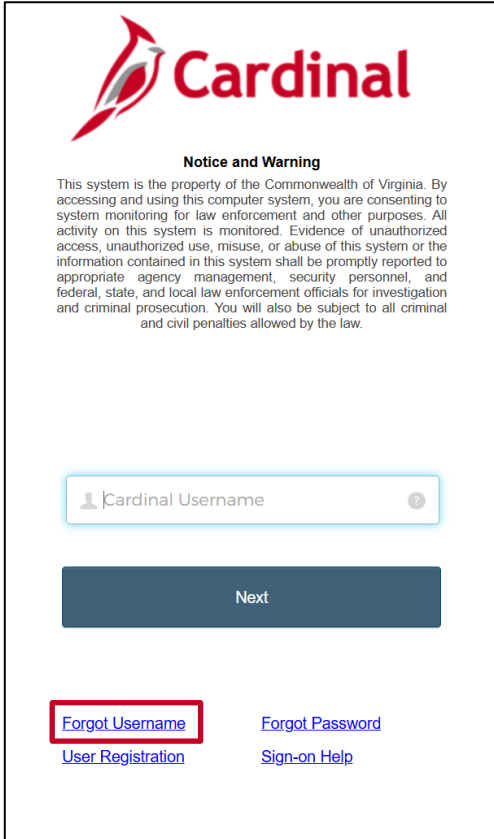
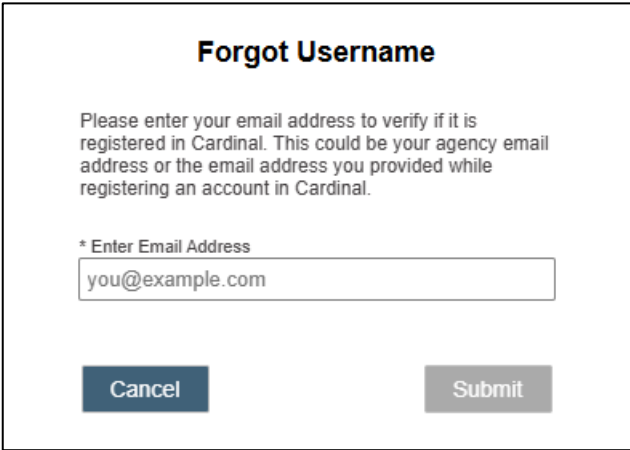
This section contains information to help you manage your account after it has been successfully set up and includes:

- [Forgot Username](#)
- [Forgot Password](#)
- [Sign-on Help](#)
- [Common Registration Errors](#)
- [Submitting a Ticket](#)

Forgot Username

Use the **Forgot Username** link to reset your password.

Start by entering the following URL in your web browser: my.cardinal.virginia.gov.

Step	Action
1.	Select the Forgot Username option on the login page.  The screenshot shows the Cardinal login page. At the top is the Cardinal logo. Below it is a 'Notice and Warning' section. Underneath is a username input field with a placeholder 'Cardinal Username' and a 'Next' button. At the bottom, there are four links: 'Forgot Username' (highlighted with a red box), 'Forgot Password', 'User Registration', and 'Sign-on Help'.
	The Forgot Username page displays.  The screenshot shows the 'Forgot Username' page. It has a title 'Forgot Username' and a paragraph: 'Please enter your email address to verify if it is registered in Cardinal. This could be your agency email address or the email address you provided while registering an account in Cardinal.' Below this is a label '* Enter Email Address' and an input field containing 'you@example.com'. At the bottom are 'Cancel' and 'Submit' buttons.

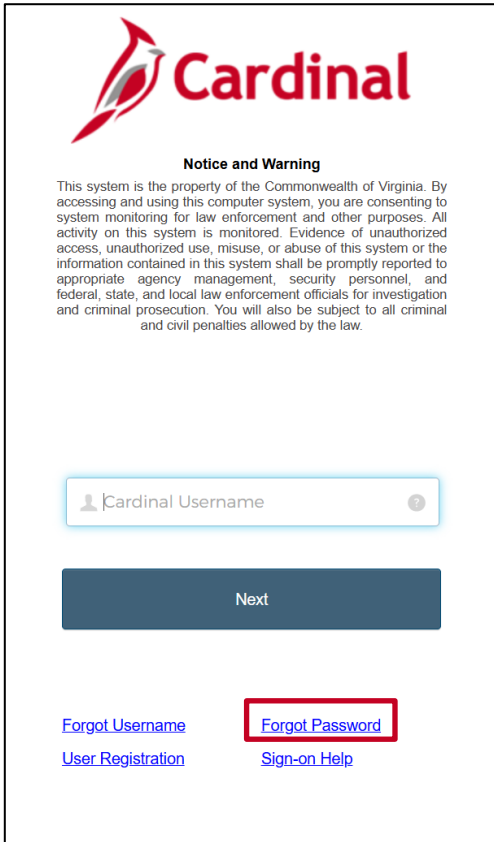
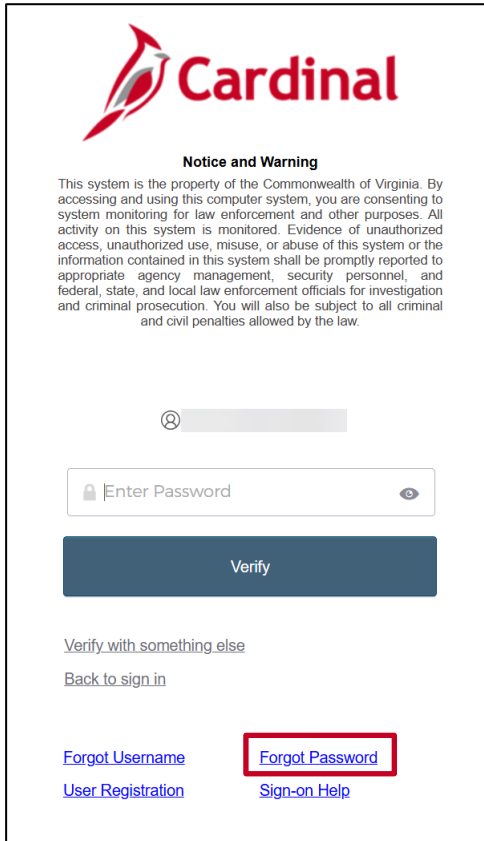
Step	Action
2.	Enter your email address in the Enter Email Address field. * Enter Email Address you@example.com
3.	Click the Submit button. Cancel Submit
If the email address was entered incorrectly, or if you are unsure, return to the Cardinal Login page and repeat the steps by clicking the Forgot Username link. Forgot Username If there is a Cardinal Username that is associated with the information you entered, you will receive an email with your Cardinal Username. If you do not receive an email, please verify that you have entered the information correctly and submit a help desk ticket to vccc@vita.virginia.gov and include "Cardinal" in the subject line.	



Forgot Password

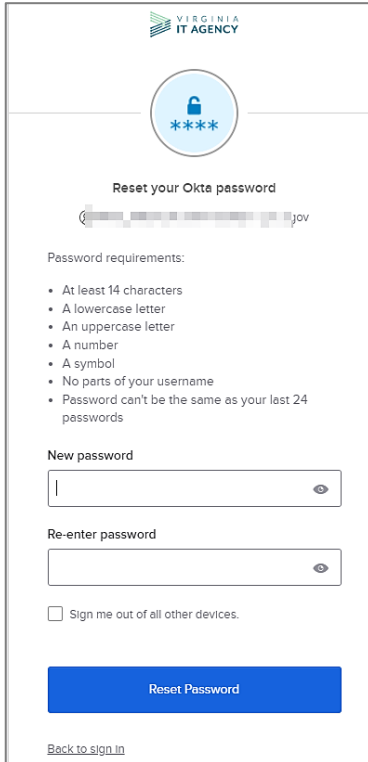
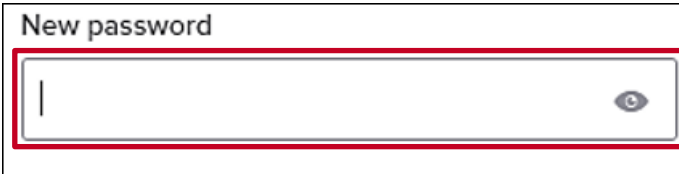
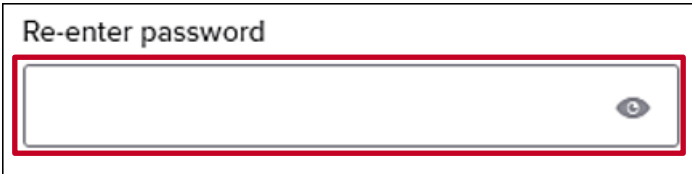
Use the **Forgot Password** link to reset your password.

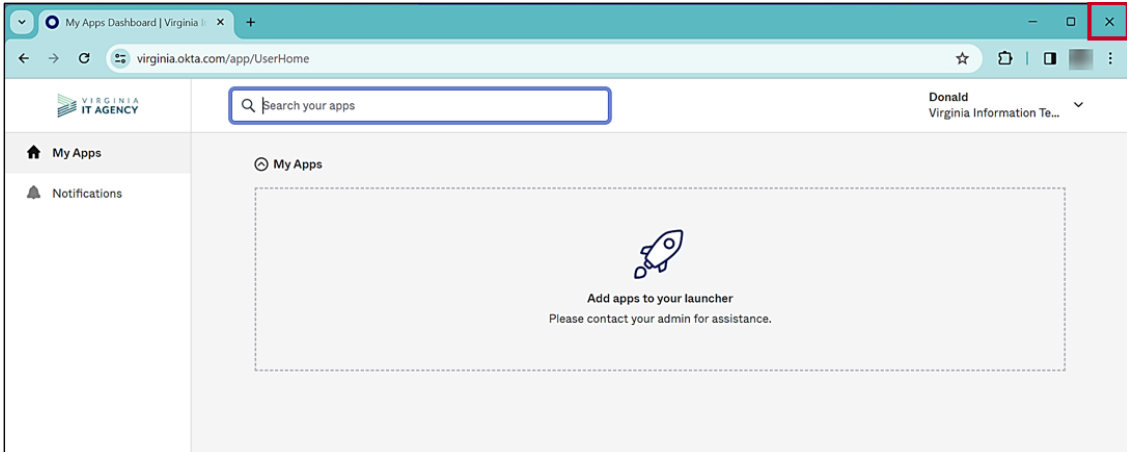
Start by entering the following URL in your web browser: my.cardinal.virginia.gov.

Step	Action
1.	Select the Forgot Password option on the login page.  

Step	Action
	The Forgot Password page displays. Forgot Password Please enter your Cardinal Username to initiate a password reset. * Enter Cardinal Username you@example.com Cancel Submit
2.	Enter your email address in the Enter Cardinal Username field. * Enter Cardinal Username you@example.com
3.	Click the Submit button. Cancel Submit

Step	Action
4.	If a Cardinal Username is associated with the provided email address, the “Forgot Username” screen displays with the below message. An email from noreply.cardinal@doa.virginia.gov will be sent to provided email address with the assigned Username. Please allow up to 15 minutes for the email arrive and be sure to check the Spam folder. If the email address was entered incorrectly, or if you are unsure, return to the Cardinal Login page and repeat the steps by clicking the Forgot Password link. If you do not receive an email, verify whether the correct Cardinal Username was entered and take the appropriate action from the options below: - If you did not enter the Cardinal Username correctly, or if you are unsure, return to the Cardinal Login page and repeat the steps by clicking the Forgot Password link. Note: If the displayed information is incorrect, <u>do not proceed</u>. Submit a help desk ticket to vccc@vita.virginia.gov and include “Cardinal Access” in the subject line. Be sure to include your name, email address, and a phone number in the body of the email. Important: If you do not use the reset password link within seven (7) days, repeat steps 1-8 in this section to receive an email with a new link.
5.	In your email inbox, click the link to reset your password.
6.	After clicking the link in the email, user will be prompted to authenticate using preferred method. Click the Verify or Send Push button.

Step	Action
	To change MFA method, click the drop-down arrow and select preferred authentication.
The Reset Your Okta Password page displays. 	
7.	Enter a new password in the New password field. Note: Be sure to adhere to all password requirements provided. 
8.	Enter new password in the Re-enter password field. 

Step	Action
9.	Click the Reset Password button. 
The Okta Homepage displays. No further action is required. 	
10.	Click the X to close this web browser window. Proceed to Logging into Cardinal.

Sign-on Help

Use the **Sign-on Help** link to access support materials on the Cardinal website.



This page displays common frequently asked questions regarding Cardinal access and login help. Keep in mind that your agency's administrators will be the best place to start with any agency or user specific questions.

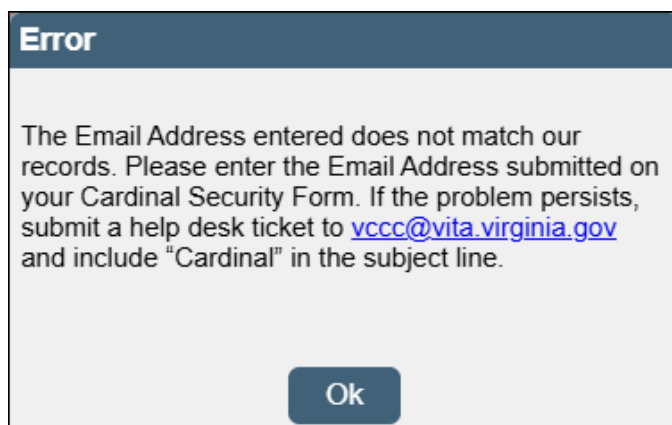
Common Registration Errors

Cardinal users might encounter issues during registration. This section outlines common Cardinal registration errors and their solutions.

Incorrect Email

If you have not successfully completed the registration process, or if you entered the email address incorrectly, a message like the one below displays.

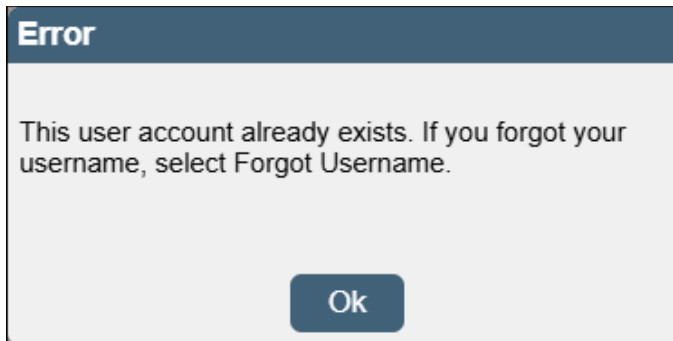
Solution: If the email address you entered is incorrect, click the **OK** button and enter the correct email address. This should be the email address that is recorded in Cardinal.



User Account Already Exists

If you have already registered your account, an **Error** message displays indicating the user account already exists.

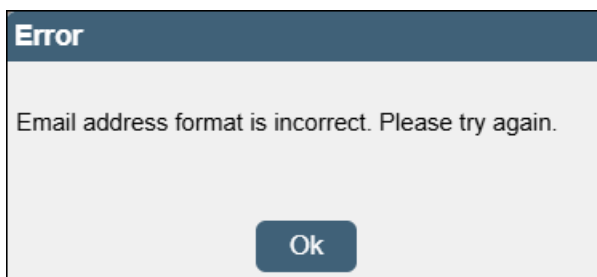
Solution: If you forgot your Cardinal Username, go to the [Forgot Username](#) section of this job aid.



Incorrect Email Address Format

If the email address is not entered in the correct format, an **Error** message displays indicating that the email address format is incorrect.

Solution: Re-enter your email address, ensuring it is in the correct format. Click the Register button.



Note: Once you have successfully registered your account, go to the [Activating Your Account](#) section. If you do not activate your account within seven (7) days, you will need to submit a help desk ticket.

Submitting a Ticket

All tickets are routed through the Virginia IT Agency (VITA). If you have Cardinal technical or functional questions, submit a help desk ticket by emailing vccc@vita.virginia.gov and include the follow information:

Subject: Cardinal – <brief summary for routing>

Email Content:

- Detailed information about your issue (i.e., functional area, page, actions, error)
- Name, email address, and best contact phone number

Attaching Documents and Screenshots:

- Include any relevant screenshots or documents as attachments to your email.
- Do not include any sensitive or personal information in images. If any personal or sensitive data is on the image, blur or crop out sensitive details before attaching.

Cardinal Team Response

The Cardinal Team's hours of operation for tickets are Monday – Friday from 8:00 a.m. to 5:00 p.m. After you submit your help desk ticket, you will receive an email from the IT Service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticketing system. Once your ticket is submitted, you can track its work progress via the link provided in a courtesy email.

Note: Some users may not be able to access VITA's ticketing system but updates will be provided via email each time a comment is added to your inquiry.

The Cardinal Team may contact you directly, using the contact information provided.



Agency Network Status

Agencies within the COV network, whose users are managed through VITA, are considered COV agencies/users. COV users with an agency-provided email address can use their COV credentials (email address and network password) to log into Cardinal.

See the below list of Commonwealth of Virginia (**COV**) and **Non-COV agencies** to confirm your agency network.

Business Unit	Agency Name	COV/ Non-COV
95000	9(C) REVENUE BONDS	NON-COV
95100	9(D) REVENUE BONDS	NON-COV
14900	ADMINISTRATION OF HEALTH INSURANCE	COV
30700	AGRICULTURAL COUNCIL	COV
88300	AMERICAN REVOLUTION COMMISSION	NON-COV
99000	APPROPRIATION VETOES	NON-COV
99100	APPROPRIATION VETOES-CAPITAL	NON-COV
14100	ATTORNEY GENERAL AND DEPARTMENT OF LAW	NON-COV
14300	ATTORNEY GENERAL, DIVISION OF DEBT COLLECTION	NON-COV
13300	AUDITOR OF PUBLIC ACCOUNTS	NON-COV
75400	AUGUSTA CORRECTIONAL CENTER	COV
87100	AUTISM ADVISORY COUNCIL	NON-COV
76100	BASKERVILLE CORRECTIONAL CENTER	COV
88200	BEHAVIORAL HEALTH COMMISSION	NON-COV
71800	BLAND CORRECTIONAL CENTER	COV
29100	BLUE RIDGE COMMUNITY COLLEGE	NON-COV
22600	BOARD OF ACCOUNTANCY	COV
29000	BRIGHTPOINT COMMUNITY COLLEGE	NON-COV
85800	BROWN V. BOARD OF EDUCATION COMMITTEE	NON-COV
74900	BUCKINGHAM CORRECTIONAL CENTER	COV
82000	CAPITOL SQUARE PRESERVATION COUNCIL	NON-COV
72400	CATAWBA HOSPITAL	COV
99500	CENTRAL APPROPRIATIONS	NON-COV
94900	CENTRAL CAPITAL OUTLAY	NON-COV
70300	CENTRAL STATE HOSPITAL	COV
29200	CENTRAL VIRGINIA COMMUNITY COLLEGE	NON-COV
70700	CENTRAL VIRGINIA TRAINING CENTER	COV
84200	CHESAPEAKE BAY COMMISSION	NON-COV
24200	CHRISTOPHER NEWPORT UNIVERSITY	NON-COV
11300	CIRCUIT COURTS	NON-COV
83600	CITIZENS' COUNCIL EXECUTIVE MANSION	COV



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Business Unit	Agency Name	COV/ Non-COV
99800	CITY/COUNTY TREASURERS	COV
77300	COFFEEWOOD CORRECTIONAL CENTER	COV
11600	COMBINED DISTRICT COURTS	NON-COV
87000	COMMISSION ON CIVICS EDUCATION	NON-COV
86300	COMMISSION ON ELECTRIC UTILITY REGULATION	NON-COV
88100	COMMISSION ON SCHOOL CONSTRUCTION & MODERNIZATION	NON-COV
87900	COMMISSION ON THE MAY 31, 2019 VIRGINIA BEACH MASS SHOOTING	NON-COV
86000	COMMISSION ON UNEMPLOYMENT COMPENSATION	NON-COV
41300	COMMISSION ON VIRGINIA ALCOHOL SAFETY ACTION PROGRAM	COV
95700	COMMONWEALTH ATTORNEYS' SERVICES COUNCIL	NON-COV
70800	COMMONWEALTH CENTER FOR CHILDREN AND ADOLESCENTS	COV
15700	COMPENSATION BOARD	COV
23400	COOPERATIVE EXTENSION AND AGRICULTURAL RESEARCH SERVICE	NON-COV
12500	COURT OF APPEALS OF VIRGINIA	NON-COV
27900	DANVILLE COMMUNITY COLLEGE	NON-COV
75300	DEERFIELD CORRECTIONAL CENTER	COV
26200	DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES	COV
75100	DEPARTMENT FOR THE DEAF AND HARD-OF-HEARING	COV
15100	DEPARTMENT OF ACCOUNTS	COV
99700	DEPARTMENT OF ACCOUNTS STATEWIDE ACTIVITIES	COV
16200	DEPARTMENT OF ACCOUNTS TRANSFER PAYMENTS	COV
30100	DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES	COV
84100	DEPARTMENT OF AVIATION	COV
72000	DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES	COV
79000	DEPARTMENT OF BEHAVIORAL HEALTH AND DEVELOPMENTAL SERVICES GRANTS TO LOCALITIES	COV
19900	DEPARTMENT OF CONSERVATION AND RECREATION	COV
79500	DEPARTMENT OF CORRECTIONS - INSTITUTIONS	COV
70100	DEPARTMENT OF CORRECTIONS, CENTRAL ADMINISTRATION	COV
75600	DEPARTMENT OF CORRECTIONS, DIVISION OF INSTITUTIONS	COV
74200	DEPARTMENT OF CORRECTIONS, EMPLOYEE RELATIONS AND TRAINING	COV



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Business Unit	Agency Name	COV/ Non-COV
14000	DEPARTMENT OF CRIMINAL JUSTICE SERVICES	COV
20100	DEPARTMENT OF EDUCATION, CENTRAL OFFICE OPERATIONS	COV
13200	DEPARTMENT OF ELECTIONS	COV
12700	DEPARTMENT OF EMERGENCY MANAGEMENT	COV
40900	DEPARTMENT OF ENERGY	COV
44000	DEPARTMENT OF ENVIRONMENTAL QUALITY	COV
96000	DEPARTMENT OF FIRE PROGRAMS	COV
77800	DEPARTMENT OF FORENSIC SCIENCE	COV
41100	DEPARTMENT OF FORESTRY	COV
19400	DEPARTMENT OF GENERAL SERVICES	COV
60100	DEPARTMENT OF HEALTH	COV
22300	DEPARTMENT OF HEALTH PROFESSIONS	COV
42300	DEPARTMENT OF HISTORIC RESOURCES	COV
16500	DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT	COV
12900	DEPARTMENT OF HUMAN RESOURCE MANAGEMENT	COV
77700	DEPARTMENT OF JUVENILE JUSTICE	COV
18100	DEPARTMENT OF LABOR AND INDUSTRY	COV
60200	DEPARTMENT OF MEDICAL ASSISTANCE SERVICES	COV
12300	DEPARTMENT OF MILITARY AFFAIRS	NON-COV
15400	DEPARTMENT OF MOTOR VEHICLES	COV
53000	DEPARTMENT OF MOTOR VEHICLES TRANSFER PAYMENTS	COV
12200	DEPARTMENT OF PLANNING AND BUDGET	COV
22200	DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION	COV
50500	DEPARTMENT OF RAIL AND PUBLIC TRANSPORTATION	COV
35000	DEPARTMENT OF SMALL BUSINESS AND SUPPLIER DIVERSITY	COV
76500	DEPARTMENT OF SOCIAL SERVICES	COV
15600	DEPARTMENT OF STATE POLICE	COV
16100	DEPARTMENT OF TAXATION	COV
15200	DEPARTMENT OF THE TREASURY	COV
99400	DEPARTMENT OF THE TREASURY - TRUST FUNDS	COV
99600	DEPARTMENT OF TREASURY - STATEWIDE ACTIVITIES	COV
91200	DEPARTMENT OF VETERANS SERVICES	COV
40300	DEPARTMENT OF WILDLIFE RESOURCES	COV
32700	DEPARTMENT OF WORKFORCE DEVELOPMENT AND ADVANCEMENT	COV



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Business Unit	Agency Name	COV/ Non-COV
77000	DILLWYN CORRECTIONAL CENTER	COV
19700	DIRECT AID TO PUBLIC EDUCATION	COV
96100	DIVISION OF CAPITOL POLICE	NON-COV
76700	DIVISION OF COMMUNITY CORRECTIONS	COV
10900	DIVISION OF LEGISLATIVE AUTOMATED SYSTEMS	NON-COV
10700	DIVISION OF LEGISLATIVE SERVICES	NON-COV
84500	DR MARTIN LUTHER KING JR. MEMORIAL COMMISSION	NON-COV
28400	EASTERN SHORE COMMUNITY COLLEGE	NON-COV
70400	EASTERN STATE HOSPITAL	COV
27400	EASTERN VIRGINIA MEDICAL SCHOOL	NON-COV
31200	ECONOMIC DEVELOPMENT INCENTIVE PAYMENTS	COV
74300	FLUVANNA WOMEN'S CORRECTIONAL CENTER	COV
36000	FORT MONROE AUTHORITY	NON-COV
23900	FRONTIER CULTURE MUSEUM OF VIRGINIA	COV
11400	GENERAL DISTRICT COURTS	NON-COV
24700	GEORGE MASON UNIVERSITY	NON-COV
29700	GERMANNA COMMUNITY COLLEGE	NON-COV
77600	GREEN ROCK CORRECTIONAL CENTER	COV
76900	GREENSVILLE CORRECTIONAL CENTER	COV
41700	GUNSTON HALL	COV
77200	HAYNESVILLE CORRECTIONAL CENTER	COV
90000	HEALTH/HUMAN RESOURCES CLEARING ACCOUNT	NON-COV
98900	HIGHER EDUCATION RESEARCH INSTITUTE	NON-COV
74800	HIRAM W DAVIS MEDICAL CENTER	COV
10100	HOUSE OF DELEGATES	NON-COV
77100	INDIAN CREEK CORRECTIONAL CENTER	COV
98000	IN-STATE UNDERGRADUATE TUITION MODERATION	NON-COV
88500	INSTITUTE FOR ADVANCED LEARNING & RESEARCH	COV
79300	INTELLECTUAL DISABILITIES TRAINING CENTERS	COV
92100	INTERSTATE ORGANIZATION CONTRIBUTIONS	COV
28300	J. SARGEANT REYNOLDS COMMUNITY COLLEGE	NON-COV
21600	JAMES MADISON UNIVERSITY	NON-COV
40000	JAMESTOWN-YORKTOWN COMMEMORATIONS	COV
42500	JAMESTOWN-YORKTOWN FOUNDATION	COV
86500	JOINT COMMISSION ON ADMINISTRATIVE RULES	NON-COV
84400	JOINT COMMISSION ON HEALTH CARE	NON-COV
84700	JOINT COMMISSION ON TECHNOLOGY AND SCIENCE	NON-COV
11000	JOINT LEGISLATIVE AUDIT AND REVIEW COMMISSION	NON-COV



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Business Unit	Agency Name	COV/ Non-COV
90300	JONES AND CABACOY VETERANS CARE CENTER	COV
10400	JUDICIAL DEPARTMENT REVERSION CLEARING ACCOUNT	NON-COV
11200	JUDICIAL INQUIRY AND REVIEW COMMISSION	NON-COV
11500	JUVENILE AND DOMESTIC RELATIONS DISTRICT COURTS	NON-COV
76800	KEEN MOUNTAIN CORRECTIONAL CENTER	COV
29800	LAUREL RIDGE COMMUNITY COLLEGE	NON-COV
78400	LAWRENCEVILLE CORRECTIONAL CENTER	COV
10200	LEGISLATIVE DEPARTMENT REVERSION CLEARING ACCOUNT	NON-COV
LDUTY	LINE OF DUTY ACT PARTICIPANTS	NON-COV
21400	LONGWOOD UNIVERSITY	NON-COV
77400	LUNENBURG CORRECTIONAL CENTER	COV
10300	MAGISTRATE SYSTEM	NON-COV
86400	MANUFACTURING DEVELOPMENT COMMISSION	NON-COV
40200	MARINE RESOURCES COMMISSION	COV
74700	MARION CORRECTIONAL TREATMENT CENTER	COV
79200	MENTAL HEALTH TREATMENT CENTERS	COV
50600	MOTOR VEHICLE DEALER BOARD	COV
29900	MOUNTAIN EMPIRE COMMUNITY COLLEGE	NON-COV
28700	MOUNTAIN GATEWAY COMMUNITY COLLEGE	NON-COV
93800	NEW COLLEGE INSTITUTE	NON-COV
27500	NEW RIVER COMMUNITY COLLEGE	NON-COV
09100	NEW RIVER VALLEY EMERGENCY COMMUNICATIONS REGIONAL AUTHORITY	NON-COV
21300	NORFOLK STATE UNIVERSITY	NON-COV
28000	NORTHERN VIRGINIA COMMUNITY COLLEGE	NON-COV
72800	NORTHERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
74500	NOTTOWAY CORRECTIONAL CENTER	COV
20000	OFFICE OF CHILDREN'S SERVICES	COV
11900	OFFICE OF LIEUTENANT GOVERNOR	COV
12100	OFFICE OF THE GOVERNOR	COV
14700	OFFICE OF THE STATE INSPECTOR GENERAL	COV
OHBBN	OHBMANAGED BENEFIT GROUPS	NON-COV
22100	OLD DOMINION UNIVERSITY	NON-COV
85600	OPIOID ABATEMENT AUTHORITY	NON-COV
87800	OPPORTUNITY MINORITY BUSINESS EXPANSION	NON-COV
28500	PATRICK HENRY COMMUNITY COLLEGE	NON-COV
27700	PAUL D. CAMP COMMUNITY COLLEGE	NON-COV
72900	PIEDMONT GERIATRIC HOSPITAL	COV



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Business Unit	Agency Name	COV/ Non-COV
28200	PIEDMONT VIRGINIA COMMUNITY COLLEGE	NON-COV
99200	PLANNED REVERSIONS	NON-COV
77500	POCAHONTAS STATE CORRECTIONAL CENTER	COV
09000	POTOMAC RIVER FISHERIES	NON-COV
14500	PROMOTION OF UNIFORMITY OF LEGISLATION	NON-COV
84800	PUBLIC DEFENDER COMMISSION (INDIGENT DEFENSE)	NON-COV
90100	PUBLIC SAFETY CAPITAL CLEARING ACCOUNT	NON-COV
90200	PULLER VETERANS CARE CENTER	COV
21700	RADFORD UNIVERSITY	NON-COV
27800	RAPPAHANNOCK COMMUNITY COLLEGE	NON-COV
74100	RED ONION STATE PRISON	COV
24100	RICHARD BLAND COLLEGE OF WILLIAM AND MARY	NON-COV
78500	RIVER NORTH CORRECTIONAL CENTER (GRAYSON COUNTY)	COV
93500	ROANOKE HIGHER EDUCATION AUTHORITY	COV
18000	SECRETARY OF ADMINISTRATION	COV
19300	SECRETARY OF AGRICULTURE AND FORESTRY	COV
19200	SECRETARY OF COMMERCE AND TRADE	COV
18500	SECRETARY OF EDUCATION	COV
19000	SECRETARY OF FINANCE	COV
18800	SECRETARY OF HEALTH AND HUMAN RESOURCES	COV
19500	SECRETARY OF LABOR	COV
18300	SECRETARY OF NATURAL RESOURCES	COV
18700	SECRETARY OF PUBLIC SAFETY AND HOMELAND SECURITY	COV
18400	SECRETARY OF TECHNOLOGY	COV
16600	SECRETARY OF THE COMMONWEALTH	COV
18600	SECRETARY OF TRANSPORTATION	COV
45400	SECRETARY OF VETERANS AND DEFENSE AFFAIRS	COV
10000	SENATE OF VIRGINIA	NON-COV
92200	SITTER-BARFOOT VETERANS CARE CENTER	COV
86200	SMALL BUSINESS COMMISSION	NON-COV
93600	SOUTHEASTERN UNIVERSITIES RESEARCH ASSOCIATION DOING BUSINESS FOR JEFFERSON SCIENCE ASSOCIATES, LLC	COV
72300	SOUTHEASTERN VIRGINIA TRAINING CENTER	COV
93700	SOUTHERN VIRGINIA HIGHER EDUCATION CENTER	NON-COV
73900	SOUTHERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
27600	SOUTHSIDE VIRGINIA COMMUNITY COLLEGE	NON-COV
29400	SOUTHWEST VIRGINIA COMMUNITY COLLEGE	NON-COV



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Business Unit	Agency Name	COV/ Non-COV
94800	SOUTHWEST VIRGINIA HIGHER EDUCATION CENTER	NON-COV
70500	SOUTHWESTERN VIRGINIA MENTAL HEALTH INSTITUTE	COV
73800	SOUTHWESTERN VIRGINIA TRAINING CENTER	COV
73700	ST. BRIDES CORRECTIONAL CENTER	COV
17100	STATE CORPORATION COMMISSION	NON-COV
24500	STATE COUNCIL OF HIGHER EDUCATION FOR VIRGINIA	COV
75200	STATE FARM CORRECTIONAL CENTER (FORMERLY DEEP MEADOW)	COV
97100	STATE WATER COMMISSION	NON-COV
88000	STUDY DISCRIMINATION AGAINST AFRICAN AMERICANS	NON-COV
11100	SUPREME COURT OF VIRGINIA	NON-COV
77900	SUSSEX I AND SUSSEX II STATE PRISONS COMPLEX	COV
73300	SUSSEX I STATE PRISON	COV
73400	SUSSEX II STATE PRISON	COV
20400	THE COLLEGE OF WILLIAM AND MARY IN VIRGINIA	NON-COV
20200	THE LIBRARY OF VIRGINIA	COV
LOCAL	THE LOCAL CHOICE (TLC) PARTICIPANTS (LOCALITIES)	NON-COV
14600	THE SCIENCE MUSEUM OF VIRGINIA	NON-COV
29500	TIDEWATER COMMUNITY COLLEGE	NON-COV
85100	TOBACCO REGION REVITALIZATION COMMISSION	NON-COV
15500	TREASURY BOARD	COV
99300	TREASURY CONSTRUCTION FINANCING	COV
21500	UNIVERSITY OF MARY WASHINGTON	NON-COV
20900	UNIVERSITY OF VIRGINIA MEDICAL CENTER	NON-COV
20700	UNIVERSITY OF VIRGINIA, ACADEMIC DIVISION	NON-COV
24600	UNIVERSITY OF VIRGINIA'S COLLEGE AT WISE	NON-COV
91300	VETERANS SERVICE FOUNDATION	COV
99900	VIRGINIA ALCOHOLIC BEVERAGE CONTROL AUTHORITY	NON-COV
60600	VIRGINIA BOARD FOR PEOPLE WITH DISABILITIES	COV
23300	VIRGINIA BOARD OF BAR EXAMINERS	NON-COV
97700	VIRGINIA CANNABIS CONTROL AUTHORITY	NON-COV
79400	VIRGINIA CENTER FOR BEHAVIORAL REHABILITATION	COV
11800	VIRGINIA COAL AND ENERGY COMMISSION	NON-COV
10800	VIRGINIA CODE COMMISSION	NON-COV
94100	VIRGINIA COLLEGE BUILDING AUTHORITY	COV
17400	VIRGINIA COLLEGE SAVINGS PLAN	NON-COV
14800	VIRGINIA COMMISSION FOR THE ARTS	COV
10500	VIRGINIA COMMISSION ON INTERGOVERNMENTAL COOPERATION	NON-COV



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Business Unit	Agency Name	COV/ Non-COV
83900	VIRGINIA COMMISSION ON YOUTH	NON-COV
23600	VIRGINIA COMMONWEALTH UNIVERSITY, ACADEMIC DIVISION	NON-COV
20600	VIRGINIA COMMONWEALTH UNIVERSITY, MEDICAL CENTER	NON-COV
26000	VIRGINIA COMMUNITY COLLEGE SYSTEM	NON-COV
26100	VIRGINIA COMMUNITY COLLEGE SYSTEM, CENTRAL OFFICE	NON-COV
27000	VIRGINIA COMMUNITY COLLEGE SYSTEM, SHARED SERVICES CENTER	NON-COV
87600	VIRGINIA CONFLICT OF INTEREST AND ETHICS ADVISORY COUNCIL (VCIEAC)	NON-COV
71600	VIRGINIA CORRECTIONAL CENTER FOR WOMEN	COV
71100	VIRGINIA CORRECTIONAL ENTERPRISES	COV
16000	VIRGINIA CRIMINAL SENTENCING COMMISSION	NON-COV
70200	VIRGINIA DEPARTMENT FOR THE BLIND AND VISION IMPAIRED	COV
50100	VIRGINIA DEPARTMENT OF TRANSPORTATION	COV
83700	VIRGINIA DISABILITY COMMISSION	NON-COV
31000	VIRGINIA ECONOMIC DEVELOPMENT PARTNERSHIP	NON-COV
18200	VIRGINIA EMPLOYMENT COMMISSION	COV
85200	VIRGINIA FOUNDATION FOR HEALTHY YOUTH	COV
83400	VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL	NON-COV
29600	VIRGINIA HIGHLANDS COMMUNITY COLLEGE	NON-COV
84000	VIRGINIA HOUSING COMMISSION	NON-COV
13600	VIRGINIA IT AGENCY	COV
30900	VIRGINIA INNOVATION PARTNERSHIP AUTHORITY	NON-COV
26800	VIRGINIA INSTITUTE OF MARINE SCIENCE	NON-COV
17200	VIRGINIA LOTTERY	NON-COV
16400	VIRGINIA MANAGEMENT FELLOWS PROGRAM ADMINISTRATION	COV
21100	VIRGINIA MILITARY INSTITUTE	NON-COV
23800	VIRGINIA MUSEUM OF FINE ARTS	COV
94200	VIRGINIA MUSEUM OF NATURAL HISTORY	COV
76600	VIRGINIA PAROLE BOARD	COV
52200	VIRGINIA PASSENGER RAIL AUTHORITY	NON-COV
29300	VIRGINIA PENINSULA COMMUNITY COLLEGE	NON-COV
20800	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY	NON-COV
22900	VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY, VIRGINIA COOPERATIVE EXTENSION AND AGRICULTURAL EXPERIMENT STATION	NON-COV
40700	VIRGINIA PORT AUTHORITY	NON-COV



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Business Unit	Agency Name	COV/ Non-COV
40500	VIRGINIA RACING COMMISSION	COV
26300	VIRGINIA REHABILITATION CENTER FOR THE BLIND AND VISION IMPAIRED	COV
15800	VIRGINIA RETIREMENT SYSTEM	NON-COV
VRSRT	VIRGINIA RETIREMENT SYSTEM - RETIREES	NON-COV
21800	VIRGINIA SCHOOL FOR DEAF AND BLIND	COV
85900	VIRGINIA SESQUICENTENNIAL OF THE AMERICAN CIVIL WAR COMMISSION	NON-COV
11700	VIRGINIA STATE BAR	NON-COV
14200	VIRGINIA STATE CRIME COMMISSION	NON-COV
21200	VIRGINIA STATE UNIVERSITY	NON-COV
32000	VIRGINIA TOURISM AUTHORITY	NON-COV
12800	DAVIS & MCDANIEL VETERANS CARE CENTER	COV
28600	VIRGINIA WESTERN COMMUNITY COLLEGE	NON-COV
19100	VIRGINIA WORKERS' COMPENSATION COMMISSION	NON-COV
86700	VIRGINIA BICENTENNIAL OF THE AMERICAN WAR OF 1812 COMMISSION	NON-COV
33000	VIRGINIA-ISRAEL ADVISORY BOARD	NON-COV
73500	WALLENS RIDGE STATE PRISON	COV
75700	WESTERN REGION CORRECTIONAL FIELD UNITS	COV
70600	WESTERN STATE HOSPITAL	COV
20300	WILSON WORKFORCE AND REHABILITATION CENTER	COV
87200	WORLD WAR I & II COMMEMORATION COMMITTEE	NON-COV
28800	WYTHEVILLE COMMUNITY COLLEGE	NON-COV