



Cardinal HCM Navigation Job Aid

NAV205 Overview of the Cardinal Homepage (HCM)

Cardinal HCM Homepage Overview

This Job Aid provides an overview of the **Cardinal HCM Homepage** and an overview of the **NavBar**. The purpose of this Job Aid is to help familiarize the user with the features available to assist the user with the completion of their day-to-day tasks in Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshots of the Search pages (Section 2 ; after Step 5). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.



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Overview of the Cardinal HCM Homepage

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about accessing Cardinal for the first time, see the Cardinal New User Support Guide . This guide is located on the Cardinal website in User Support Guides under User Support .

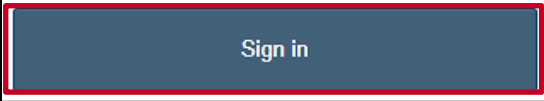
The **Cardinal Home** page displays.



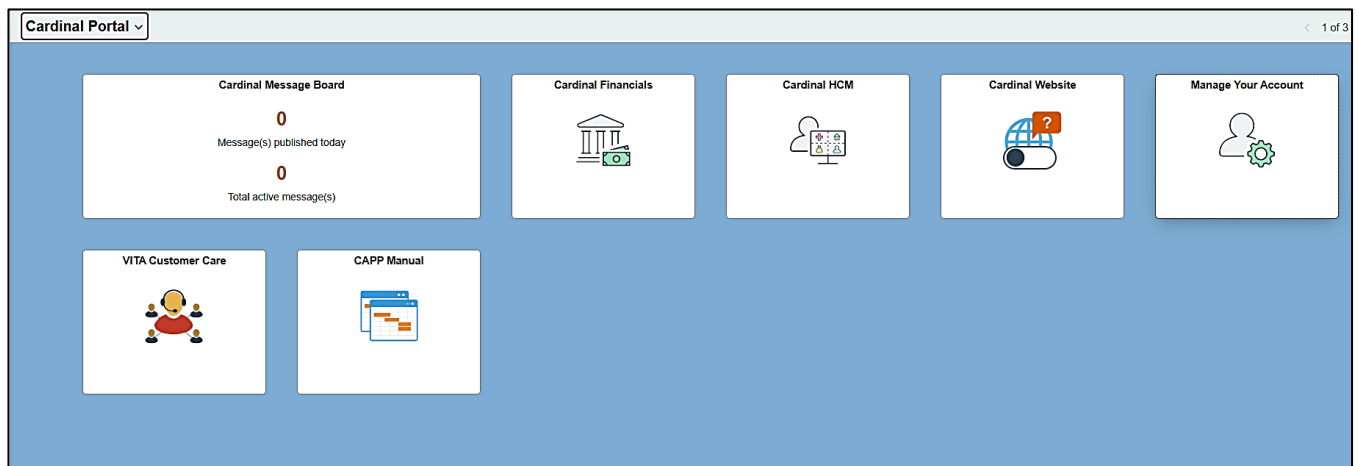
2. Enter your Cardinal Username and Password in the **Cardinal Username** and **Enter Password** fields.

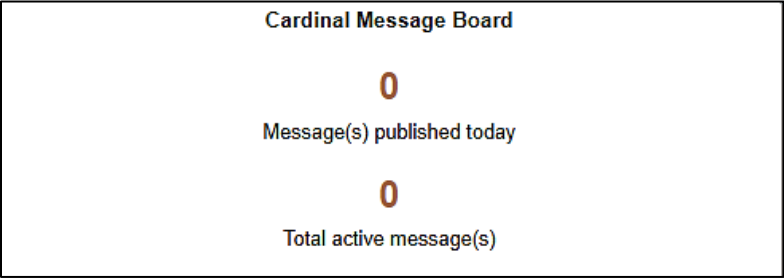
 **Cardinal**

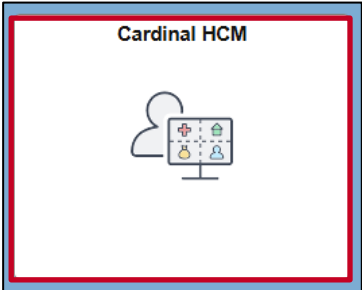
Notice and Warning
This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.

Step	Action
3.	Click the Sign In button. 
	Users may receive a message for additional verification.

The **Cardinal Portal** page displays.



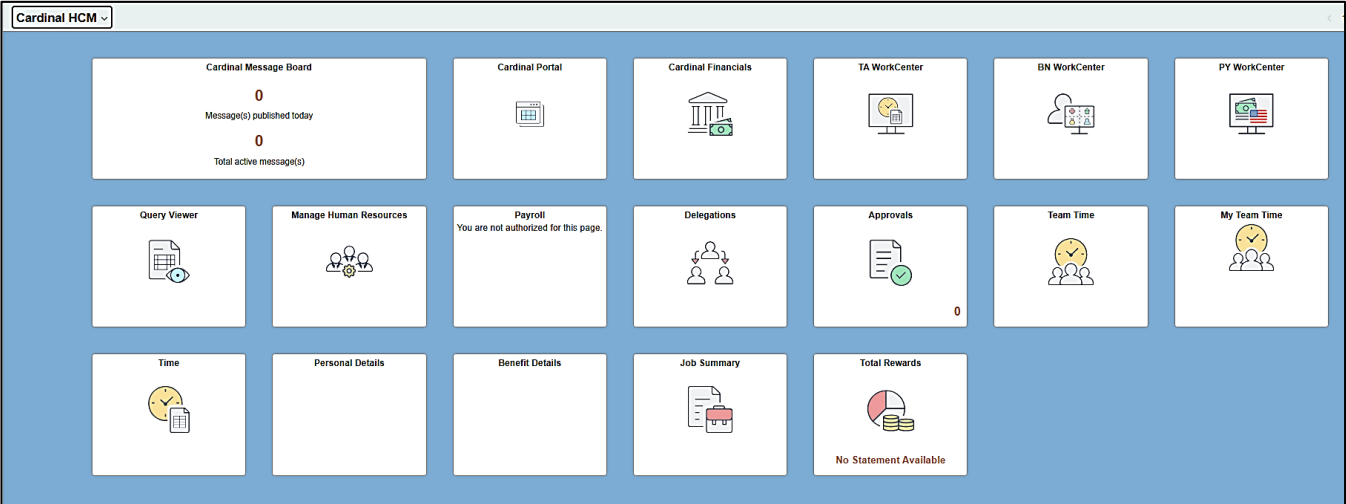
	Any important Cardinal Messages will be displayed in the Cardinal Messages Board tile. 
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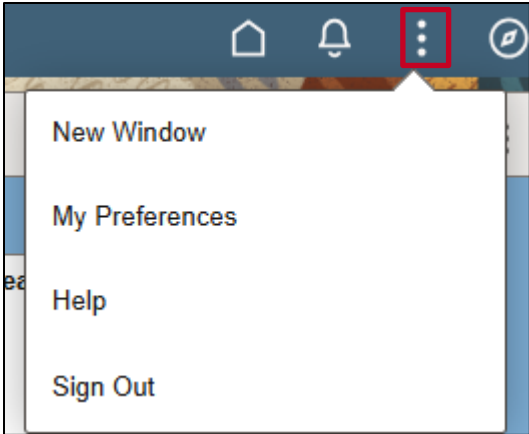
4.	Click the Cardinal HCM (Human Capital Management) tile. 
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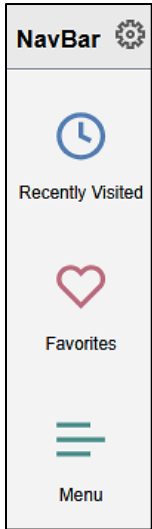
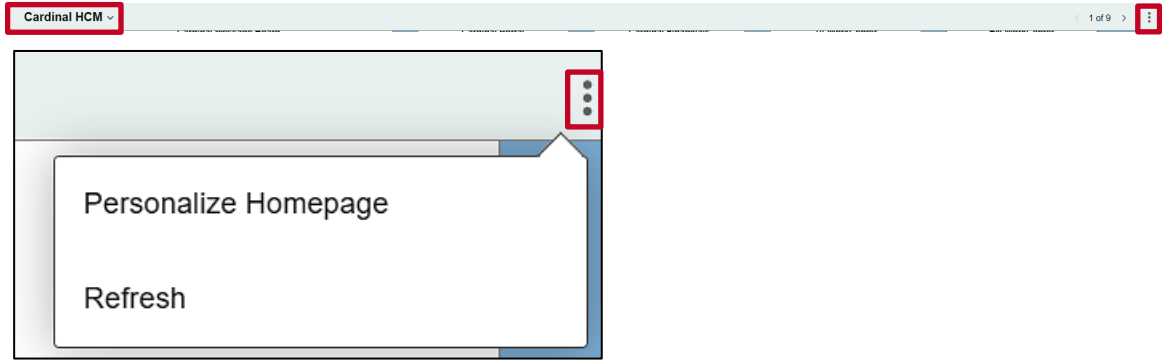


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Step	Action
	The Cardinal HCM Homepage displays. Note: The tiles appearing on the Cardinal Homepage may vary based on the user's Security roles.  The top Banner of the Cardinal HCM Homepage includes the following: • Recently Visited (Clock): Click this icon to view a menu listing of the recently visited Cardinal HCM pages • Favorites (Heart): Click this icon to view a menu listing of the Cardinal HCM pages that have been added to Favorites • Accessibility (Figure in circle): Click this icon to enable screen reader mode, view keyboard shortcuts, and access additional Accessibility Help information configured in Cardinal • Home (House): Click this icon at any time to return to the Cardinal Portal page • Notifications (Bell): Click this icon to display any Cardinal Notifications • Actions (Three Dots): Click this icon to access the Actions menu • NavBar (Compass): Click this icon to access the NavBar Menu (only available for Core Users) 

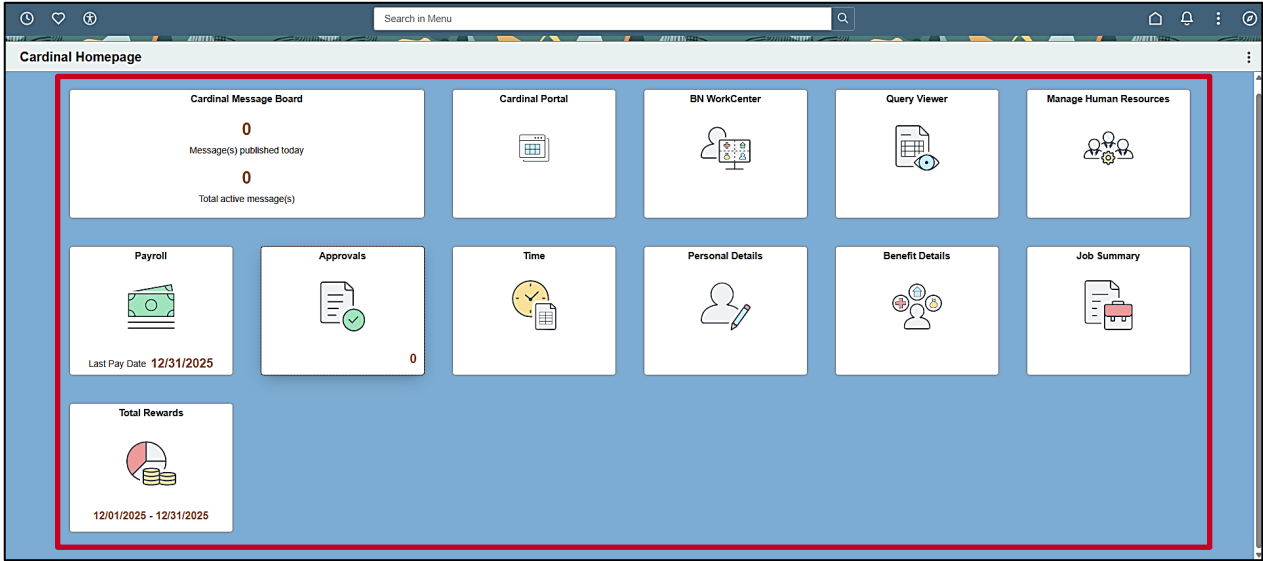
Step	Action
	The Actions (Three Dots) icon includes the following: • New Window: Click this list item to open Cardinal HCM in a new internet browser tab. This can be helpful when accessing/reviewing multiple Cardinal HCM pages simultaneously. • My Preferences: Click this list item to open the My Preferences page. This page can be used to establish personal preferences to include Accessibility settings, regional settings, and Notification delivery settings. • Help: Click this list item to open the Cardinal website in a new window. The Cardinal website is an online repository for all Cardinal-related information, including Courses, Reports Catalogs, Job Aids, Tutorial Videos, and more. • Sign Out: Click this link to end the session and sign out of Cardinal FIN. Always sign out of Cardinal, rather than clicking the “X” in the browser window or tab. 
	For more information about the icons used in Cardinal FIN and other helpful hints to enhance user experience in the system, view the NAV205 Navigation Tips in Cardinal HCM Job Aid on the Cardinal website in Job Aids under Learning.

Step	Action
	The NavBar includes the following: • Recently Visited (Clock): Click this tile to view a menu listing of the recently visited Cardinal HCM pages. • Favorites (Heart): Click this tile to view a menu listing of the Cardinal HCM pages that have been added to the user's Favorites. • Menu (Paper): Click this tile to view the NavBar Menu. This is where the user will navigate to and access many of the Cardinal HCM pages based on the assigned Roles and Security Privileges. Additional icons can be added to a user's NavBar based on individual role permissions. Refer to the Overview of the NavBar Menu section of this Job Aid for more information. See the Job Aid titled Cardinal Navigation Tips in Cardinal Financials on the Cardinal website, in Job Aids under Learning to learn how to customize the NavBar. 
	The second Banner of the Cardinal HCM Homepage includes the Homepage Actions (Three Dots) icon, which includes the following: • Personalize Homepage: This feature is not utilized in Cardinal HCM • Refresh: Click this list item to refresh the current page 



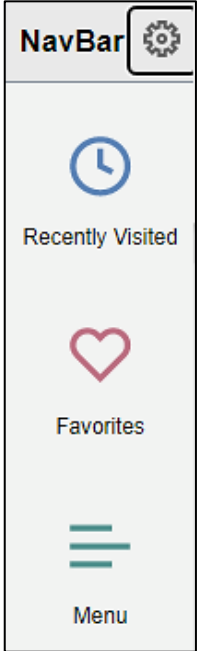
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Step	Action
	The center region of the Cardinal HCM Homepage includes the tiles. The tiles are used to quickly access many of the Cardinal HCM Pages. 
	The Individual Tiles and WorkCenters displayed are based on the user's Security Roles. The Homepage layout and WorkCenter availability will vary for each user.
	WorkCenters provide a central one-stop location for users to access daily tasks such as entering transactions, reviewing transaction errors, and approving transactions. WorkCenters also include links to frequently used pages, queries, and reports which minimize navigation time through menus and increase efficiency. Each user's Security Roles determine which specific WorkCenters display and which options are available in those WorkCenter(s). For more information pertaining to WorkCenters, see the Job Aid titled Overview of the Cardinal HCM WorkCenters located on the Cardinal website in Job Aids under Learning.

Overview of the NavBar Menu

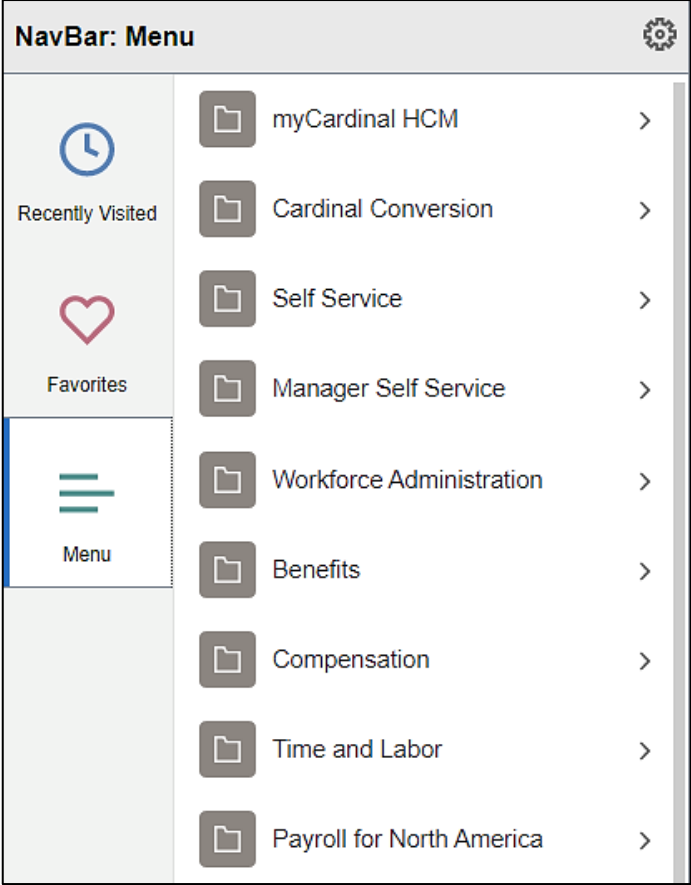
This section provides an overview of the **NavBar Menu**. It will contain step-by-step instructions for navigating to a specific Cardinal HCM page to highlight the features available within the **NavBar Menu**. The NavBar gives users another option for navigating the HCM system

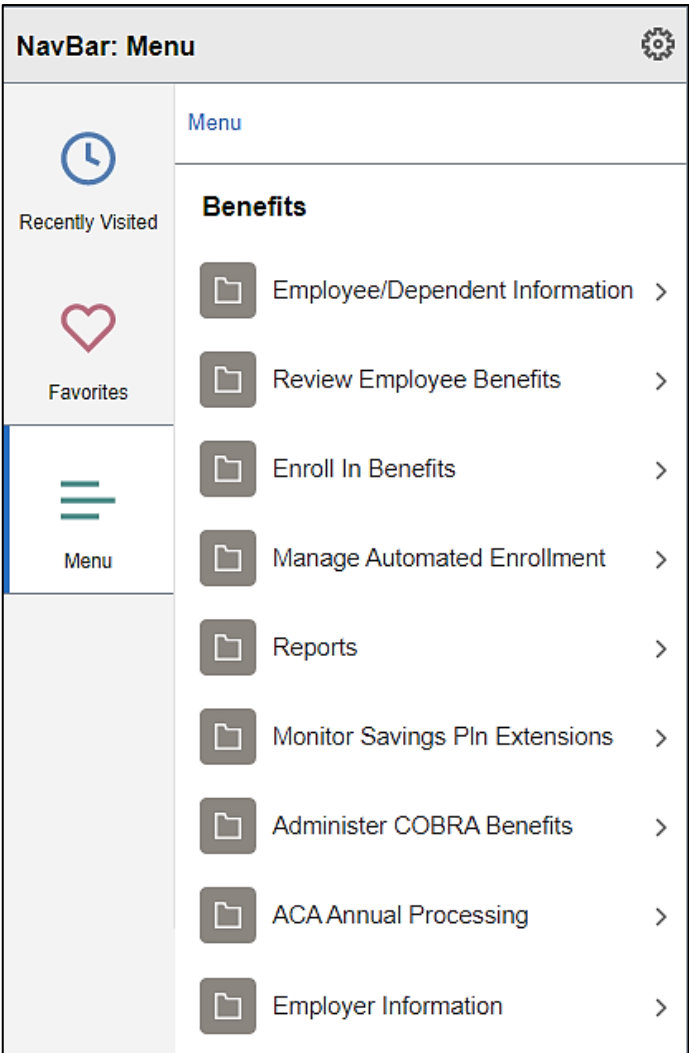
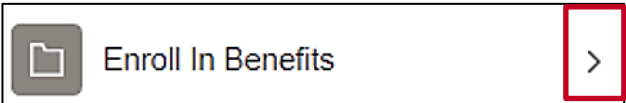
Step	Action
1.	Click the NavBar icon. 
The NavBar displays. 	
2.	Click the Menu list item. 

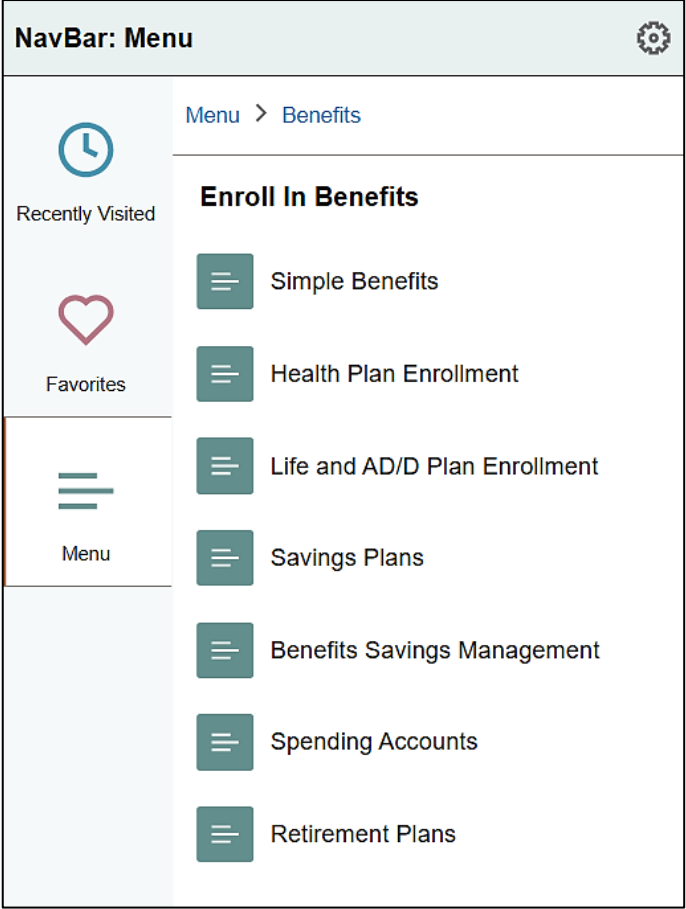
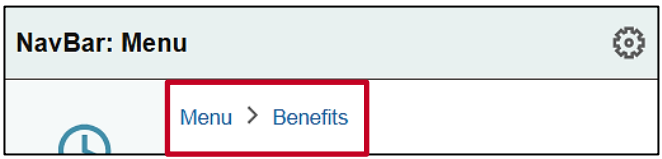
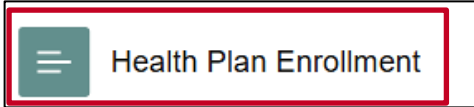


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Step	Action
	The NavBar: Menu displays. 
	The menu list items available for selection will vary based on the user's assigned Role(s) and Security Privileges.
3.	Click the applicable menu list item to begin navigating to a specific Cardinal HCM page (in this scenario, the Benefits menu list item will be selected). 
	Each of the process specific HCM Job Aids includes the navigation path used to navigate to the applicable Cardinal HCM page(s).

Step	Action
	The applicable menu displays (Benefits menu in this scenario). 
4.	Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the Enroll in Benefits menu list item will be clicked as a scenario here). 

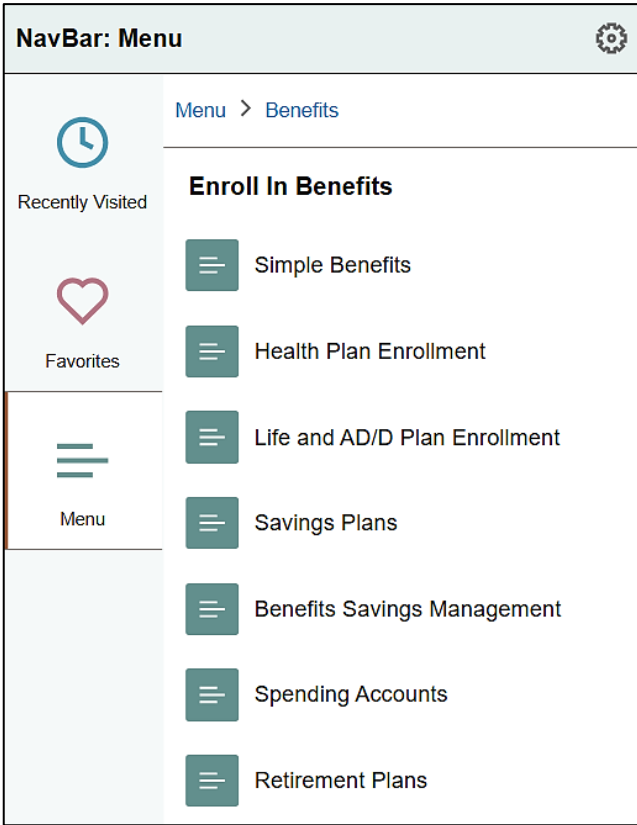
Step	Action
	The applicable menu displays (Enroll in Benefits menu in this scenario). 
	As the user navigates to the specific page via the NavBar: Menu, Breadcrumbs are captured. These Breadcrumbs display as links at the top of the menu and can be used to quickly jump back to that specific level of the navigation (menu). 
5.	Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the Health Plan Enrollment menu list item will be clicked in this scenario). 



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Step	Action
	Once the navigation is complete, the applicable page displays (Health Benefits Find an Existing Value Search page in this scenario).
6.	Click the NavBar icon.
	The NavBar displays.

Step	Action
7.	Click the Menu list item. 
The NavBar: Menu displays. 	
	The NavBar Menu picks up where the user left off in the navigation. The Breadcrumbs remain and will stay in place until the user navigates to a new Cardinal HCM page. The Personalize NavBar icon (Gear) can be used to personalize the NavBar. Additional NavBar tiles (specific Cardinal HCM pages) can be added as a tile here within the NavBar. By default, only the Recently Visited, Favorites, and Menu tiles display in the NavBar. If the user has Timesheet access, the Time and/or Team Time tiles will also display by default. If the user has access to specific WorkCenters, those will display based on individual user's Security Roles.