Cardinal Registration Quick Start Guide

This Cardinal Quick Start Guide contains information on how to register and login to the Cardinal system. This guide for use by:

- Any user using a **personal email** address to access Cardinal HCM.
- Any **Non-COV Agency* employee** using an agency assigned **business email** address.
- Any **Locality employee** using a locality assigned business email address.
- Any **Non-COV Agency* contractor.**

*For a listing of Non-COV and COV entities, visit the bottom of the Portal page on the Cardinal Website.

As part of the on-boarding documentation you should have received from your agency/locality Human Resources or Benefits support staff, a Cardinal Employee ID (excludes contractors) and email address to be used as your "Cardinal Username" to register for access to Cardinal. The registration process to Cardinal should take approximately 15 minutes.

Help Desk Support: If you experience issues, submit a help desk ticket to vccc@vita.virginia.gov. Include "Cardinal" in the subject line and be sure to provide a contact email address and a phone number in the email.

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1. Navigate to https://my.cardinal.virginia.gov. Bookmark this page in your web browser.

2. Click on the **User Registration** hyperlink at the bottom of the page.

3. Select the applicable option:
   a. Active state employee
      Note: Locality employees should select the **Active state employee** option.
   b. Contractor
   c. Terminated/Retired state employee
      Note: Retired Locality employees should select this option.

4. Click **Next**.

Employees (Active, Retired, or Terminated)	**Contractors**
5a. Enter your 11-digit Cardinal Employee ID number (Ex: 00123456700). This should have been provided by your agency/locality.	**5a**. Enter email address.
5b. Enter last 4-digits of your SSN.	**5b.** Enter Cardinal re-captcha text (click on microphone icon if you cannot clearly identify letters/numbers).

Employees (Active, Retired, or Terminated)	**Contractors**
5c. Enter Cardinal re-captcha text (click on microphone icon if you cannot clearly identify letters/numbers).	**5c**. Click **Next.**
5d. Click **Next.**	**5d.** Confirm user details (First Name, Last Name, agency/locality, and Email Address).
5e. Confirm your agency/locality by selecting the circle/button.	• If any of this information is not correct, **DO NOT continue** with the registration process. Submit a Helpdesk ticket using details at the beginning of this guide.
5f. Click **Next.**	• If the information displayed is correct, proceed to **Step 6.**
5g. Confirm user details (First Name, Last Name, agency/locality, and Email Address). • If any of this information is not correct, **DO NOT continue** with the registration process. Submit a Helpdesk ticket using details at the beginning of this guide. If the information displayed is correct, proceed to **Step 5h**.	
5h. Enter email address in the "Confirm email address" field and proceed to **Step 6**.	

6. Click **Register**.

7. You should see the following message "You must now activate your account using the hyperlink sent to your registered email address".

8. 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, please check your Spam folder).

9. Click on the activation link in the email that starts with https://virginia.okta.com/welcome/.

10. Enter new password (this will be the password to log into Cardinal).

11. Re-enter the same password in the "**Repeat new password**" field.

12. Choose a forgotten password question.

13. Enter an answer for the forgotten password question.

14. Click a picture to choose a security image.

15. Click **Create My Account**.

16. You will see a page with the message "You don't have any apps". Please close this page by clicking the (X) on this tab. No other action is needed on this page.

17. Navigate to https://my.cardinal.virginia.gov.

18. Enter your **Cardinal Username** (Cardinal Username (email address) was provided in the "Welcome to Cardinal!" email in Step 8).

19. Enter **Password** (password created in step 10).

20. Click **Sign In**.

21. If you are on the Virginia Information Technologies Agency (VITA) network, the Cardinal Portal displays. You have completed your one-time registration process and you are now in the Cardinal system. No further action is needed **until you attempt to log into Cardinal from outside the VITA network**.

22. If you are not on the VITA network, the **Set up Multi-factor Authentication** (MFA) page will appear.
Note: The first time you log into Cardinal off the network you will be required to set up multi-factor authentication.

Complete the steps below to setup MFA using the **SMS Authentication** method. For other MFA options, please refer to the Cardinal System Access Guide, page 24.

   a. Click the **Setup** button under SMS Authentication.

   b. Enter your cell number including area code.

   c. Click **Send Code** which will text a 6-digit code to your cell phone. Standard text messaging rate will apply.

   d. Enter the 6-digit code on the page.

   e. Click **Verify**.

   f. Click **Finish**.

   g. Click **Send Code** again (this time to perform the authentication to log into Cardinal).

   h. Enter the 6-digit code sent to your cell phone.

   i. Click **Verify**.

   j. You will now be logged directly into the Cardinal Portal.

23. Congratulations! You have completed your one-time registration process for Cardinal and you are now in the Cardinal system.