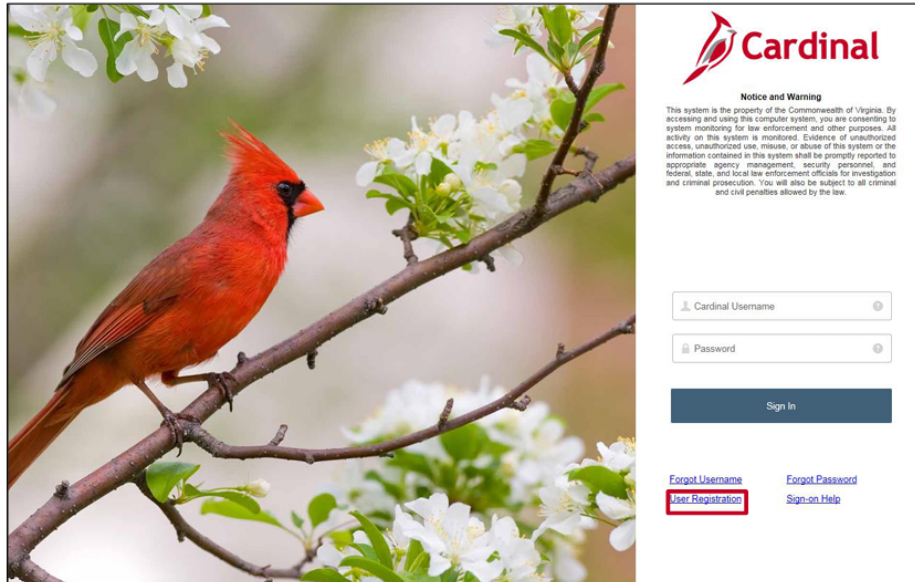


Cardinal – Employee Self Service Quick Guide

1. Go to my.cardinal.virginia.gov and select “User Registration” at the bottom.



2. Make sure “active state employee” is selected. Click “next.”
3. Enter your 11-digit state ID number.
 - a. **This number can be found in HokieSpa.** Go to hokiespa.vt.edu and navigate to the Hokie Team tab, then click on Employment information.
 - b. Please note that this number is **NOT** your Virginia Tech employee ID number.
4. Enter the last 4 digits of your social security number.
5. Complete the Captcha and click “next.”
6. Confirm that the agency listed is correct (20800 - VA Polytech Inst & State Univ, or 22900 - VA Coop Extension and Agricultural Experiment Station). If it is correct, click “next.”
 - a. If it is not correct, do not proceed. Submit a helpdesk ticket via email to VCCC@vita.virginia.gov and include “Cardinal” in the subject line.
7. Verify that your information is correct on the User Registration page.
8. Enter your email address in the “Confirm email address” field. Please make sure that this is your Virginia Tech email address.
9. Click “register.” A screen should display that you have successfully completed registration, and that instructions to activate your account have been sent to your email.
10. Go to your email account and click on the message you should have received from noreply.cardinal@doa.virginia.gov with the subject “Welcome to Cardinal!”



Cardinal – Employee Self Service Quick Guide

11. Make note of your username, as you will use this each time you log in.
12. Click the link in the email message to activate your account.
 - a. Note: If you do not use this link to activate your account within 7 days, you will need to submit a help desk ticket to yccc@vita.virginia.gov with “Cardinal” in the subject line. Indicate that your activation link timeframe has expired and you need to activate your account. If you do not receive an email, check your Spam folder.
13. After clicking the activation link, complete the following steps:
 - a. Enter a new password.
 - b. Repeat new password.
 - c. Enter a forgot password question and answer.
 - d. Choose a security image.
 - e. Click “Create account.”

Welcome to Virginia Information Technologies Agency,
Create your Virginia Information Technologies Agency account

Enter new password

Password requirements:

- At least 12 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Your password cannot be any of your last 24 passwords
- At least 1 day(s) must have elapsed since you last changed your password

Repeat new password

Choose a forgot password question
What is the food you least liked as a child?

Answer

Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account

14. The VITA page displays. No action is required on this page. You may **close** the web browser tab.
15. You can now go to my.cardinal.virginia.gov in order to access the Cardinal login page.
16. Sign in using the username and password you just created.
17. You will be required to set up multi-factor authentication immediately after signing in the first time. This is a one-time only process. Follow these steps to complete this process:
 - a. Click “setup” on the option that is best for you. Note: Cardinal does **not** recommend using Google Authenticator.
 - b. Follow the steps provided on your screen to complete.
18. Once you have completed this, the Cardinal Portal displays. Congratulations! You have completed the registration, activation, and authentication process for the Cardinal Portal.

Cardinal Welcome!

Your User ID is [blurred] Home | Sign Out

Cardinal Applications

- Finance (FIN)
- Human Capital Management (HCM)
- Business Intelligence (BI)

Cardinal Messages

Begin Date	Message

Support

- Cardinal Website
- VITA Customer Care Center
- Manage Your Account
- CAPP Manual