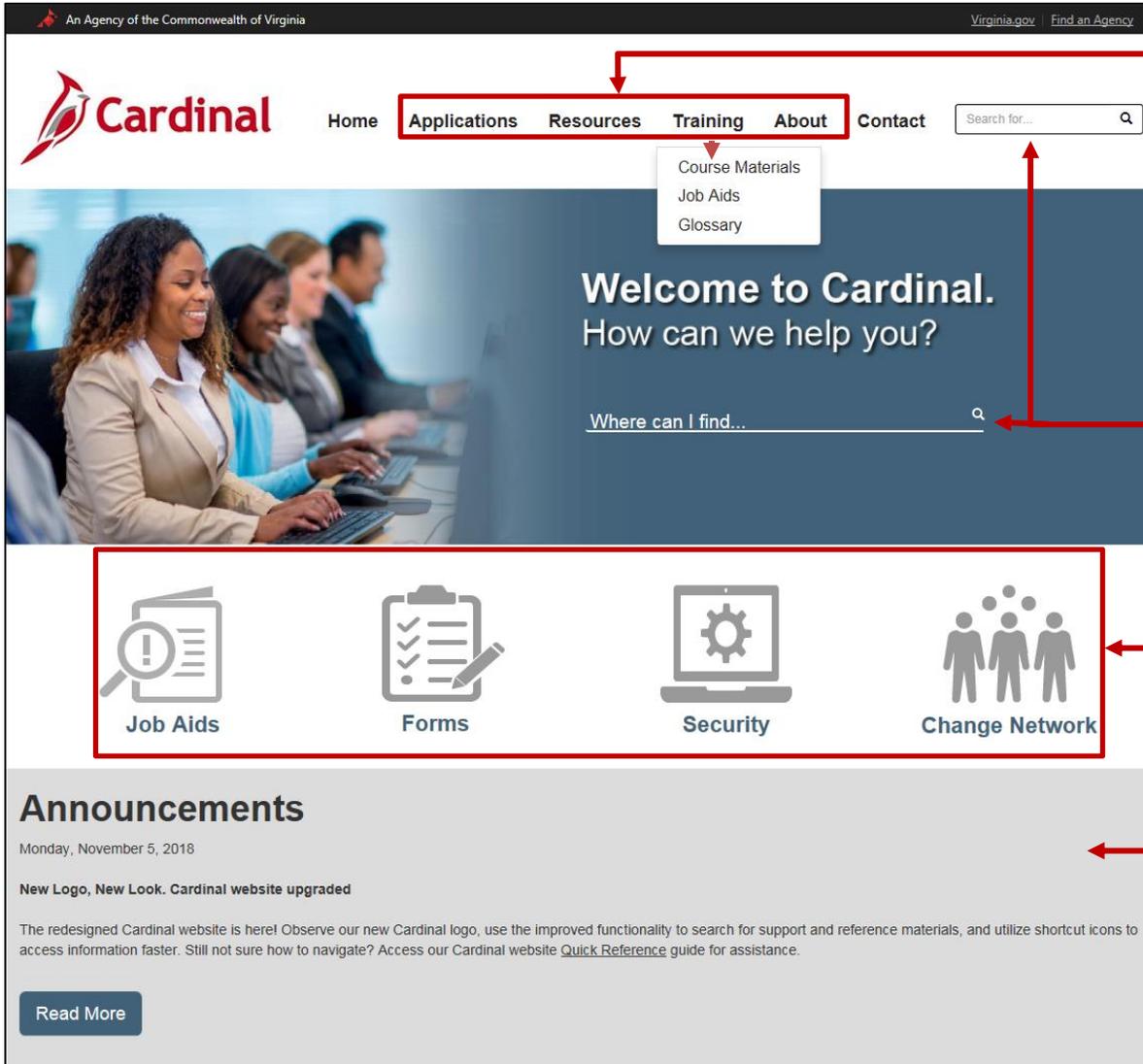


Welcome to the redesigned Cardinal website! This document provides some highlights to help you navigate. You can access the Cardinal website at www.cardinalproject.virginia.gov.



The screenshot shows the Cardinal website interface with several navigation elements highlighted by red boxes and arrows. The top navigation bar includes links for Home, Applications, Resources, Training, About, and Contact. A search bar is located to the right of the navigation bar. Below the navigation bar is a large banner area with the text "Welcome to Cardinal. How can we help you?" and a search bar. Below the banner is a row of four shortcut icons: Job Aids, Forms, Security, and Change Network. Below the shortcuts is an "Announcements" section with a date and a "Read More" button. Red arrows point from the tips on the right to these specific elements.

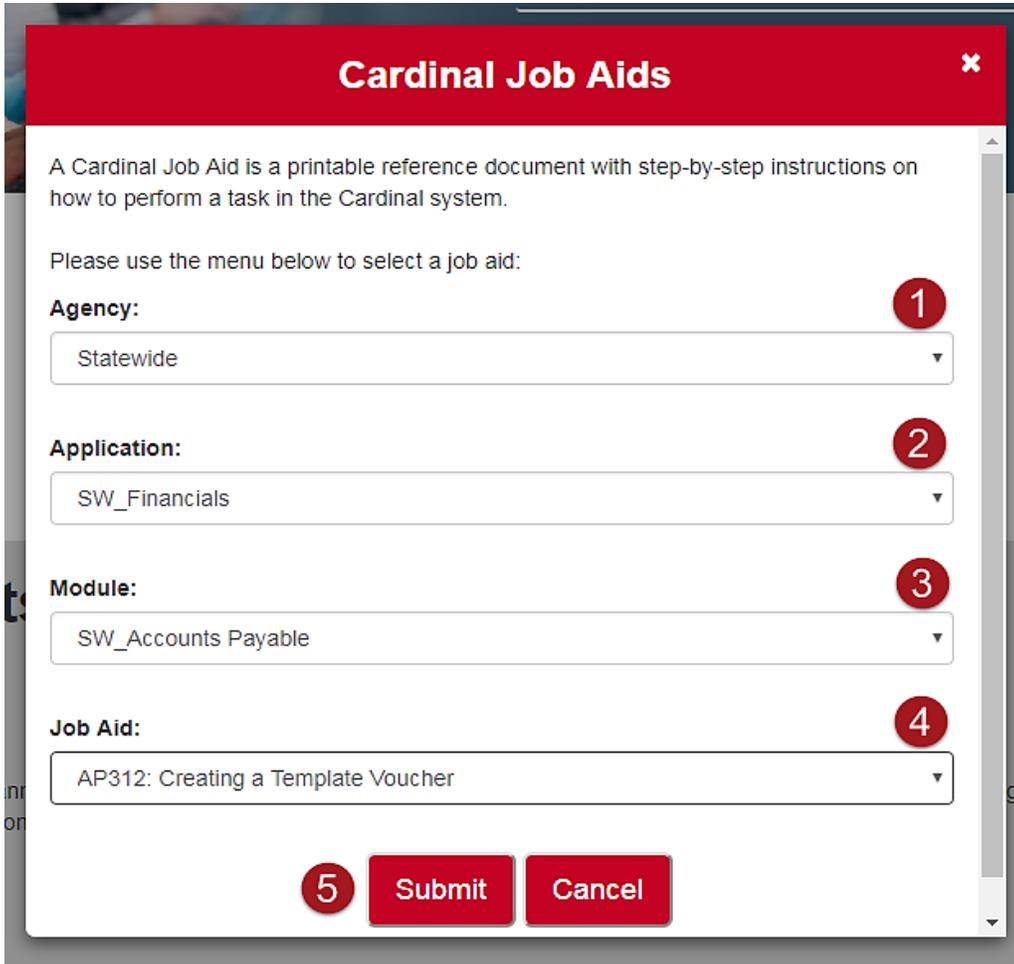
Place the cursor over any Header and then scroll down to select the desired option.

Search for Cardinal content using specific words or phrases.

Use these shortcuts to the most common inquiries.

Scroll down to see important announcements.

Accessing job aids, forms, report catalogs, and course materials is done from a pop-up window. The example below walks through accessing a job aid.



1. Click the **Agency** drop-down menu to select the agency. Choices are:
 - a. **DOA**
 - b. **Statewide**
 - c. **VDOT**
 2. Click the **Application** drop-down menu to select the application for which you want to access the job aid. Choices are:
 - a. **SW_Financials**
 - b. **SW_Business Intelligence**
 - c. **HCM** (this option only displays if VDOT is selected as the agency)
- Note:** **SW** stands for Statewide, **501** stands for VDOT
3. Click the **Module** drop-down menu to choose the module for which you want to access the job aid. For this scenario, **SW_Accounts Payable** is selected.
 4. Click the **Job Aid** drop-down menu to select the desired job aid.
 5. Click the **Submit** button to open the selected job aid.