Business Intelligence

Accessing Cardinal Business Intelligence (BI) using SWAPJob Aid

Sign-on to Cardinal BI using SWAP

1. Type the following address in the browser: https://sslvpn.vita.virginia.gov/cardinal.

2. Click the green arrow on the screen or press the **Enter** key on the keyboard.

3. The **Cardinal SSL VPN Service** Login page displays.

4. Use the following credentials to login:

USERNAME – user's Cardinal login ID
PASSWORD – password used with Auth Account

5. Click the **Login** button.

6. Acknowledge the disclaimer message by clicking the **Continue** button.

This system is the property of the Commonwealth of VA. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system is logged. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

Cancel   Continue

7. Click on the **Cardinal BI** link.

CARDINAL SSL VPN Service

Logout

Web Bookmarks

Cardinal BI

Cardinal Production

Last updated: 10/04/2016
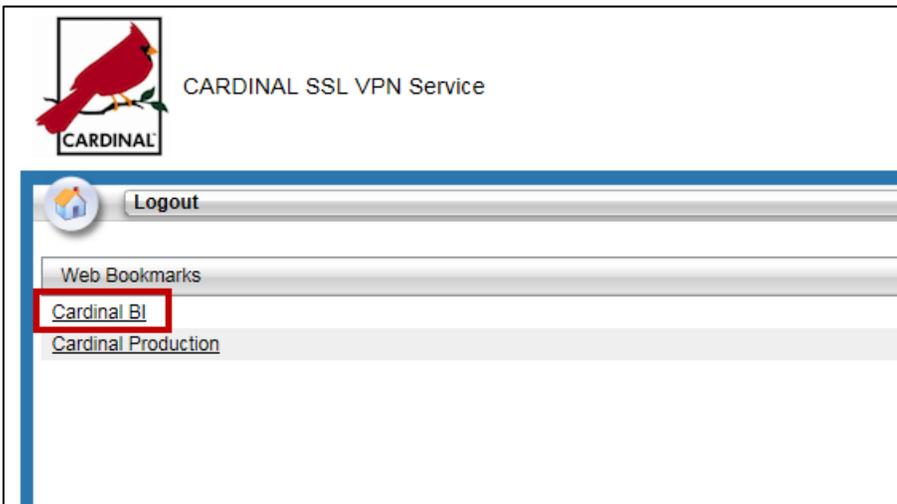
8. Enter the same **User ID** and **Password** used in Step 4 above.

9. Click the **Sign In** button to access the Cardinal Business Intelligence application.

Sign In

Enter your user id and password.

User ID

Password

Sign In

☐ Accessibility Mode

English ▾

10. User can now see the Announcement Overview page in Cardinal Business Intelligence application.

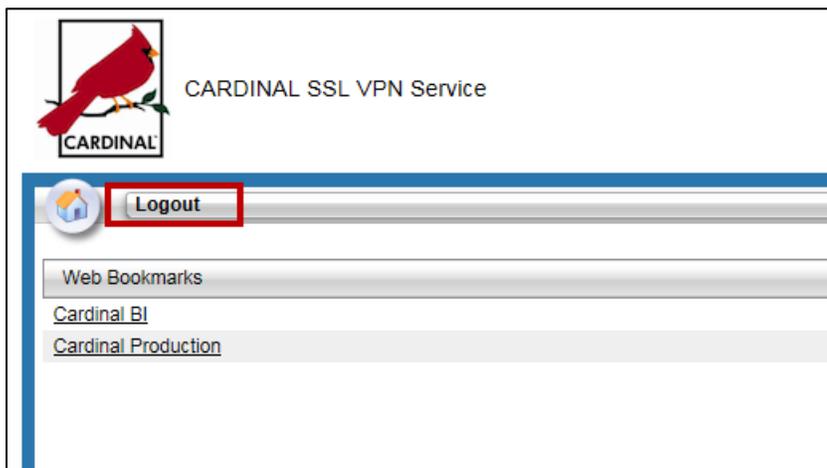

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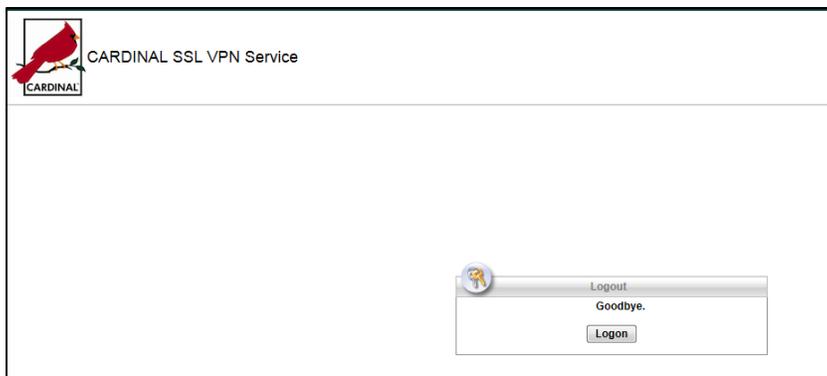## Sign Out of the Cardinal Business Intelligence application.
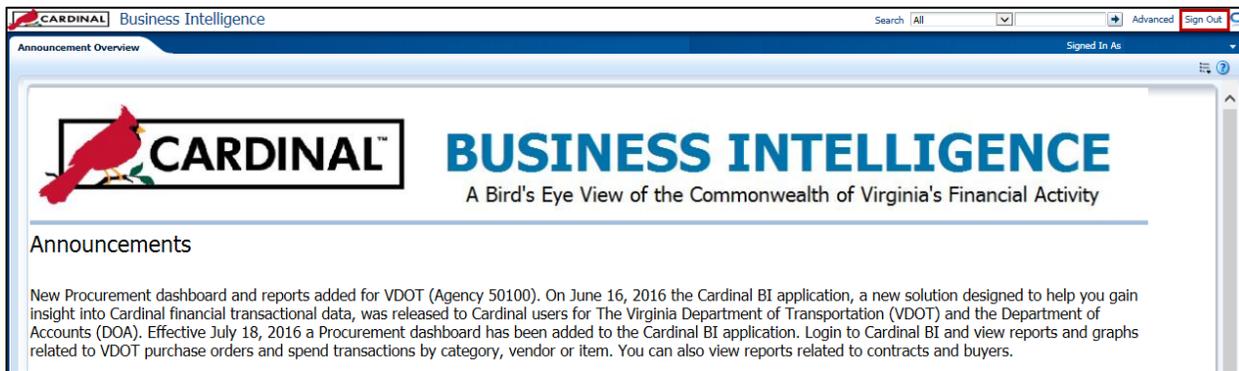
11. Click **Sign Out** in the upper right hand corner of any page within the Cardinal Business Intelligence application.

Close the Cardinal BI sign-on page using SWAP.

12. To logout of the SWAP portal click **Logout** at the top of the page.

13. Close the SWAP browser session after signing off.

14. To sign back into Cardinal BI using SWAP, repeat the steps from Step 1 in this job aid.

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