Accessing Cardinal using SWAP

for Internet Explorer

Accessing Cardinal using SWAP (Secured Web Application Portal)

This job aid was developed using Internet Explorer (IE) 11. Users employing this browser version may need to start the browser with **Run as Administrator** in order to install the Active-X add-on. The browser configuration changes may need to be performed in both regular and **Run as Administrator** browser sessions.

Administrative privilege is required for one time installation of Active X add-on to access Cardinal via SWAP. Contact your local helpdesk to arrange administrative access.

Disable the Pop-up Blocker in the browser

1   Access Internet Explorer.

2   Click the **Tools** option located in the Menu Bar at the top of the page

3   Scroll over the **Pop-up Blocker** to view the submenu.

4   Click the **Turn off Pop-up Blocker** option.
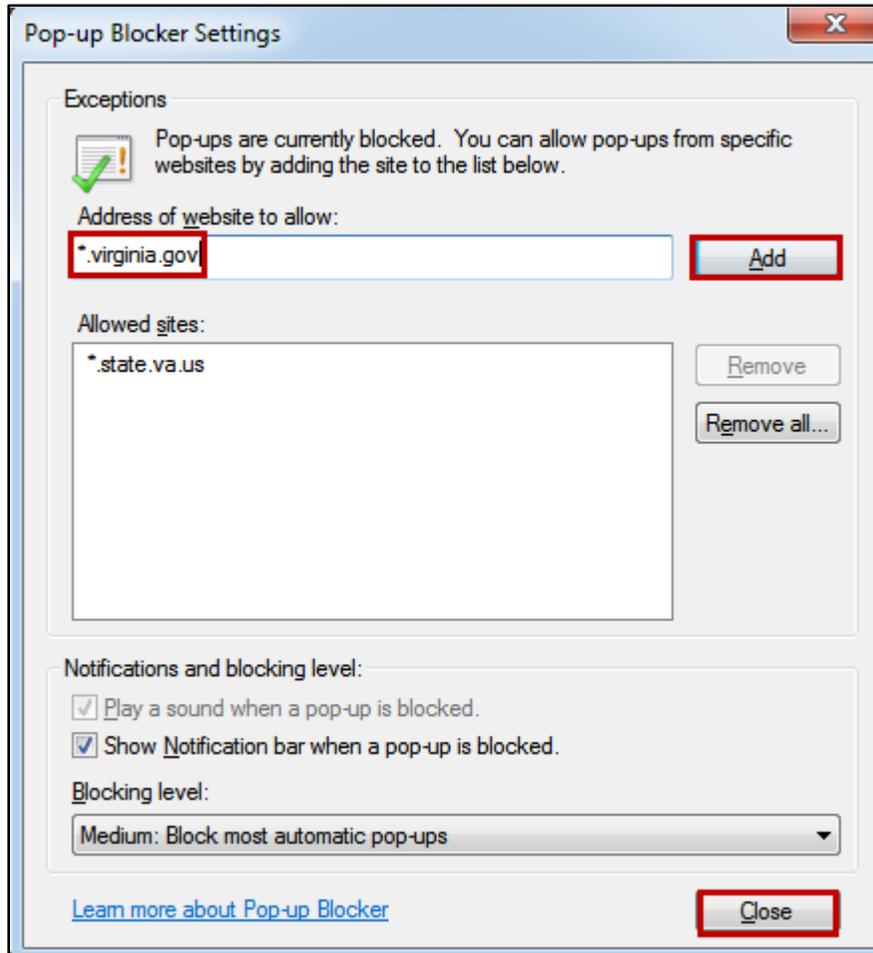
CARDINAL™
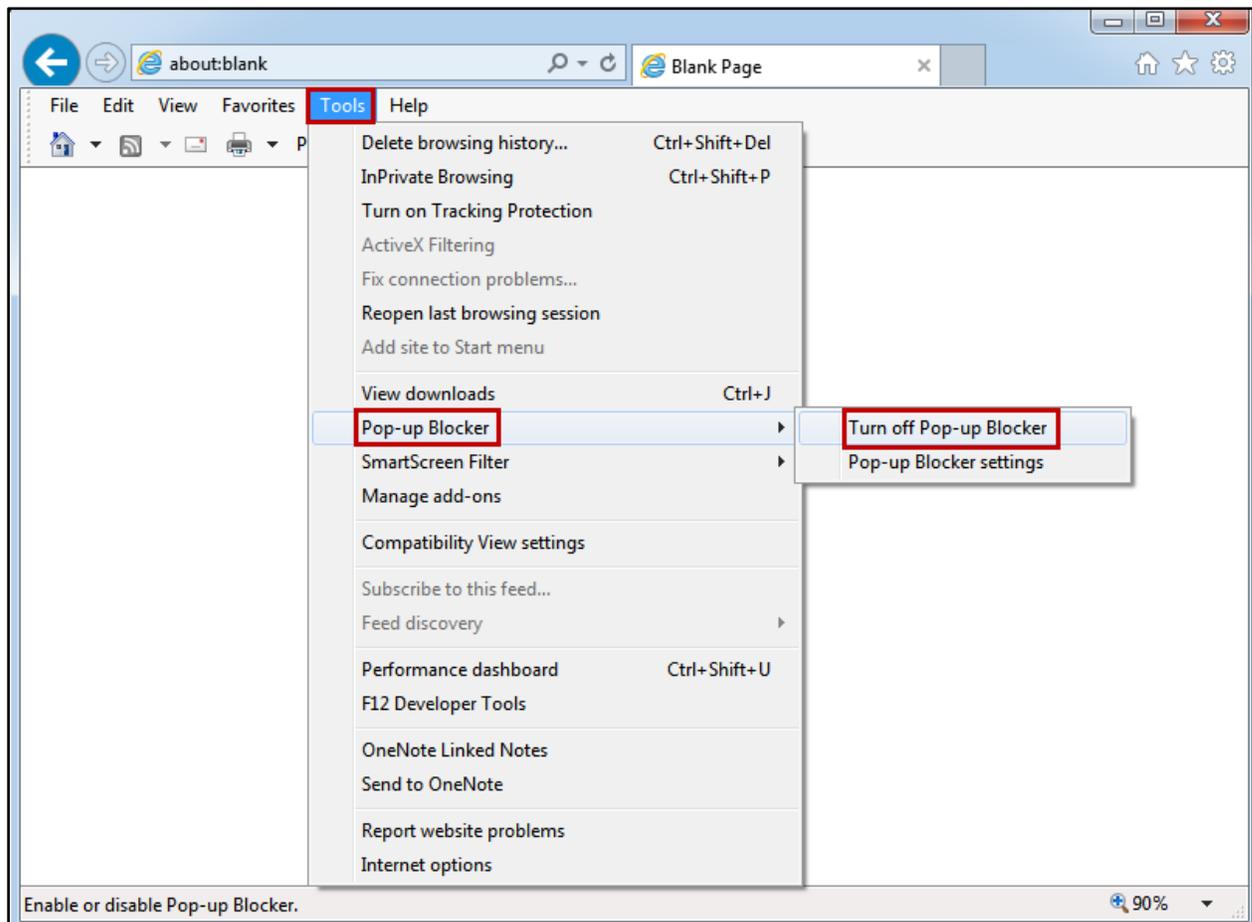
Modify Pop-Up Blocker settings to allow Pop-ups from SWAP

5 Click the **Tools** option located in the Menu Bar at the top of the page

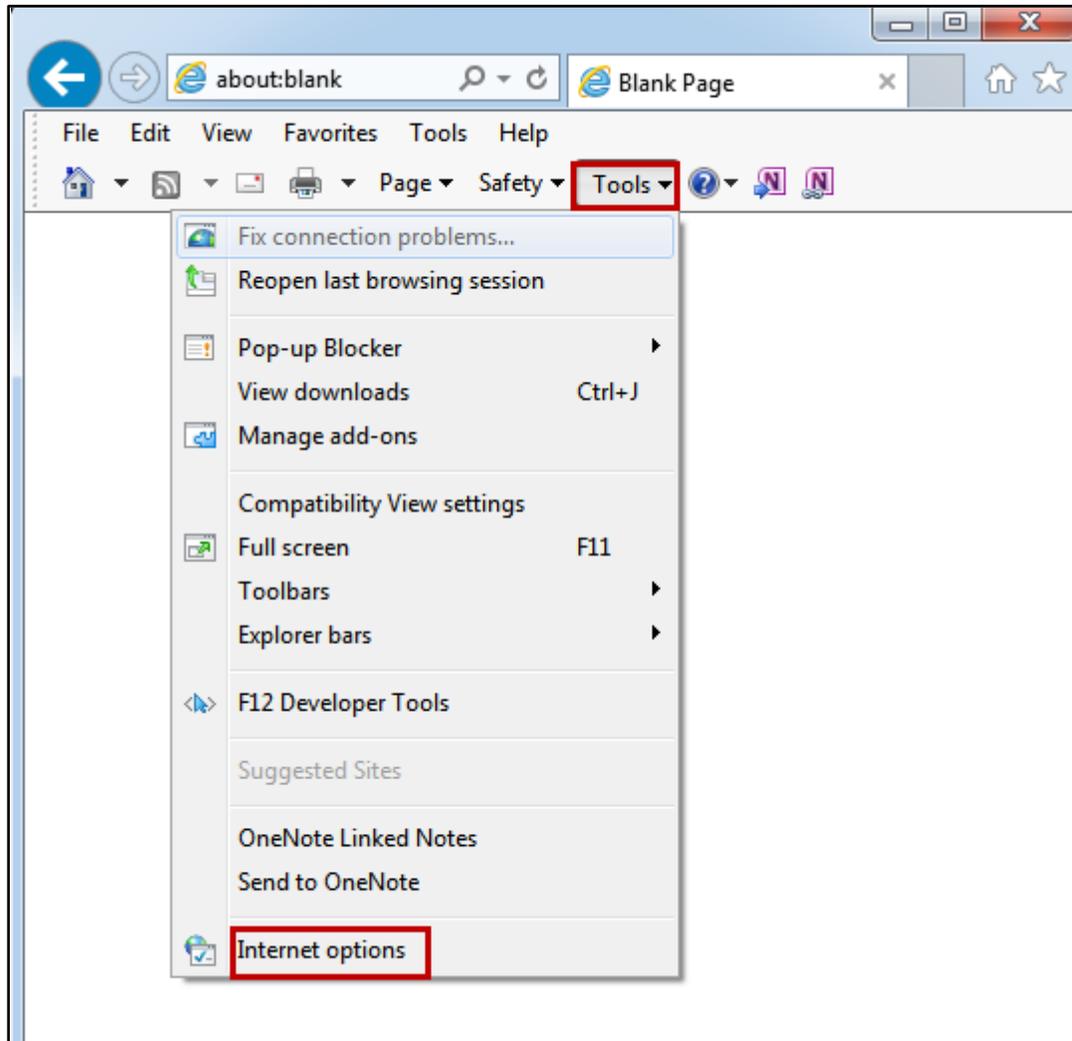**6** Select **Pop-up Blocker**

7 Select **Pop-up Blocker settings**
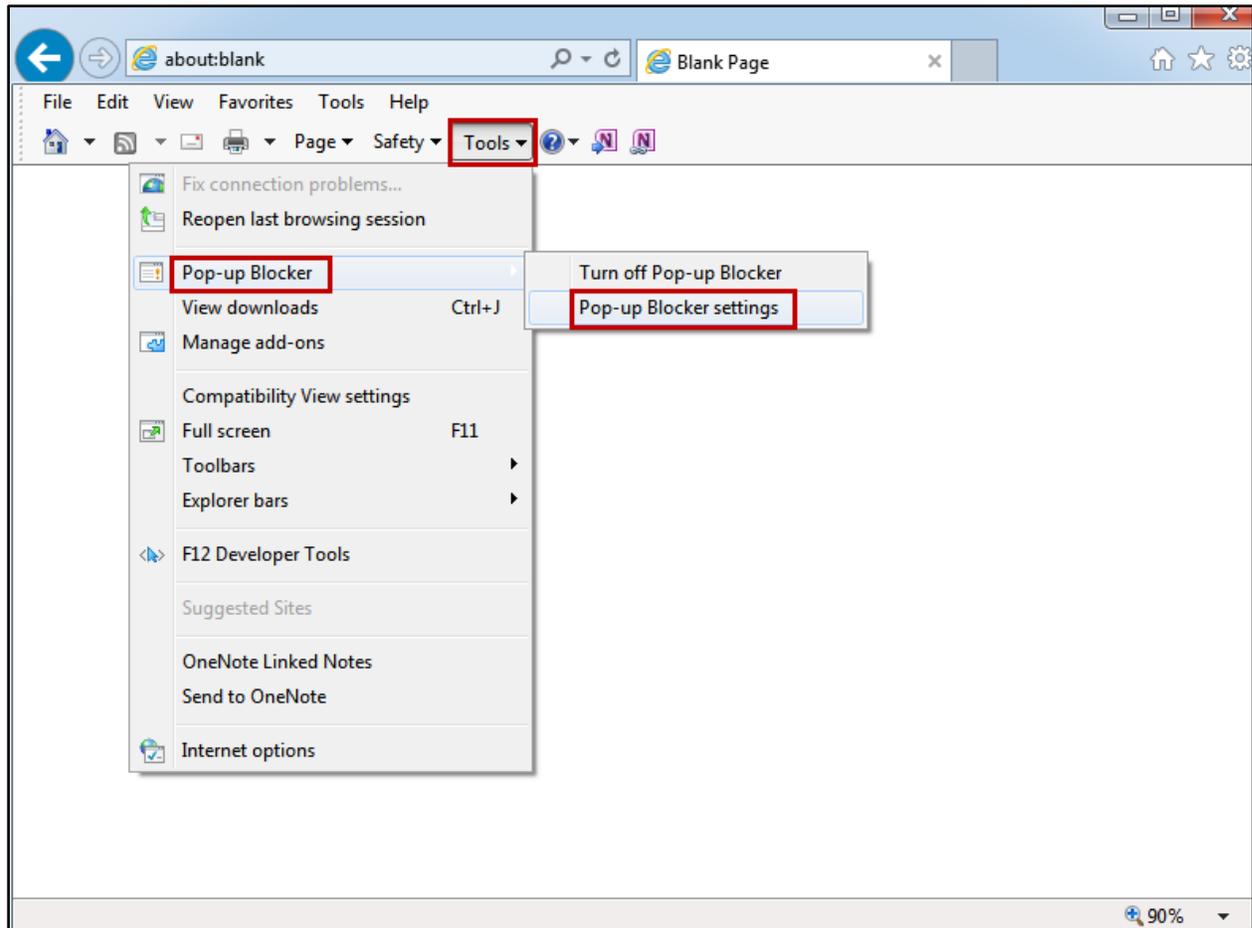
8   In the **Address of website to allow:** field enter: ***.virginia.gov**

9   Click the **Add** button.

10   Click the **Close** button

Add *.virginia.gov to the trusted sites.

11 Click the **Tools** option again.

**12** From the drop down menu, click the **Internet options** item.

13 Click the **Security** tab.

14 Under the **Select a zone to view or change security settings** section click the **Trusted Sites** option.

15 Click the **Sites** button.

16 The Trusted sites page displays. In the **Add the website to the zone:** field enter **https://*.virginia.gov**

17 Click the **Add** button. The **https://*.virginia.gov** displays under the **Websites** section.
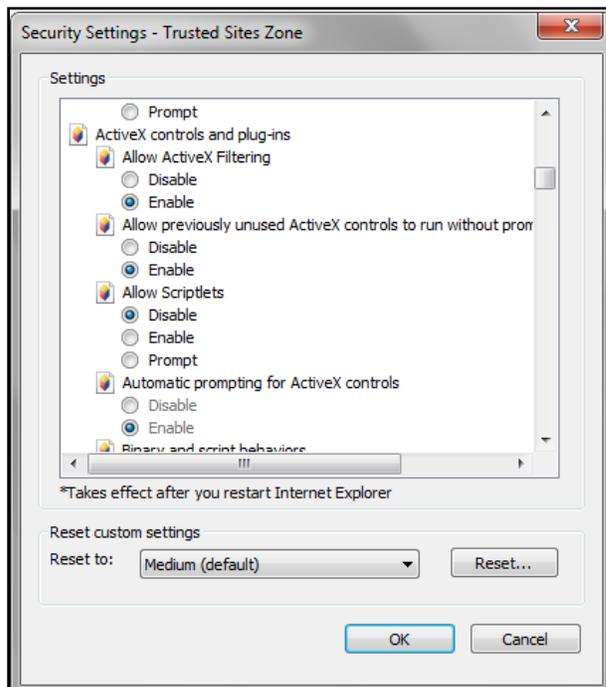
18 Click the **Close** button.
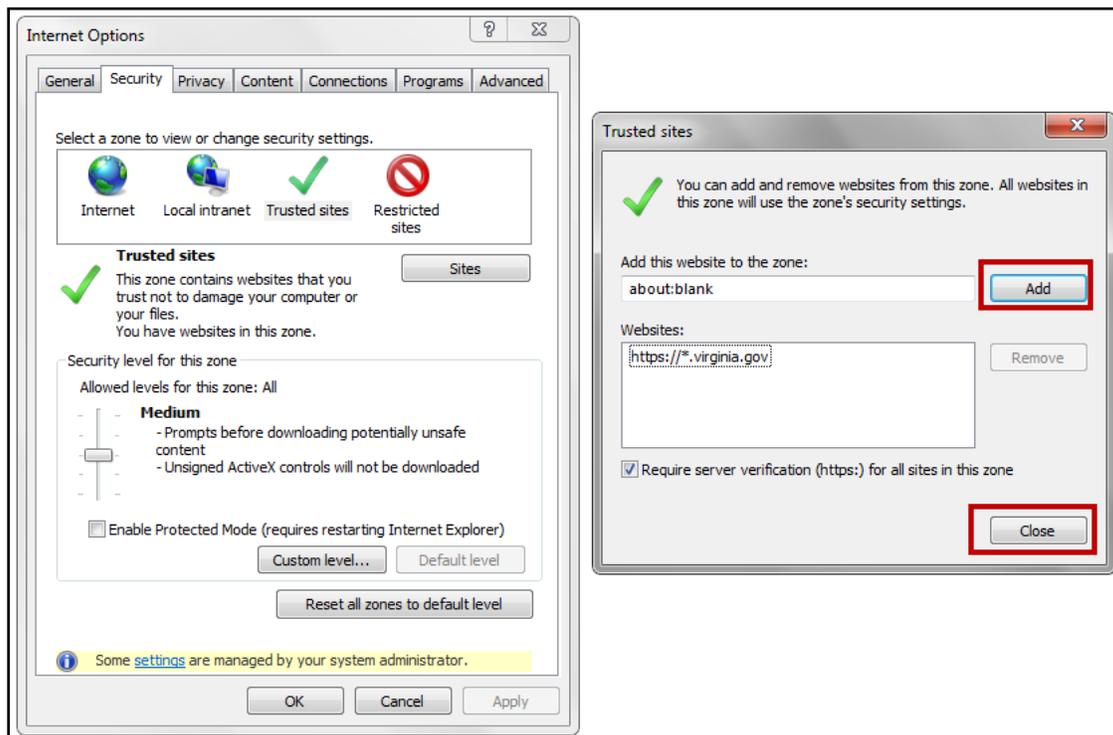
19 The Internet Options page displays again. Click the **Apply** button at the bottom.
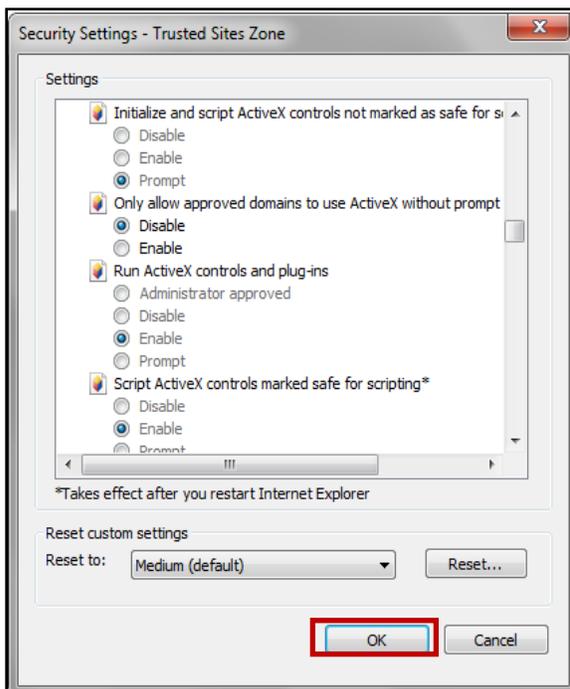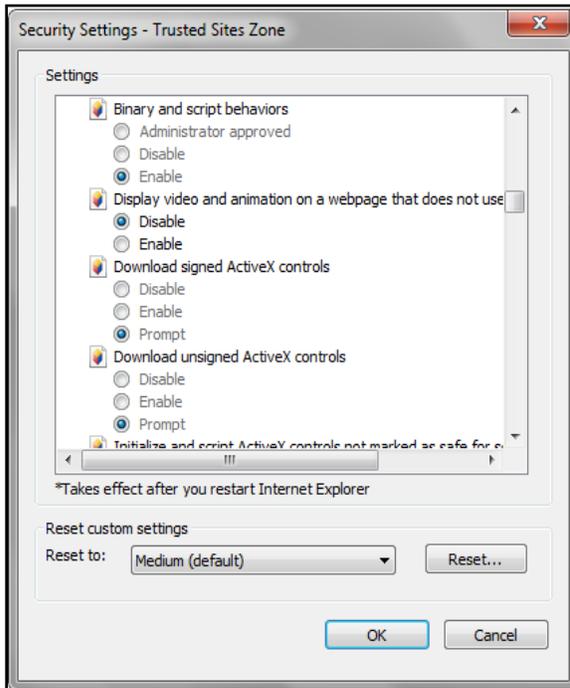
20 Click the **OK** button.

Make changes to the Active X controls and plug-ins section.

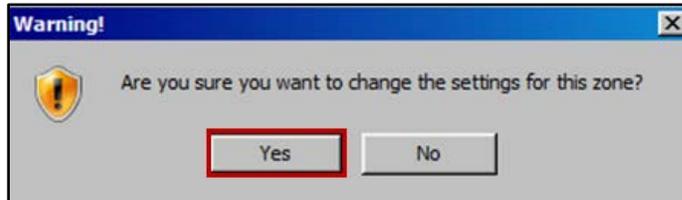**21** Click the button displaying **Custom level …**
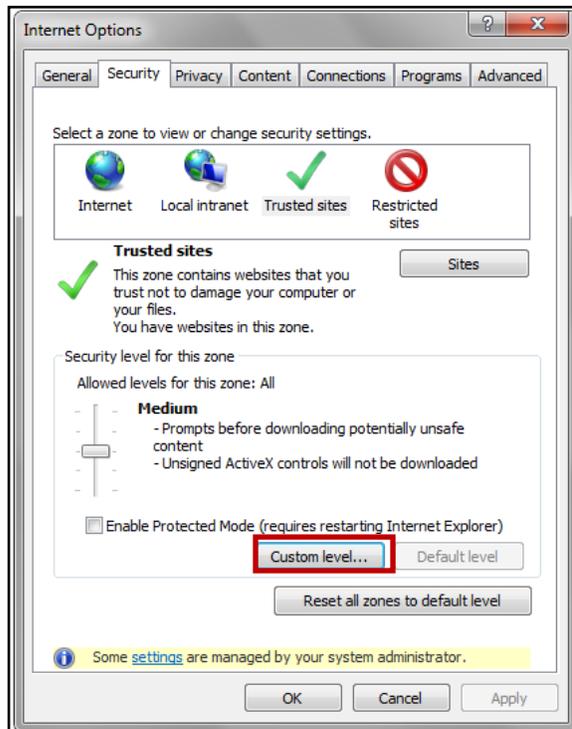
22 Scroll to the Active X section and click the labels as displayed in the screenshots below
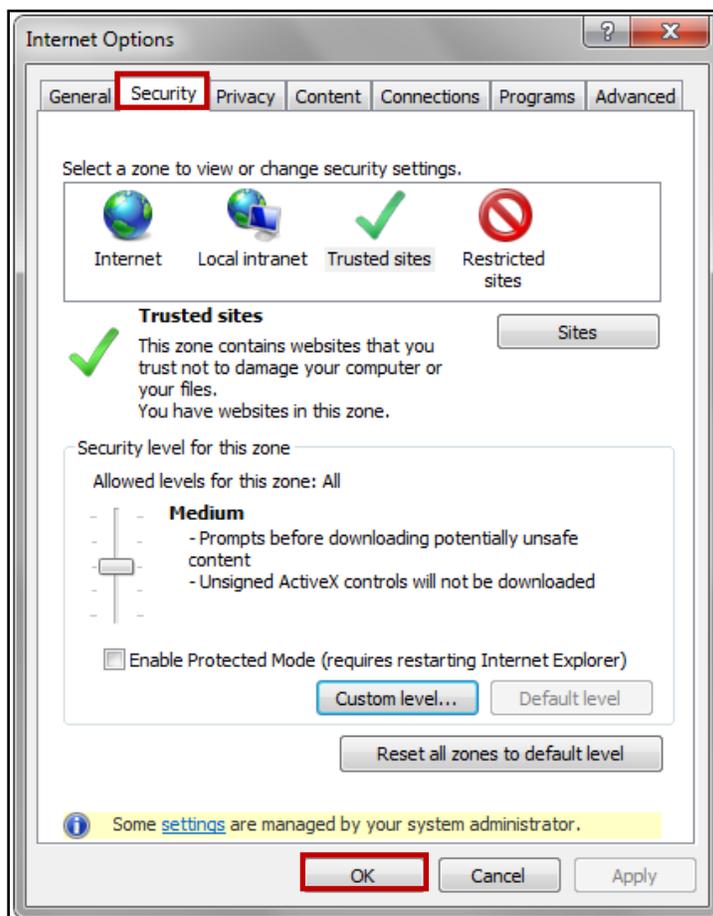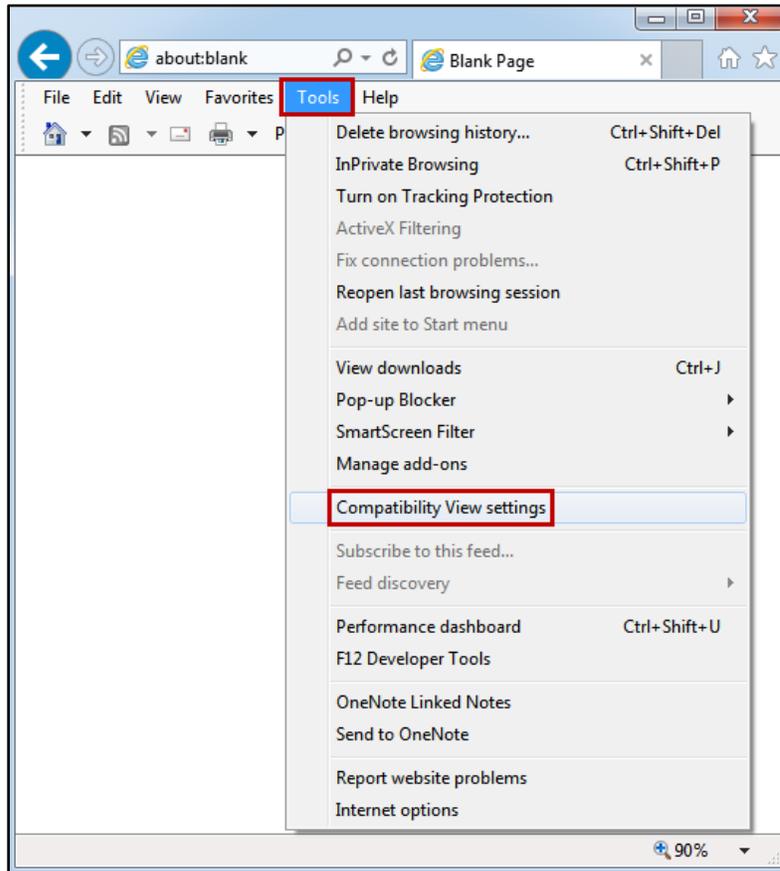
23 Click the **OK** button.

24 A pop up box displays asking if you are sure you want to change the settings for this zone? Click the **Yes** button.

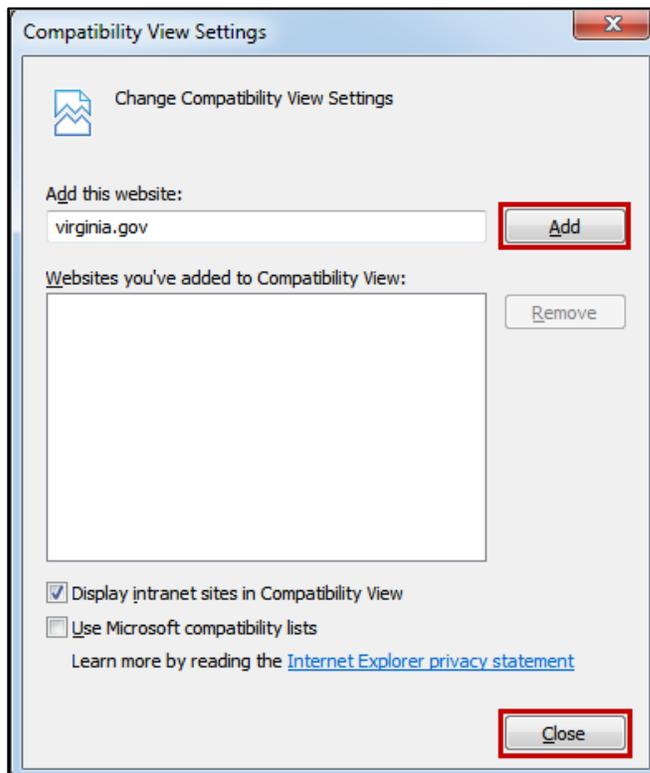**25** The **Security** tab returns. Click the **OK** button.

26 Next, ensure Compatibility view is turned on. Click the **Tools** option.

27 Click the **Compatibility View settings** option.

28 The **Compatibility View Settings** page displays.

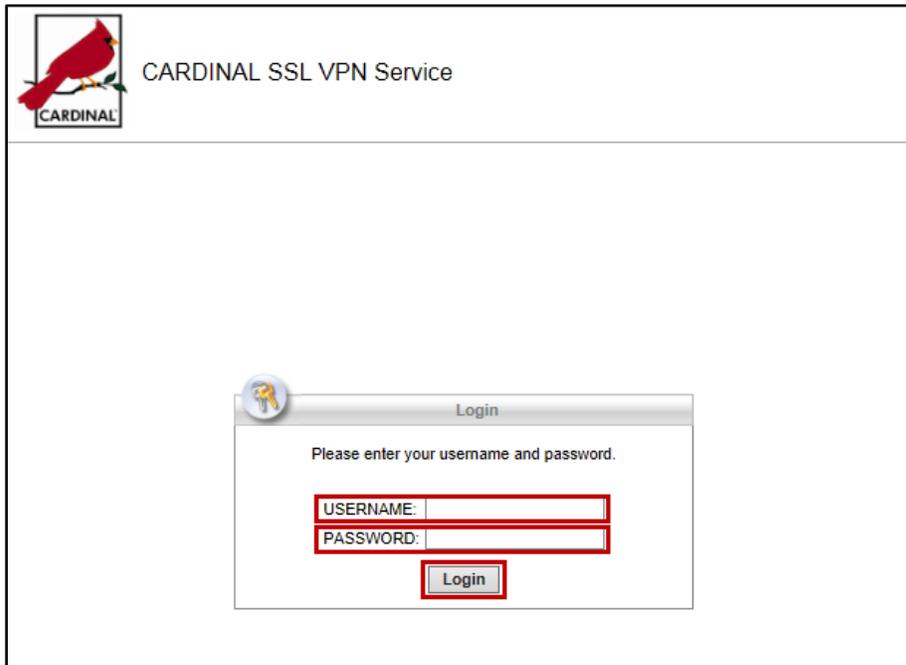29 Enter **virginia.gov** in the **Add this website:** field.

30 Click the **Add** button.

31 Click the **Close** button.

Sign to Cardinal

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

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

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

35 Use the following credentials to login:

USERNAME – user's Cardinal login ID

PASSWORD – password used with Auth Account

CARDINAL SSL VPN Service

Login

Please enter your username and password.

USERNAME: [ ]
PASSWORD: [ ]

[Login]

36 Click the Log In button.

37 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.
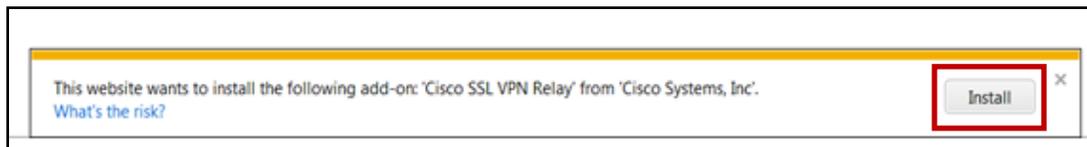
[Cancel] [Continue]

38 The link to the Cardinal environment displays. Click on the Cardinal Production link.

39 A one-time installation of **Cisco SSL VPN Relay** Active X add-on is required before accessing the Cardinal Environment.

40 Click on the **Install** button and provide the administrator credentials when prompted.

41 Once the Cisco SSL VPN Relay add-on is successfully installed, the Cardinal login page displays in a new browser window.

42 Enter the same **User ID** and **Password** used in Step 35 above.

43 Click the Sign In button.
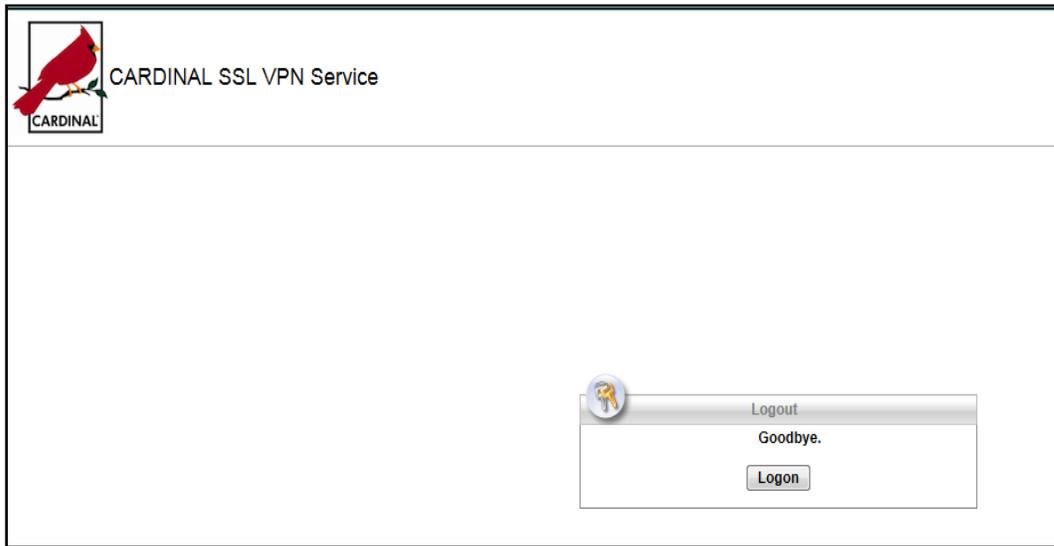
Close the Cardinal sign-on page.
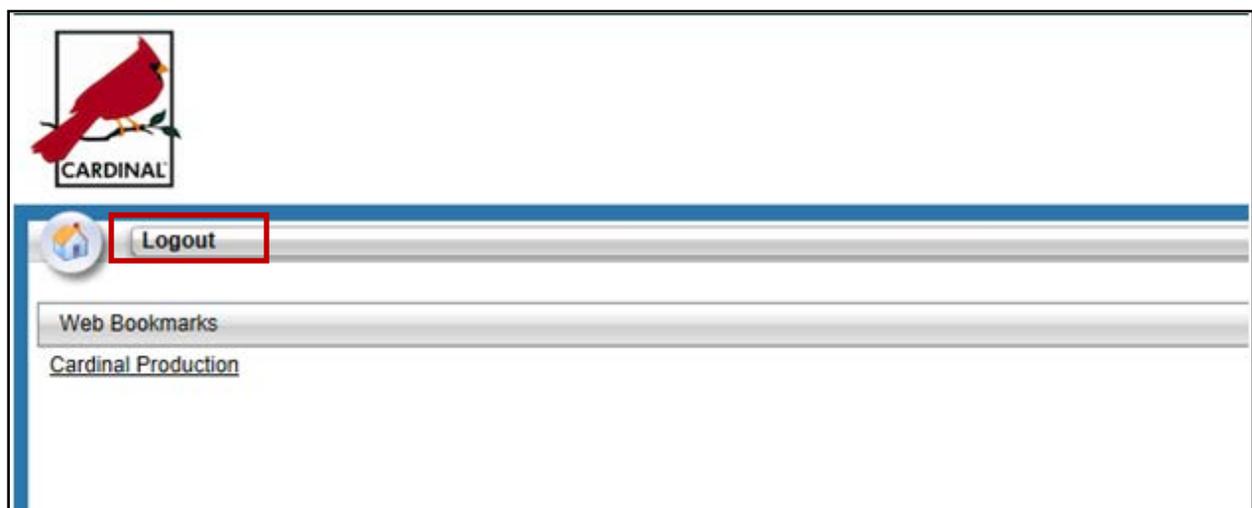
44 To logout of the SWAP portal click **Logout** at the top of the page

45 Close the SWAP browser session after signing off.

46 To sign back into Cardinal, repeat the steps from Step 32 in this job aid. You will not be prompted for the Active X install after clicking on 'Cardinal Production' link in SWAP portal.