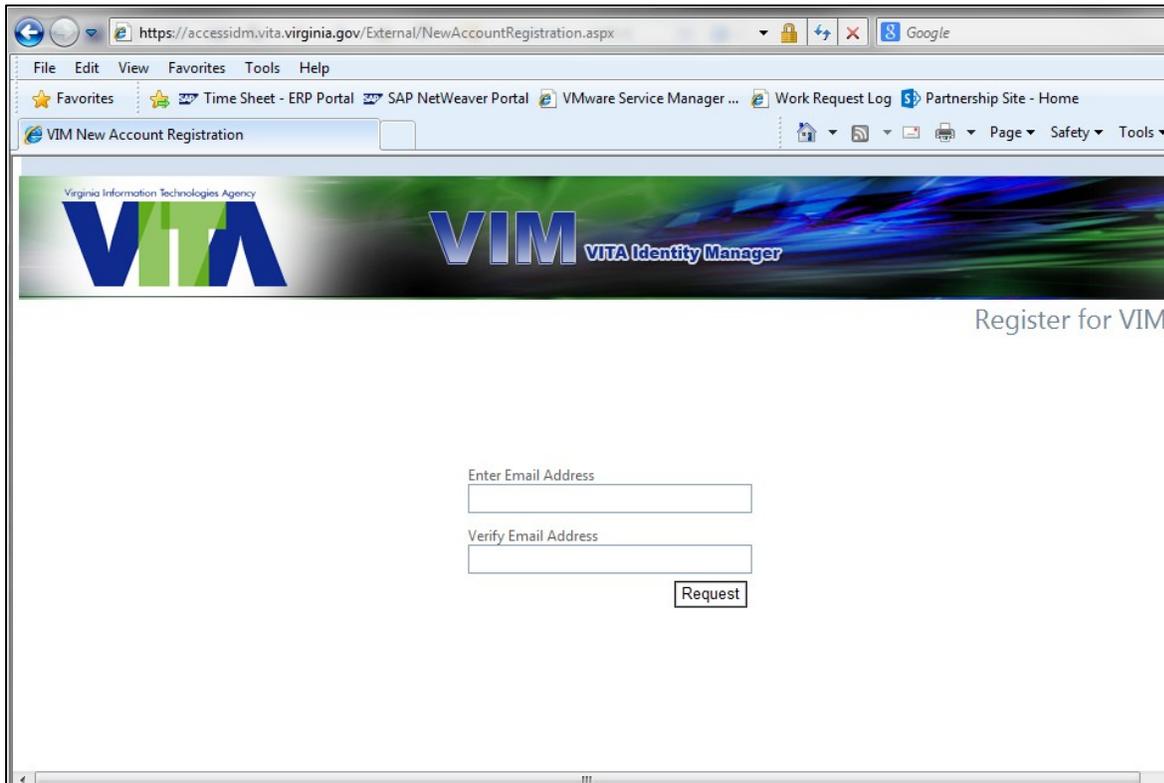


Create an Auth Account

Cardinal users at state agencies that are not on the Commonwealth's managed network will not have direct access to Cardinal or to the Cardinal Change Network site. They will need to access these through SWAP (Secured Web Application Portal) and each Cardinal user from these agencies will need an Auth account to do so.

This job aid lists the steps necessary to create an Auth account.

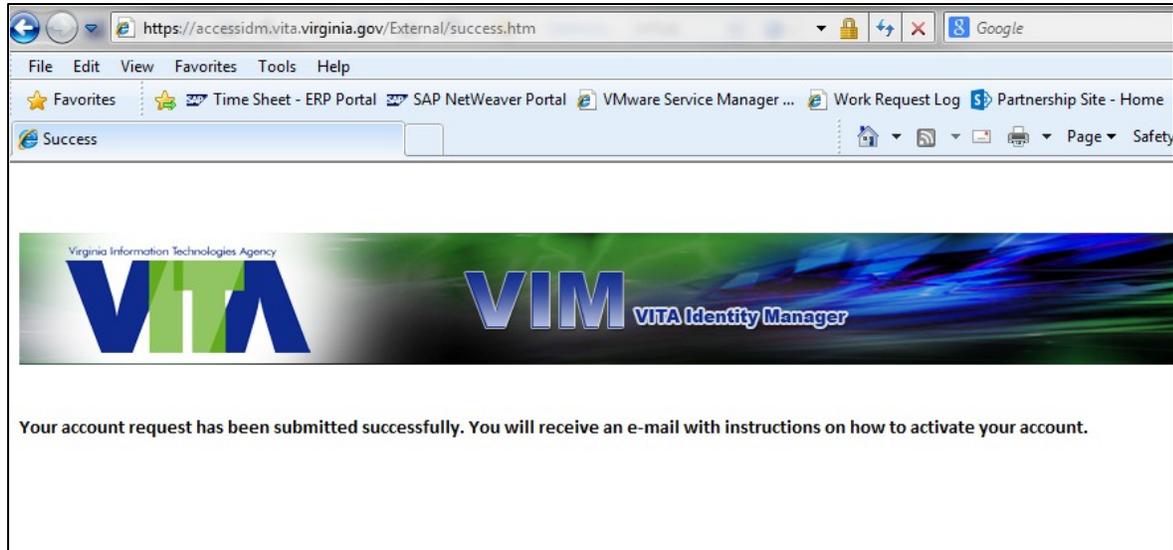
- 1 GoTo: <https://accessidm.vita.virginia.gov/External/NewAccountRegistration.aspx>
- 2 Enter the user's email address in both fields and press the **Request** button.



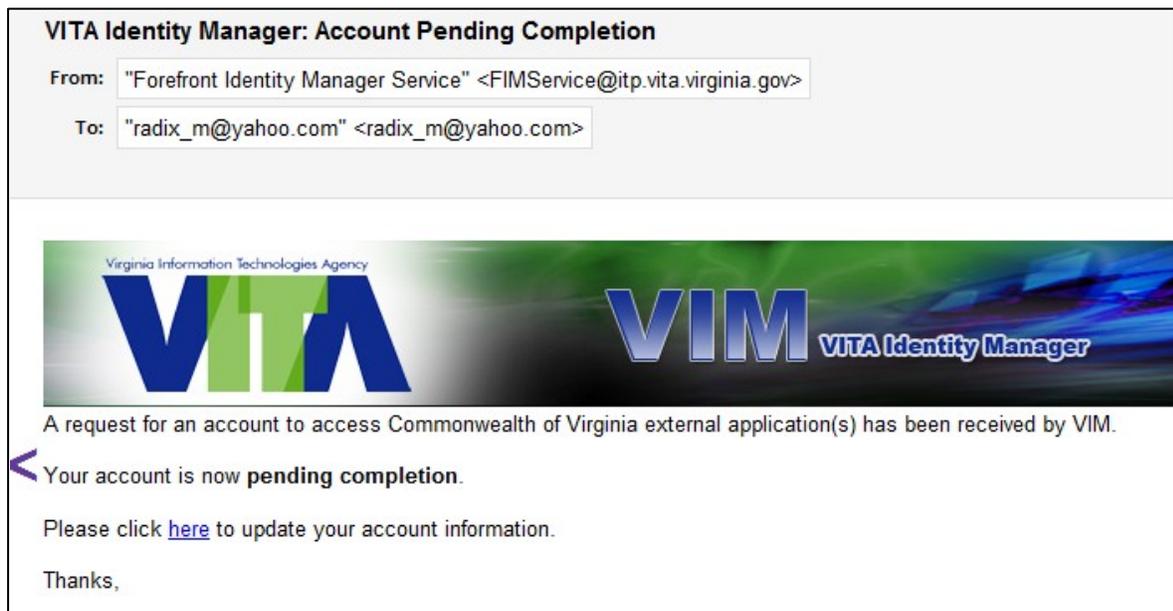
The screenshot shows a web browser window with the URL <https://accessidm.vita.virginia.gov/External/NewAccountRegistration.aspx>. The page features the VITA logo (Virginia Information Technologies Agency) and the VIM logo (VITA Identity Manager). The main heading is "Register for VIM". Below this, there are two text input fields: "Enter Email Address" and "Verify Email Address". A "Request" button is located below the second field. The browser's address bar and menu bar are visible at the top.

for Cardinal users not on the Commonwealth's managed network

- 3 A confirmation will be sent to the email address that was entered.



- 4 The user will get an email indicating that the user's profile has been created:



- 5 Clicking on the link takes the user to a webpage where the user's profile will need to be updated by entering (at a minimum) the user's first and last name and creating password. Passwords must be a minimum of 9 characters in length, and contain at least 1 upper case letter, 1 lower case letter and one number. Please use a strong password for this account. VITA provides guidance on creating strong passwords.



Create an Auth Account

for Cardinal users not on the Commonwealth's managed network

The screenshot shows a web browser window with the URL https://accessidm.vita.virginia.gov/external/UpdateAccount.aspx?AccountID=radix_m. The browser's address bar shows the URL, and the page title is "Update New Account". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The browser's toolbar shows a search bar with "Google" and several favorite icons: Time Sheet - ERP Portal, SAP NetWeaver Portal, VMware Service Manager, Work Request Log, Partnership Site - Home, and Community II. Prop. The browser's status bar shows "Page" and "Safety".

The web page header features the Virginia Information Technologies Agency (VITA) logo and the VIM (VITA Identity Manager) logo. Below the header, the user's email address "radix_m@yahoo.com" is displayed on the left, and "VIM Profile Upda" is displayed on the right.

The main content area contains a form with the following fields:

- First Name *
- Last Name *
- Middle Initial
- Preferred First Name
- Password *
- Verify Password *
- Company
- Department
- Job Title
- Phone (xxx) xxx-xxxx

A red asterisk and the text "* Required" are located below the form fields. A "Submit" button is located at the bottom right of the form.

If you are directed to another page to request access to applications, DO NOT make any choice here.



Create an Auth Account

for Cardinal users not on the Commonwealth's managed network

- 6 After the first name, last name, and password selection and any other option details are submitted, the user will receive another email containing information about password resets, etc.

From: "Forefront Identity Manager Service" <FIMService@itp.vita.virginia.gov>
To: "radix_m@yahoo.com" <radix_m@yahoo.com>

[Full Headers Printable View](#)

Good morning,
This is a reminder to register for the Password Management Portal. This password reset tool has been implemented for users in order to reset passwords via self-service methods. Passwords can be reset by calling the VITA Customer Care Center (VCCC) whether a user is registered or not.

To register, please use the following link:

- VITA Identity Management (VIM) Portal – <https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "My Security Questions"

Once registered, you can reset your password by following the steps below:

- Go to VIM Portal – <https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "Change My Password".

Once registered, if you have forgotten your password you can reset by following the steps below:

- Go to VIM Portal – <https://accessidm.vita.virginia.gov/externalauth/login.aspx>
- Click on "Forgot Password?".

If you have any questions please contact the VCCC at 866.637.8482 ☎

Please do not reply to this email. This is an auto-generated email and the mailbox is not monitored.

Thank you,
VITA ITP Partnership

- 7 At this point, the user's Auth Account has been successfully set up.

This job aid was developed by the Cardinal Project to assist users outside the COV network in setting up AUTH accounts. If you have additional questions, please contact VITA directly at (866) 637-8482 or email the VITA Customer Care Center at vccc@vita.virginia.gov.