

From: [Cardinal Project](#)
To: [Cardinal Project](#)
Subject: Changes to Cardinal User Security
Date: Tuesday, September 30, 2014 5:52:13 PM

This e-mail is being sent to Wave 1 Security Officers and Primary Contacts.

User security access to Cardinal has been identified via Role Mapping tasks and is being granted based on the completion of required training. Moving forward, agencies that need to add or update their users' security access in Cardinal will need to fill out the Cardinal Security form. The Cardinal Security form, Handbook and Instructions for filling out the form can be found on the Cardinal Website at <http://www.cardinalproject.virginia.gov/> under Statewide Toolbox / Cardinal Security.

The Cardinal Security form must be:

- Completed by the Cardinal Security Officer
- Signed by all required parties
- Submitted to the Cardinal Security (DOA) mailbox (Cardinal.Security@doa.virginia.gov)

The Cardinal Security Team processes forms in the order they are received and sends an email notification to the agency's Cardinal Security Officers once the request is completed. Depending on volume, it may take up to three business days to create or update a user's access.

The Cardinal Security Officer serves as the liaison between the agency and the Cardinal Security Team for changes to user security. Users should contact their Cardinal Security Officer for any questions regarding their security access. Please communicate this process to the necessary staff within your agency. The Cardinal Security Officer should address all questions regarding Cardinal users' access to the Cardinal Security Mailbox Cardinal.Security@doa.virginia.gov.

Thank you,

The Cardinal Project