

Date: January 21, 2016

From: Cardinal project

Subject: Changes to Cardinal User Security

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.

IMPORTANT: Before submitting a Cardinal Security form, please verify the following:

- Does the user have a COV Network Logon ID?
 - If no, contact VCCC/VITA for assistance before submitting a security form.
 - If your agency is out of scope/external, verify the AUTH account has been established. If assistance is needed, please contact VCCC/VITA.
- Has the user been entered in Cardinal on the Employee Profile Page and are they assigned to the correct agency?
 - If not, please contact the users in your agency who have the Employee Profile Maintenance role to have the user entered or agency corrected.
 - Please review Job Aid 'SW AP316 Creating and Updating an Employee Profile' found on the Cardinal Website if assistance is needed.
 - If user is a contract worker this is not needed.

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