DATE: January 28, 2016

FROM: Cardinal Project

SUBJECT: IMPORTANT INFORMATION CONCERNING AUTOMATIC INACTIVATION OF CARDINAL USER IDs

IMPORTANT INFORMATION CONCERNING AUTOMATIC INACTIVATION OF CARDINAL USER IDs - PLEASE READ CAREFULLY

On February 1, 2016 Wave 2 users will be able to log into Cardinal for the first time. In an effort to comply with Commonwealth SEC501-09 policy (section A-2), Cardinal User IDs will be locked for accounts that have been inactive for 90 consecutive days. Once a Cardinal User ID is locked, the only way to re-activate the account will be through the normal Cardinal security process which requires the submission of a new Cardinal Security Form detailing all required access/roles needed for the user.

Please note that this process applies to users that have been provided with logon credentials, but have never logged into Cardinal. This means that all users must log in for the first time by April 30, 2016. Also note that Cardinal Security does not reset passwords. Users must contact the VCCC helpdesk if they are having problems logging in or need a password reset.

This process should not take the place of the Cardinal Security Officers submitting request to Cardinal Security to lock out accounts. In accordance with Cardinal CAPP topic 70220, *"Agencies should have policies and procedures in place for granting and periodically reviewing access to 1) Cardinal and 2) agency information systems. Access should be based on absolute necessity and use. Individuals who do not use their access frequently in the course of their jobs should be removed. These procedures should include processes for removing access timely for employees that have left the agency."*

If there are questions that cannot be addressed by the respective agency's Cardinal Security Officer, please contact us via e-mail at cardinal.security@doa.virginia.gov.

Thanks
Cardinal Security Team