Cardinal System Access Guide

The Cardinal system includes several applications to support users throughout the Commonwealth. The Cardinal Portal connects system users to the Commonwealth's Financials, Business Intelligence, and Human Capital Management (HCM) applications by leveraging the Virginia Information Technologies Agency's (VITA) cloud-based Identity and Access Management tool, Okta, to authenticate Cardinal users.

This job aid contains information on how to login to the Cardinal system. It is divided into four sections.

- **Section One: Employees at Commonwealth of Virginia (COV*)/VITA-supported agencies using an agency-provided email**

- **Section Two: All Other Users:**

  - All other users, including:

    - Users using a personal email address (COV or Non-COV)

    - Users using an agency/locality provided email address (Non-COV)

    - Terminated or retired employees

  - Contractors

- **Section Three: Managing Your Account After Setup**

  This section contains detailed information related to managing your account (i.e., forgotten password question and answer, change security method and end all active sessions) after initial setup.

- **Section Four: Requesting Access to Cardinal**

  This section contains detailed information related to requesting access to Cardinal.

Important items to note:

- We recommend you utilize an updated browser when accessing Cardinal.

- If you experience issues, please submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

- * Visit the Portal support page on the Cardinal Website for a complete list of COV and Non-COV entities.

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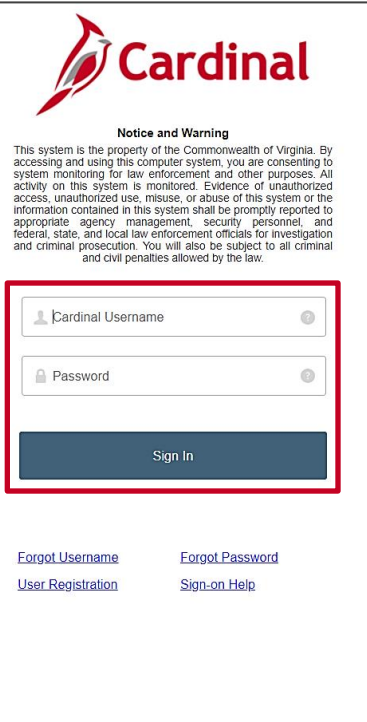## Section One: Employees at a COV agency using an Agency Provided Email

This section contains steps to access Cardinal for employees using an agency provided email and their associated agencies are on the VITA managed Active Directory domain (i.e., COV). **No registration or activation steps are required if you fall in this category.**

Note: If you are unsure of your network, visit the [Portal support page](#) on the Cardinal Website for a complete list of Commonwealth of Virginia (COV) and Non-COV entities to confirm your network.

Employees using Agency Provided Email (COV only)

1. Access Cardinal by entering the following URL in your web browser: [my.cardinal.virginia.gov](#).

    Note: Bookmark **my.cardinal.virginia.gov** in your web browser.

2. The **Cardinal Login** page displays. In the **Cardinal Username** field, enter your Cardinal Username.

3. In the **Password** field, enter the password. This is the same as your COV credentials.

4. Click the **Sign In** button.
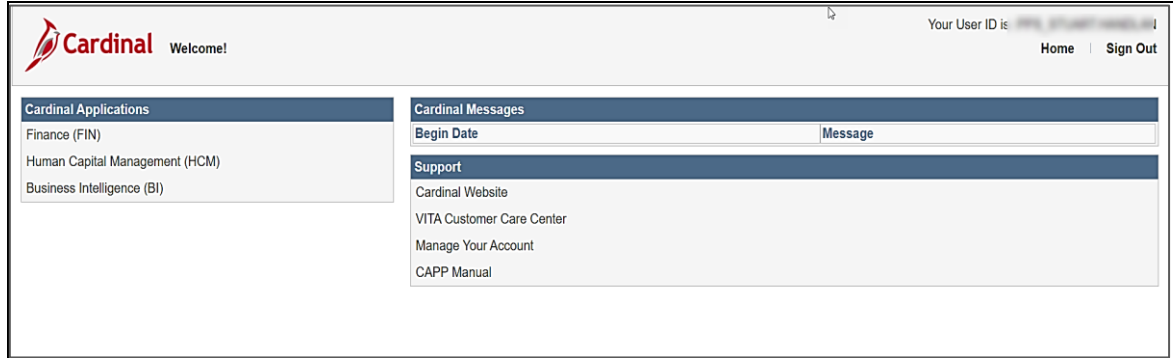
5. The **Cardinal Portal** displays. Congratulations! You have completed the login process to access the **Cardinal Portal**. Skip to **Cardinal Portal Layout** section for information on various sections available within the portal.

Note: If you experience issues, please submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

Section Two: All Other Users

This section contains detailed information about how to **register, activate,** and **authenticate** your Cardinal account to access Cardinal.

The steps in this section are applicable to the following users:

- Users using a personal email address (COV or Non-COV)
- Users using an agency/locality provided email address (Non-COV)
- Terminated or retired employees
- *Contractors

*Note: The steps for registering an account for a contractor differ from the registration steps for other users and are listed separately. The instructions for Contractors begin at the [Registering Your Account – Contractors](#) section.

Registering Your Account

- Users using a personal email address (COV or Non-COV)

- Users using an agency provided email address (Non-COV)

- Users from a locality using locality provided or personal email. Use the Active state employee option demonstrated below.

- Terminated or retired employees

The **Cardinal User Registration** page displays the question, What type of Cardinal application user are you? Once the appropriate answer is selected from the three options, the **Next** button becomes enabled.

Note: The **Active state employee** and **Terminated/Retired state employee** options work the exact the same way. The Active state employee option is demonstrated below.
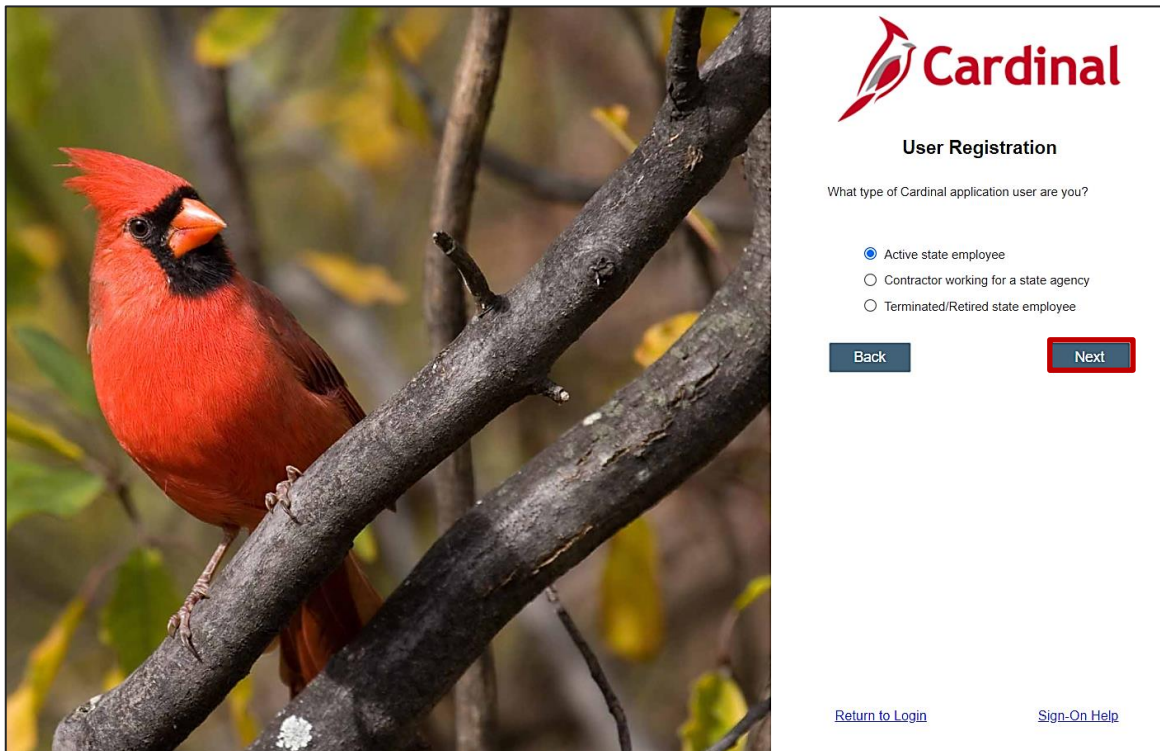
1.   The **Active state employee** option is selected. Click the **Next** button.
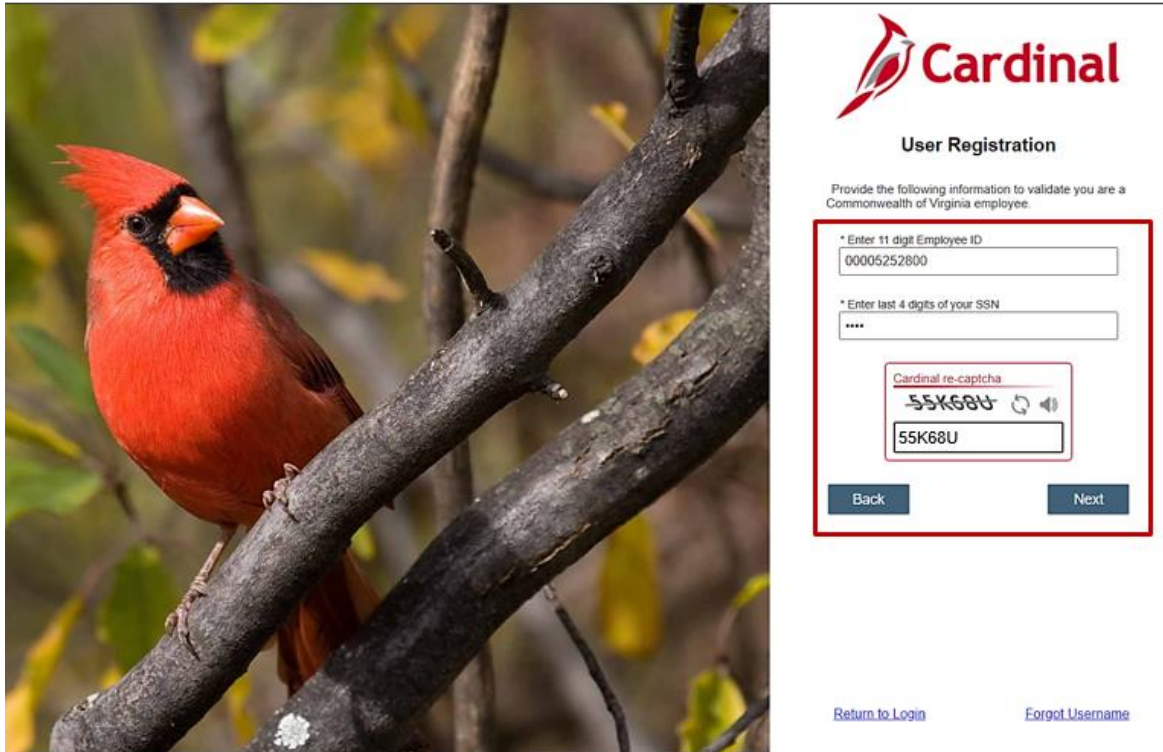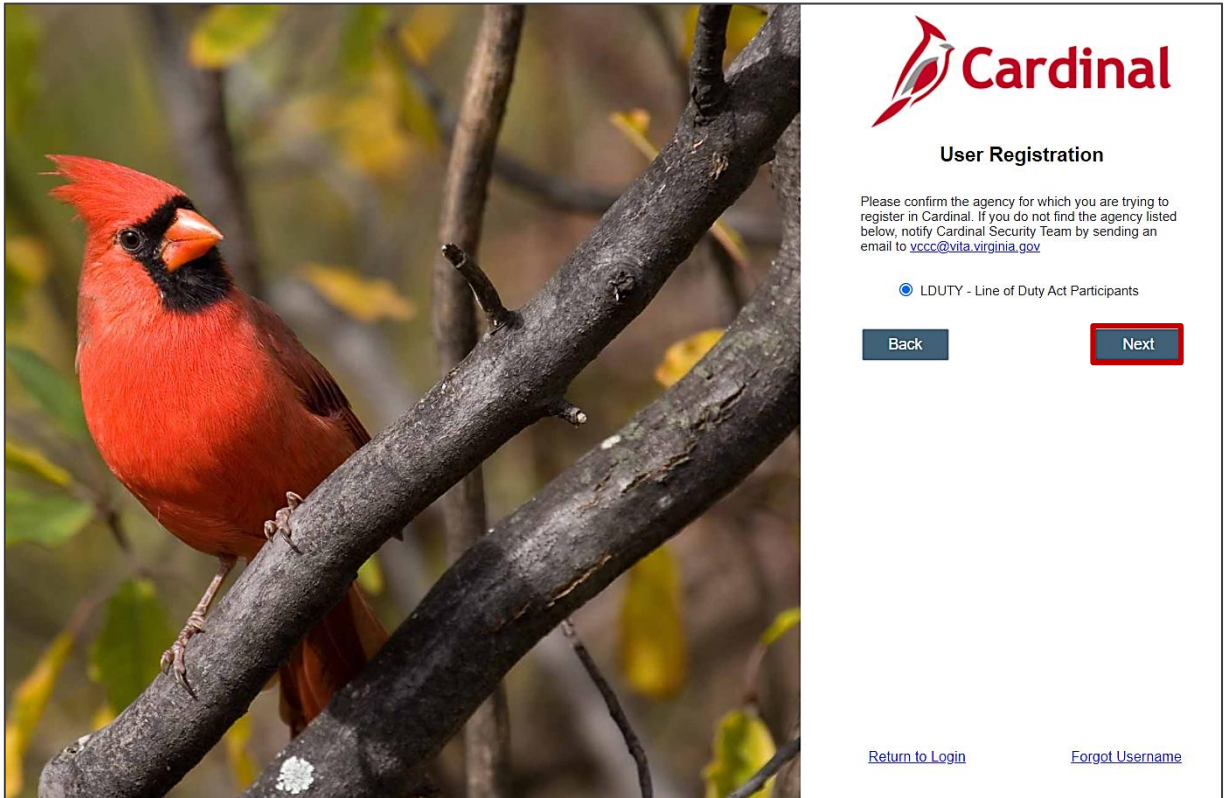
2.   The **Cardinal User Registration** page displays with validation criteria. Enter your Cardinal Employee ID including the leading zeros in the ***Enter 11-digit Employee ID** field.

Note: Your 11-digit **Cardinal Employee ID** is made up of your 7-digit **BES**/9-digit **PMIS ID** (i.e., 00 prefix + 7-digit BES ID number + 00 suffix **OR** 9-digit PMIS ID + 00 suffix). Both state and locality employees/retirees/terminated employees should use their 11-digit Cardinal Employee ID.

Note: If you do not know your Cardinal Employee ID, please work with your HR or Benefits professional to assist.

3.   Enter the last 4 digits of your social security number in the ***Enter last 4 digits of your SSN** field.

4.   Complete the **Cardinal re-captcha** field. Enter the code exactly as it appears. This field is case sensitive.

   a.   **Refresh** ↻ : click the refresh icon to have a new Cardinal re-captcha code display.

   b.   **Speaker** 🔊 : click the speaker icon to receive an audible Cardinal re-captcha code.

5.   Click the **Next** button.

6. The **Cardinal User Registration** page displays the agency/locality for which you are eligible to register an account. Confirm the information displayed is correct by selecting the radio button. The **Next** button becomes enabled.
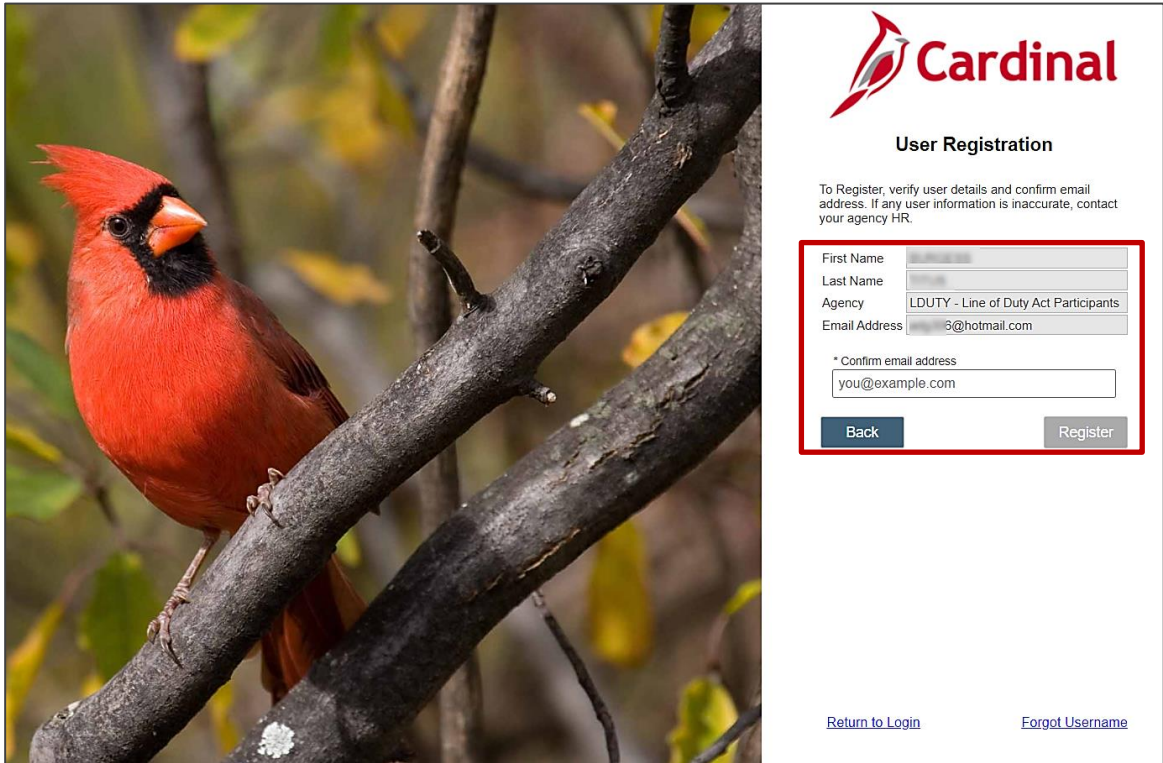
   Note: If the information displayed is incorrect, **do not proceed**. Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

   You will receive an email from the IT Service after you submit your help desk ticket, Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal team may contact you directly, using the contact information you provided.

   A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

7. Click the **Next** button to proceed if the agency/locality displayed is correct.

8. The **Cardinal User Registration** page displays. Verify the information displayed is correct and enter your email address in the ***Confirm email address** field.

    Note: If any of the information displayed is not correct, do not proceed and contact your HR or Benefits professional to assist.
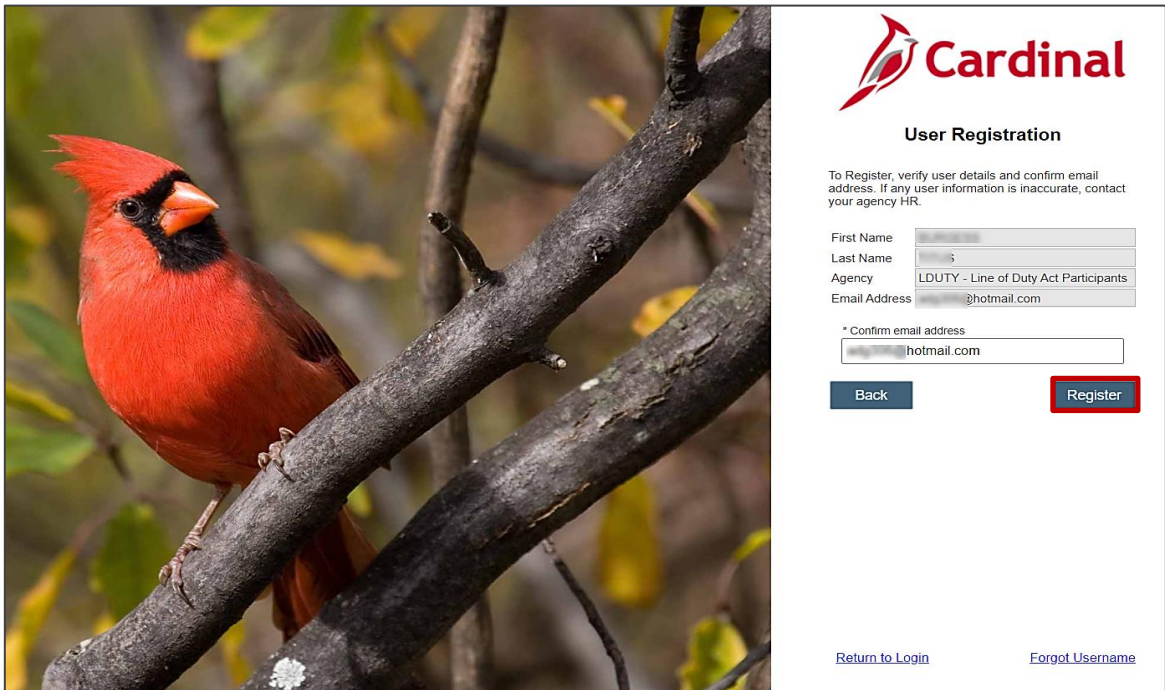
9.   Click the **Register** button.
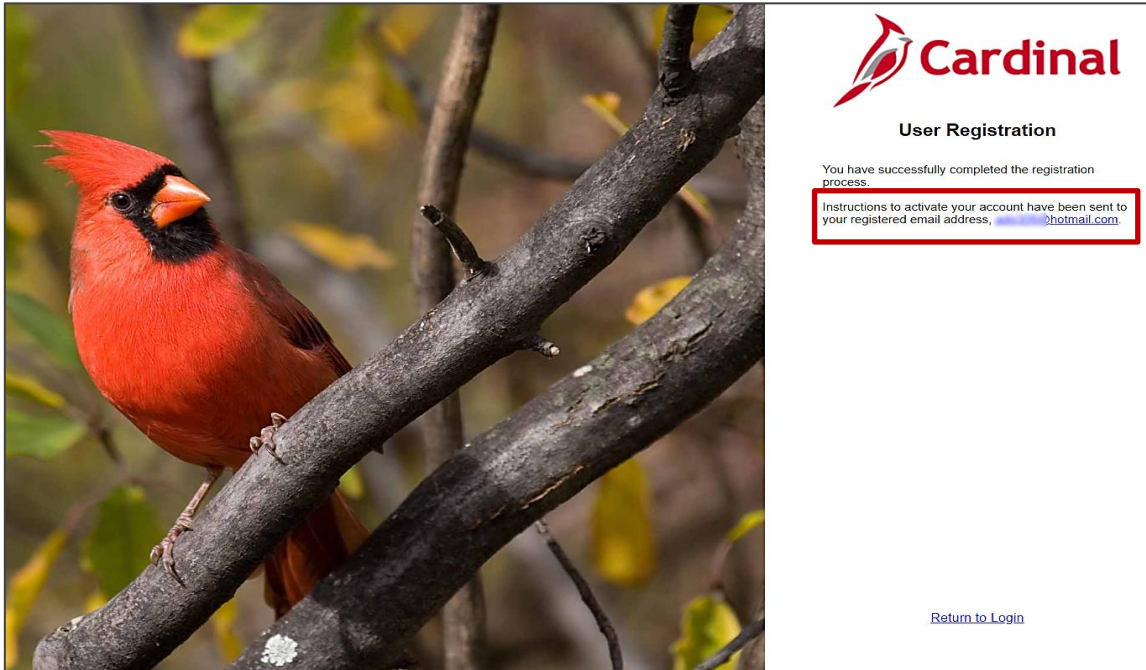
10. The **Cardinal User Registration** page displays a message stating you have successfully completed the registration process. Instructions to activate the account are sent to your registered email address which is displayed on the page.

11. Open your email account.

12. Check your email for a "**Welcome to Cardinal!**" email from noreply.cardinal@doa.virginia.gov. If you do not see the email in your inbox, please check your spam folder.

13. Open the email, then:

    a.   Make note of your **Cardinal Username** and keep in a secure place, as this will be used each time you log into Cardinal.

    b.   Click the link in the email message to **activate** your account.

Note: If you do not use the link to activate your account within seven (7) days, you will need to submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access"** in the subject line. Be sure to include your name, email address, and a phone number where you can be reached. In the email, indicate the activation link timeframe expired and you need to activate your account.

Registering Your Account – Contractors

This section walks you through the registration process that is specific to contractors only.
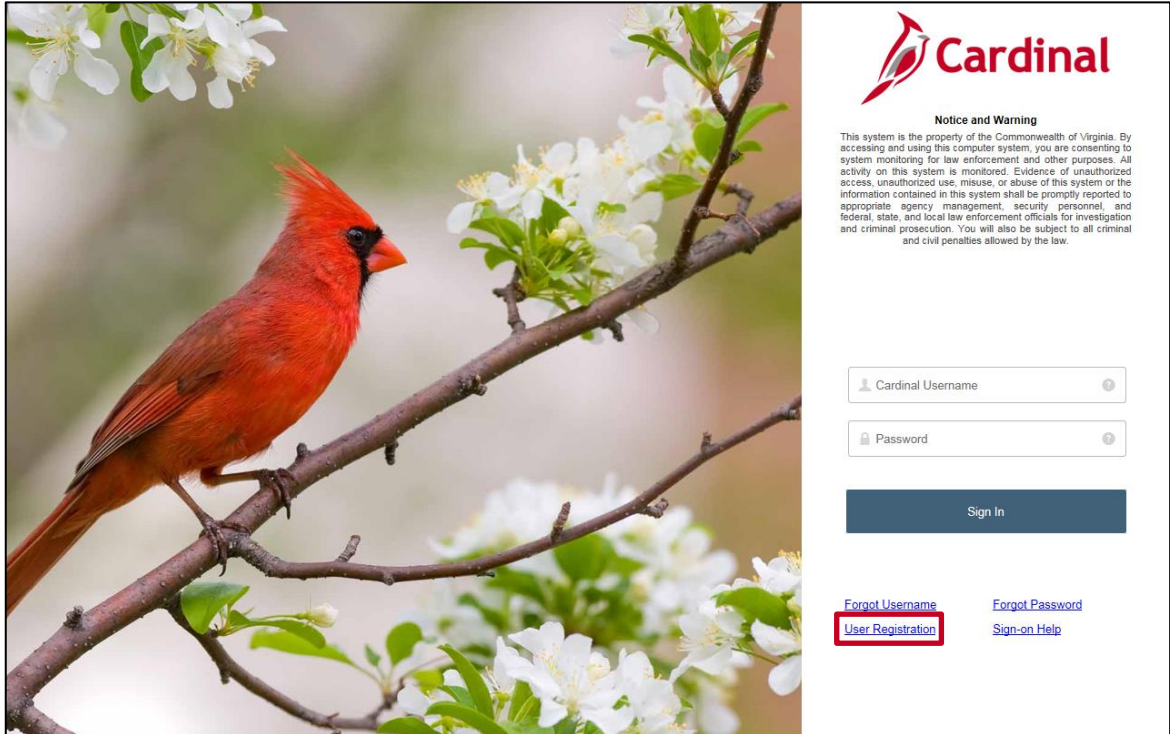
1. To register your account, click the **User Registration** link.
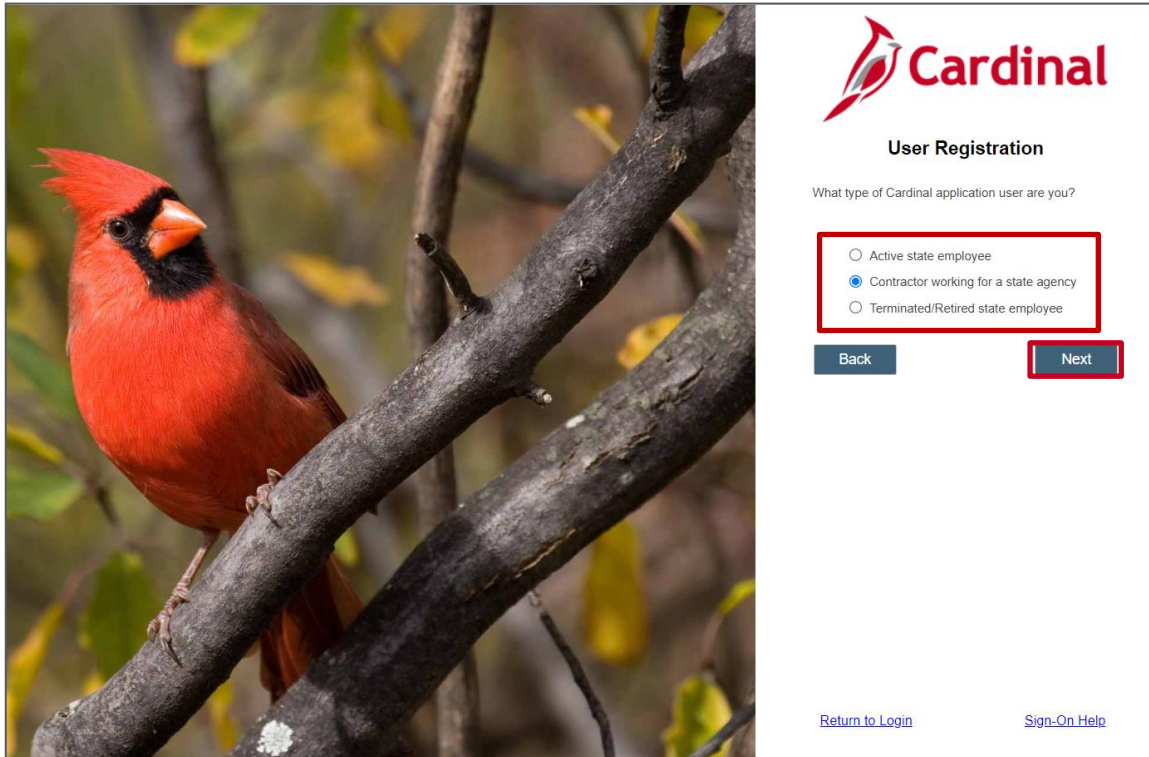
2.   The **Cardinal User Registration** page displays the question, **What type of Cardinal application user are you?** Once the appropriate answer is selected from the three options, the **Next** button becomes enabled. Click the **Next** button to proceed.

3. Enter your email address in the ***Enter email address** field.

4. Complete the **Cardinal re-captcha** field. Enter the code exactly as it appears. This field is case sensitive.

    a. **Refresh** ↻: click the refresh icon to have a new Cardinal re-captcha code display.

    b. **Speaker** 🔊 : click the speaker icon to receive an audible Cardinal re-captcha code.

5. Click the **Next** button.

6. The **Cardinal User Registration** page displays. Verify the information displayed is correct and click the **Register** button.

    Note: If displayed the information is incorrect, **do not proceed**. Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

    After you submit your help desk ticket, you will receive an email from the IT Service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal team may contact you directly, using the contact information you provided.

A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

7. After clicking the **Register** button, one of the four (4) following scenarios occurs:

    a. **Successful Registration!** - When you have successfully completed the registration process, a message displays indicating:

        i.   You have successfully completed the registration process.

        ii. Instructions to activate your account have been sent to your registered email address.

        iii. The registered email address displays.

    Note: Once you have successfully registered your account, go to the **Activating Your Account** section. If you do not activate your account within seven (7) days, you will need to submit a help desk ticket.
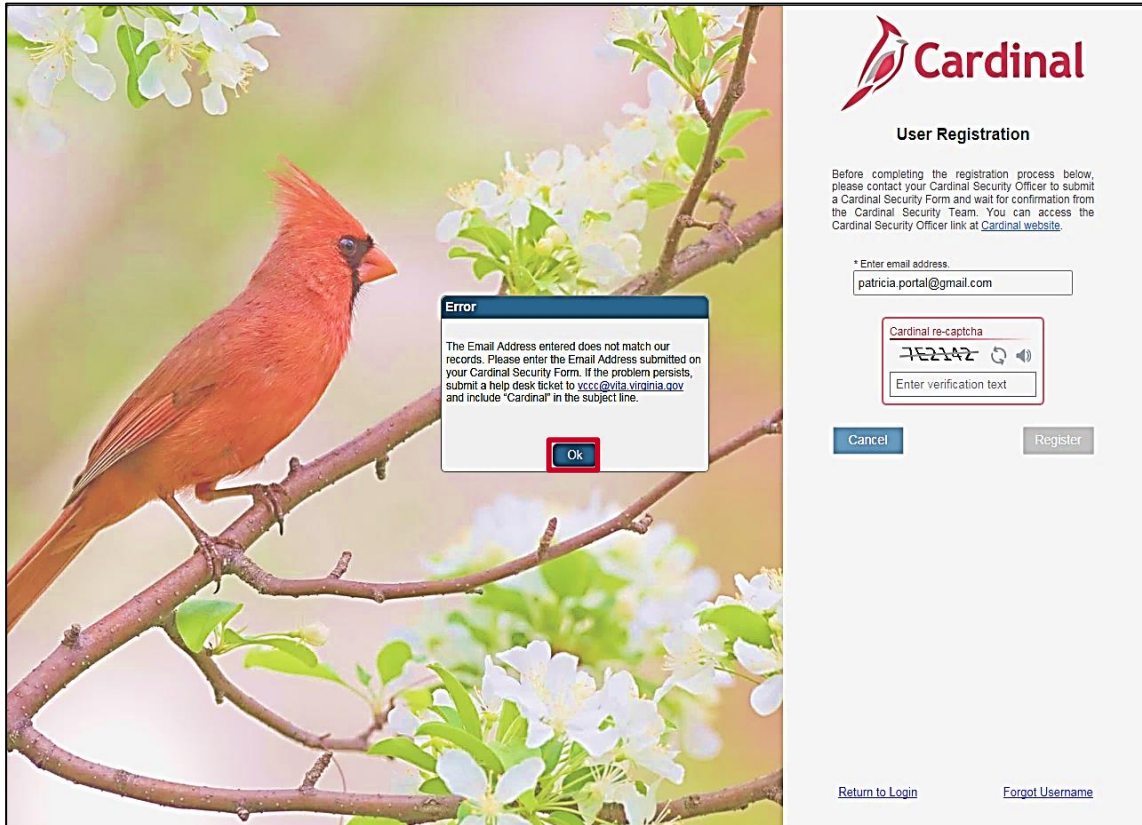
b. **Incorrect Email**: If you have not successfully completed the registration process, or if you entered the email address incorrectly, a message like the one above displays.

    i. If the email address you entered is incorrect, click the **OK** button and enter the correct email address. This should be the email address that was submitted by your agency/locality.

Note: If the displayed information is incorrect, **do not proceed**. Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

After you submit your help desk ticket, you will receive an email from the IT Service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal team may contact you directly, using the contact information you provided.

A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

c. **User Account Already Exists**: If you have already registered your account, an **Error** message displays indicating the user account already exists. If you forgot your Cardinal Username, go to the **Forgot Username** section of this job aid.
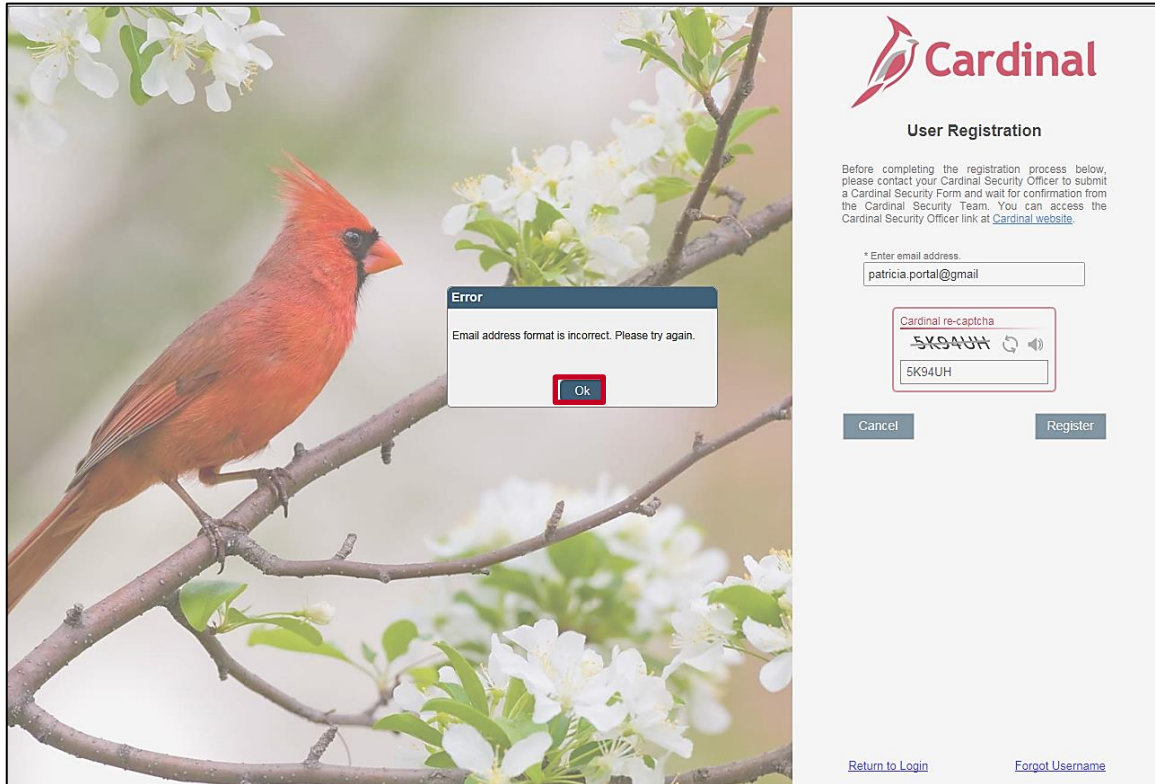
d. **Incorrect Email Address Format**: If the email address is not entered in the correct format, an **Error** message displays indicating that the email address format is incorrect.
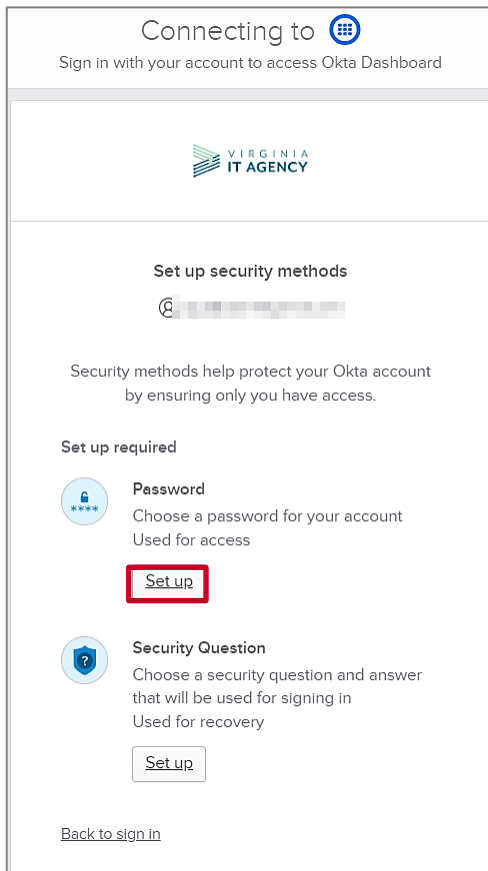
    i.   Click the **OK** button.

    ii.   Reenter the email address in the correct format **you@example.com**

    iii.   Reenter the Cardinal re-captcha information.

    iv.   Click the **Register** button.

Note: Once you have successfully registered your account, go to the **Activating Your Account** section. If you do not activate your account within seven (7) days, you will need to submit a help desk ticket.

Activating Your Account

Activating your account is a one-time only process. During this process, you will set up your password to access your account and security question and answer used for recovery. Both sections must be completed.

Initial Setup (Not an existing VITA Okta user)

1. Click the **Set up** button to begin setting up your Password.
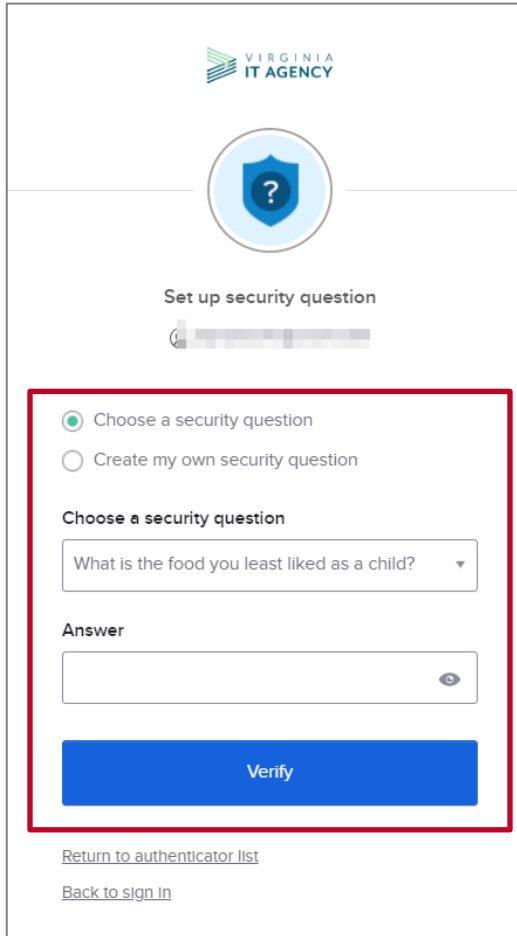
2. Enter your new password in the **Enter password** and **Re-enter password** fields.
   Note: Be sure to adhere to the password requirements listed.

3. Click the **Next** button.
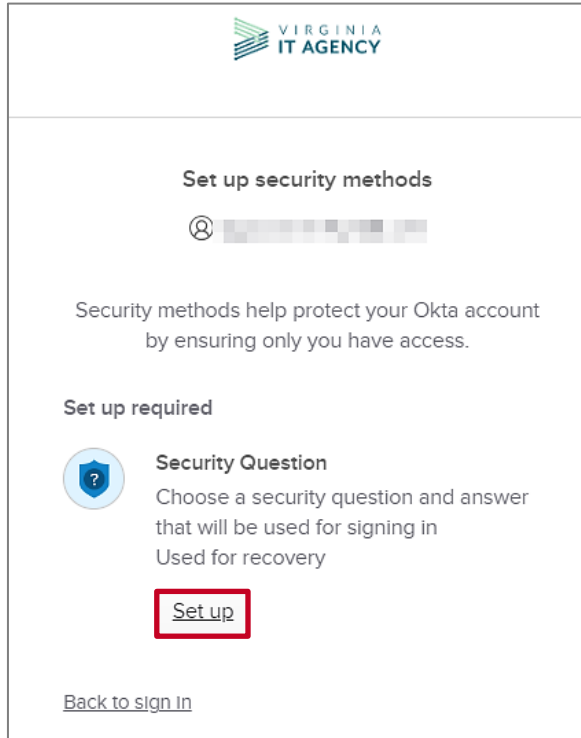
4. Click the **Set up** button to setup the security questions.

5. Select the option to choose a security question from the list or create your own security question.

6. In the **Answer** field, enter the answer to the security question. This field is **not** case sensitive.

7. Click the **Verify** button.
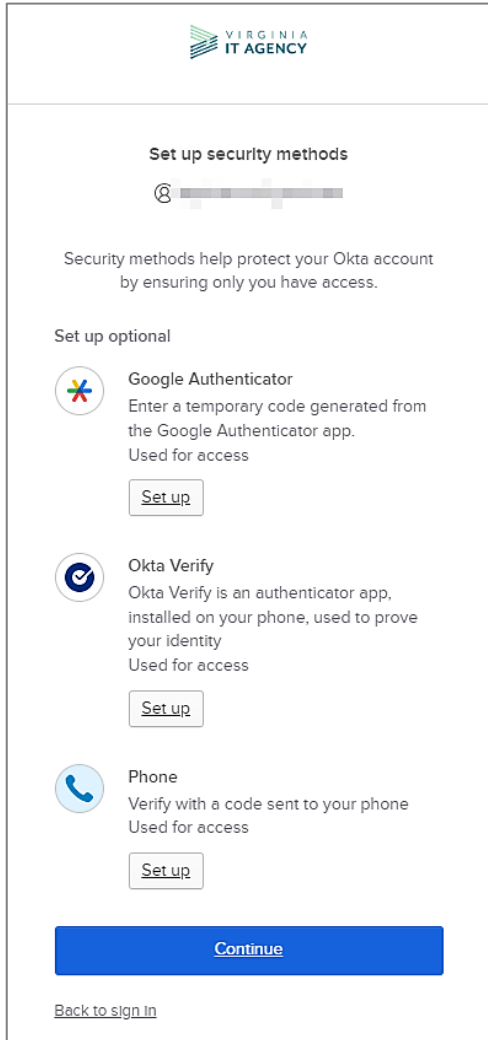
The **Set up security methods** page displays three multi-factor authentication (MFA) methods available for setup. Go to Setting Up Multi-Factor Authentication section for steps to setup the MFA options listed.

Setting Up Multi-Factor Authentication (MFA)

Setting up MFA allows you to access the Cardinal Portal from outside the Commonwealth of Virginia (COV) network. Cardinal recommends setting up more than one of the three options displayed below, although only one is required.
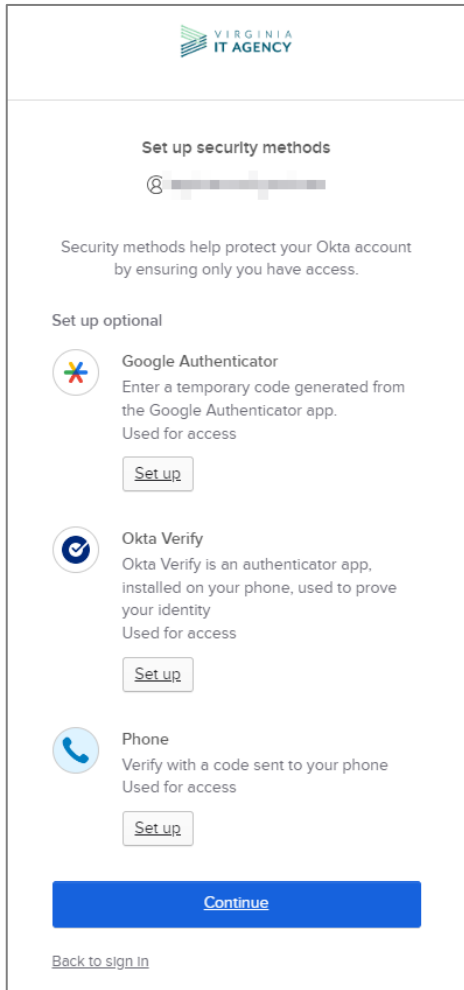
Google Authenticator Mobile App – is not supported or recommended by Cardinal but can be utilized.

Okta Verify

–   Requires a mobile phone registered in the United States or Canada.

–   Requires an application to be downloaded and installed on your mobile device from your mobile phone App Store.

Phone

–   Requires a mobile phone registered in the United States or Canada.

– A text message is sent to your mobile phone, with an authentication code that you will need to enter on your computer/device.

– Standard text messaging rates apply.

Setting up Okta Verify

Using this method of authentication requires an application to be downloaded and installed on your mobile device from your mobile phone application store (Play Store for Android and App Store for iPhone).
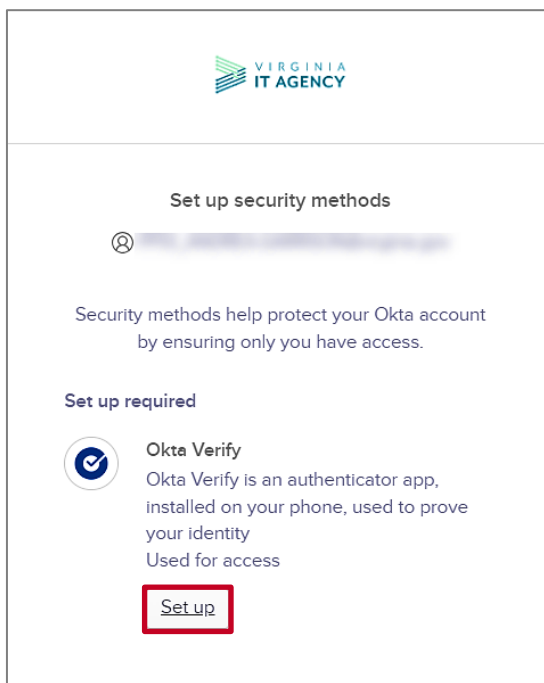
1. Click the **Setup** link under the Okta Verify option.
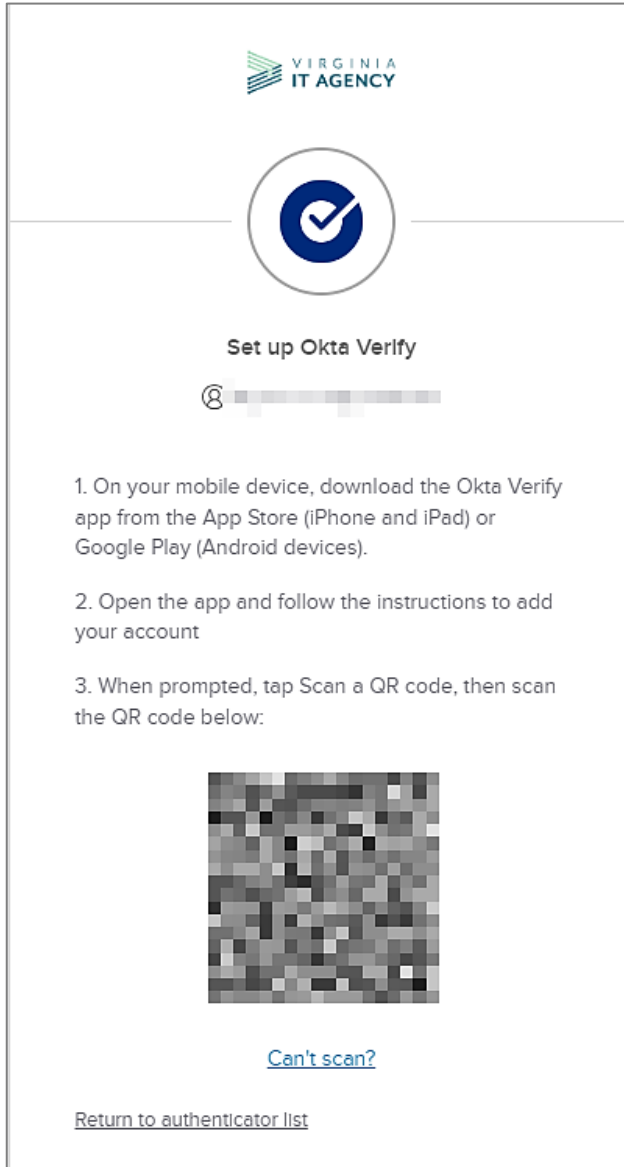
2. Download the **Okta Verify** application from your mobile device app store and follow the prompts to set up the app on your mobile device. Be sure to allow push notifications and access to your camera if prompted.

3. Scan the QR code that displays on the computer screen with your mobile device's camera and follow the instructions on your mobile phone to complete setup. Increase your browser percentage to scan the QR code, if needed.

4. Once Okta Verify is setup, your mobile phone is listed under the Okta Verify section.

   Note: Cardinal recommends setting up an alternative method to assist if one of the options cannot be used. Click the **Set up** button now to complete a second security method or move to the next step.

Note: Below is a **sample** of screenshots that appear on your mobile device you login to authenticate to access the Cardinal Portal, please follow the prompts as appropriate.

Okta Verify Push Notification displays on mobile device
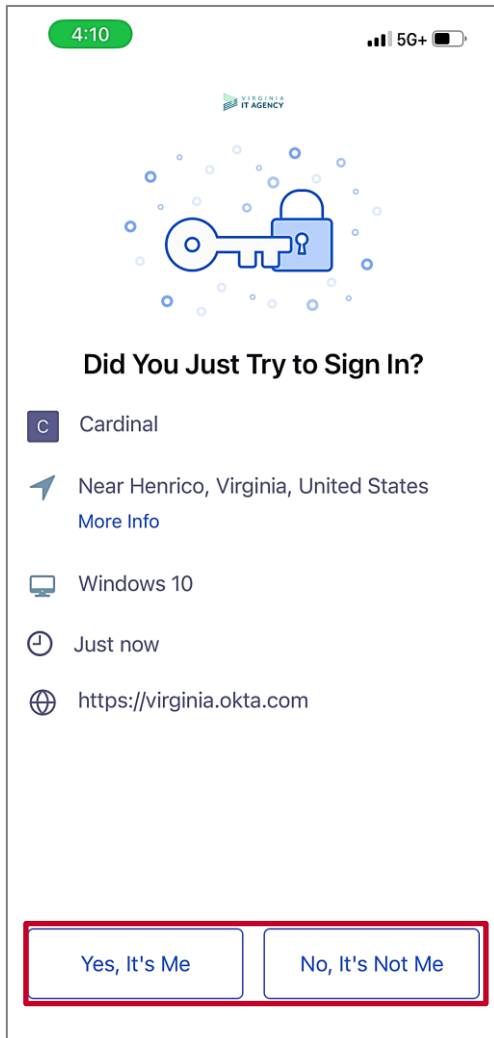
Okta Verify Code displays on mobile device

Mobile phone screen shots of Okta Verify
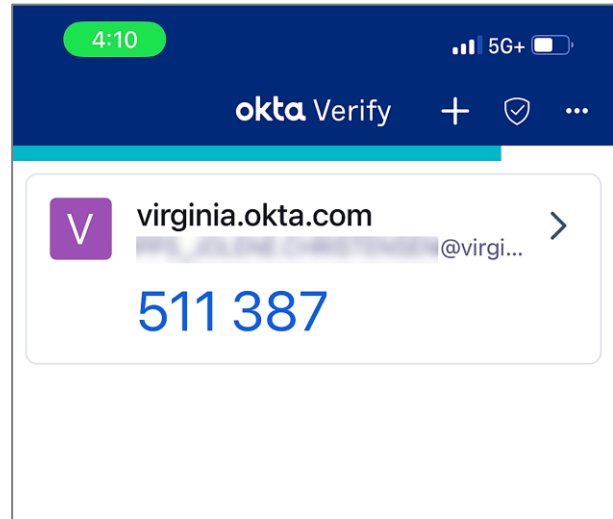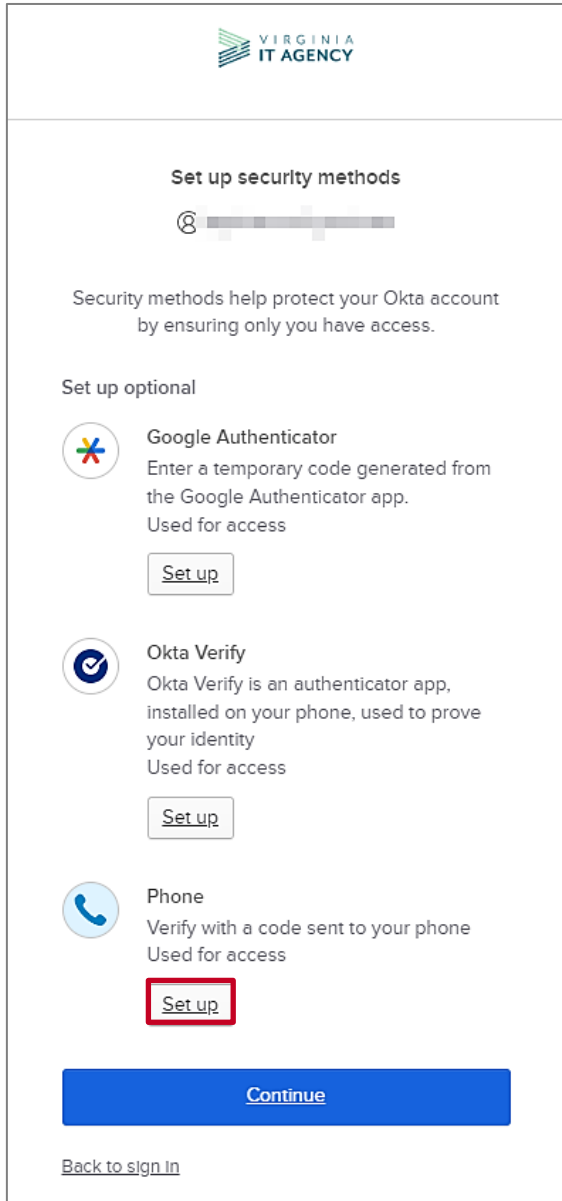
5. Now you will be required to authenticate to log into the **Cardinal Portal**.

   Note: Existing users are required to authenticate the next time they log into Cardinal.

Phone

Set up the phone option to get a text message with a code sent to you mobile phone. The code is then entered in order to verify.
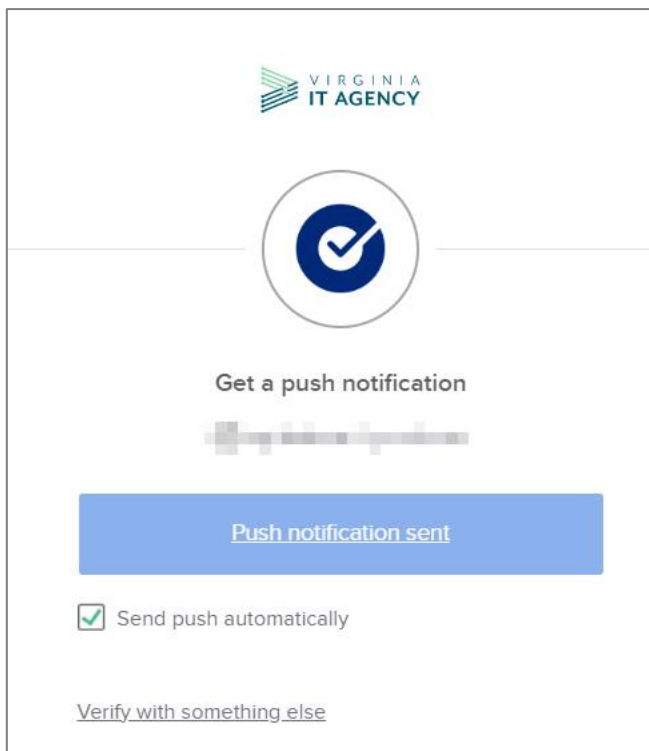
1.   Click the **Set up** button for the **Phone** option.
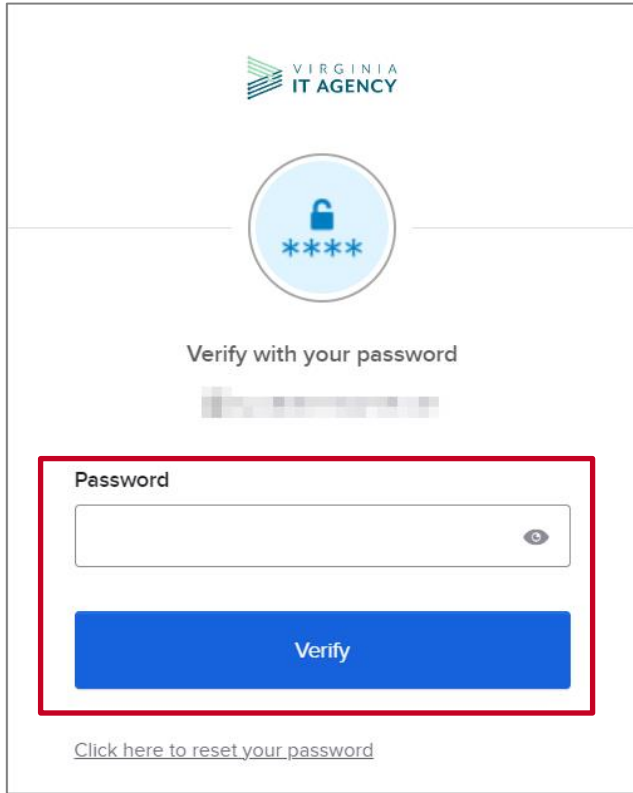
2. Click the **Select** button to verify using one of the methods listed

3. Enter password in the **Password** field and click the **Verify** button.

4. Click the **Set up** button to setup the phone option.
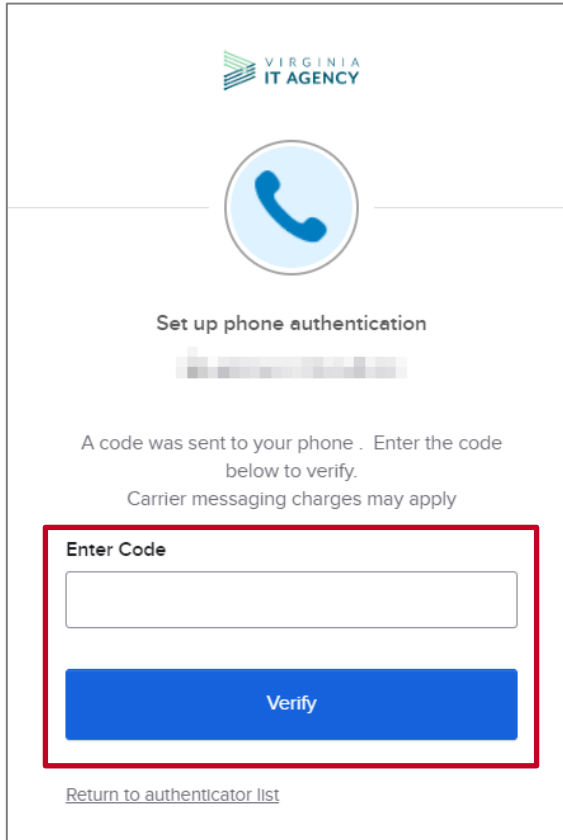
5. Select whether you want to receive the verification code via text message or phone call.

6. Enter your phone number in the **Phone number** field and click the **Receive a code via SMS** button.
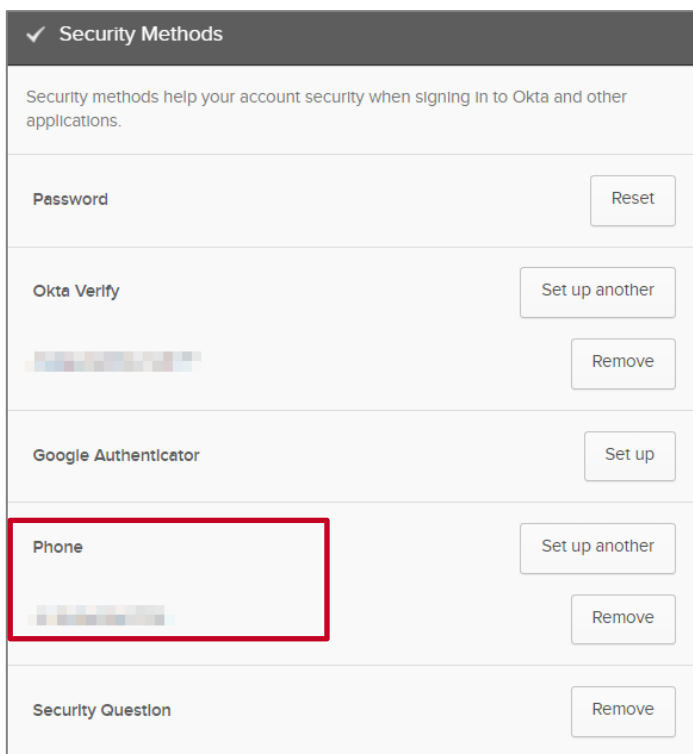
7. Enter the code received in the **Enter Code** field and click the **Verify** button.

8. The **Security Methods** section returns, and your phone number displays in the **Phone** section.

    Note: A message quickly flashes stating you successfully added the phone method.

9. Once the security methods are setup, follow the steps for [Logging Into Cardinal](#).

Logging into Cardinal

1. Enter the following URL in your web browser for Cardinal: my.cardinal.virginia.gov.
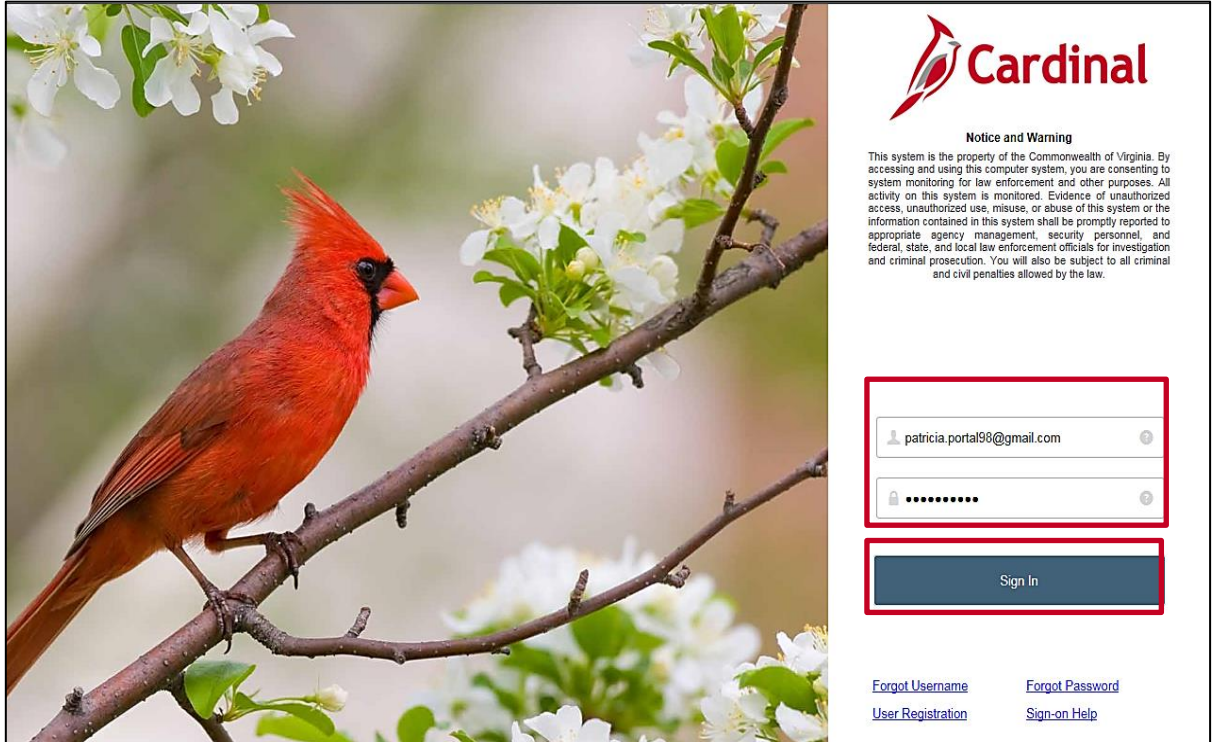
2. The **Cardinal Login** page displays. Enter your email address in the **Cardinal Username** field.

3. Enter your new password in the **Password** field.

4. Click the **Sign In** button.

Note: If you did not select the **Do not challenge me on this device for the next 24 hours** check-box during the multi-factor authentication process, you will be required to authenticate your account before you can access the **Cardinal Portal** unless you are already on VPN or the COV network.
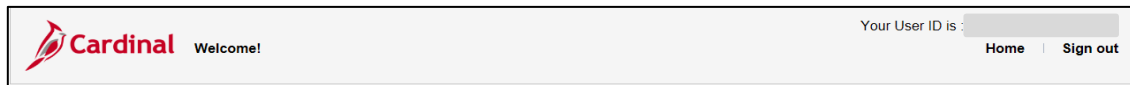
The **Cardinal Portal** displays.
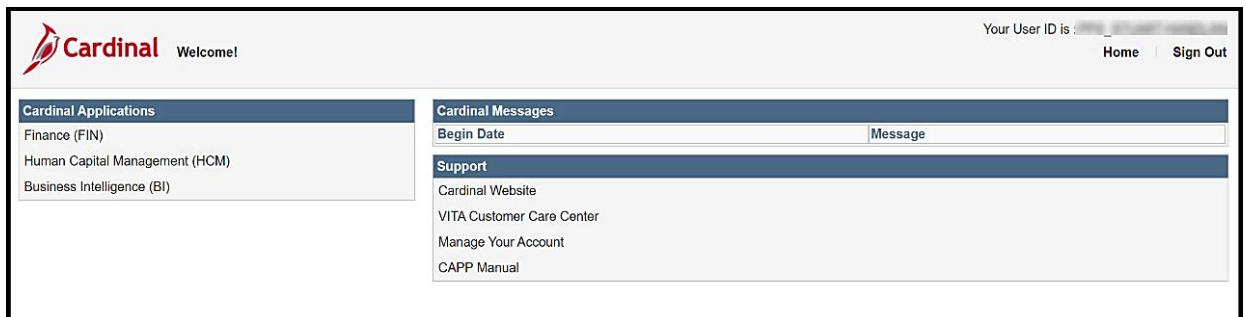
Cardinal Portal Layout

The **Cardinal Portal** contains four (4) sections which are explained below:

1. Header

The Header section of the page contains:

- Your **User ID**: visible in several locations throughout the Cardinal application (i.e., Reports Manager, Process Monitor, Worklist, Last Updated by).

- **Home** page link: click this link to return to the **Cardinal Portal**.

- **Sign out** link: click this link to sign out of the **Cardinal Portal**.

2. Cardinal Applications

The **Cardinal Applications** section of the page contains the following links:

Finance (FIN) link – click this link to open Cardinal Financials

Human Capital Management (HCM) link – click this link to open Cardinal HCM

Business Intelligence (BI) link – click this link to open Cardinal BI

3. **Cardinal Messages**

Cardinal Messages	
Begin Date	**Message**
03/06/2019	Welcome to the new Cardinal Portal! The new portal solution will allow Non-COV users to gain access to Cardinal without the need for SWAP. We look forward to implementing the Cardinal Portal as a gateway to FIN and HCM very soon.
03/07/2019	The Cardinal website is available to you to search for support and reference materials. Navigate to http://www.cardinalproject.virginia.gov to access Cardinal information.

The **Cardinal Messages** section of the page contains:

Important messages that display for things such as:

- System outages

- Upcoming Cardinal related training

- Important reminders and deadlines

4. Support

Support
Cardinal Website
VITA Customer Care Center
Manage Your Account
CAPP Manual

The **Support** section of the page contains:

Links to access commonly used pages and a **Manage Your Account** link for Non-COV and personal email users. See below for an overview of each:

- **Cardinal Website**: click this link to access the Cardinal website page which contains videos, job aids, and support materials.

- **VITA Customer Care Center** (VCCC): click this link to access the VITA Customer Care Center page where you can enter help desk tickets for Cardinal system issues. Please check with your agency/locality for additional support resources to answer questions about Cardinal.

  Note: Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject. Be sure to include your name, email address, and a phone number in the body of the email.

  After you submit your help desk ticket, you will receive an email from the IT service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal Team may contact you directly, using the contact information you provided.

  A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

- **Manage Your Account**: click this link to access the **Manage Your Account** page which opens a page in Okta that allows you to make changes to your account (i.e., change password question and security methods).
  See the **Manage Your Account** section of this job aid.

- **CAPP Manual**: click this link to access the Department of Accounts (DOA) Commonwealth Accounting Policies and Procedures (CAPP) Manual.

## Section Three: Managing Your Account After Setup

This section contains information to help you manage your account after it has been successfully set up and includes:

- [Forgot Username](#)

- [Forgot Password](#)

- [Sign-on Help](#)
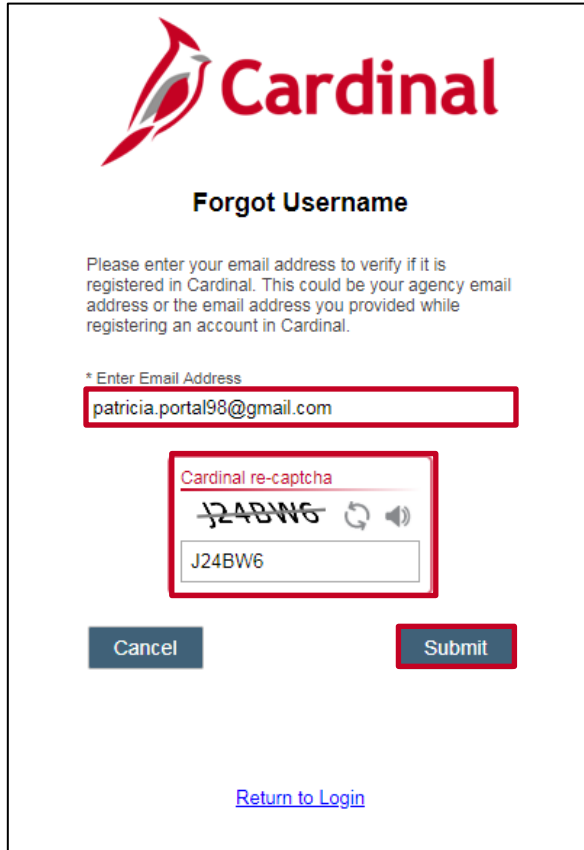
- [Manage Your Account](#)

Forgot Username

Use the **Forgot Username** link to retrieve your Cardinal Username.

1.   Start by entering the following URL in your web browser: my.cardinal.virginia.gov.
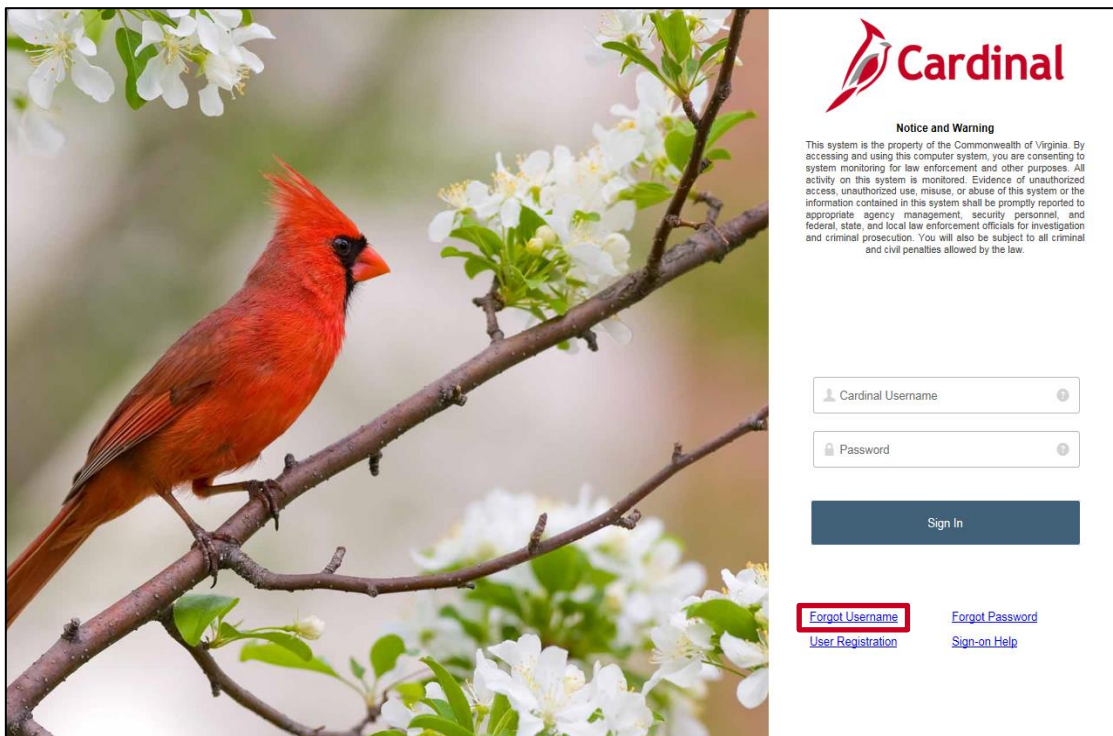
2.   The **Cardinal Login** page displays. Click the **Forgot Username** link.

3. The **Forgot Username** page displays. Enter your email address in the **Enter Email Address** field.

4. Complete the **Cardinal re-captcha** information. Enter the code exactly as it appears. This field is case sensitive.

    a. **Refresh** ↻: click the refresh button to have a new Cardinal re-captcha code display.

    b. **Speaker** ◀: click the speaker button to receive an audible Cardinal re-captcha code.

5. Click the **Submit** button.
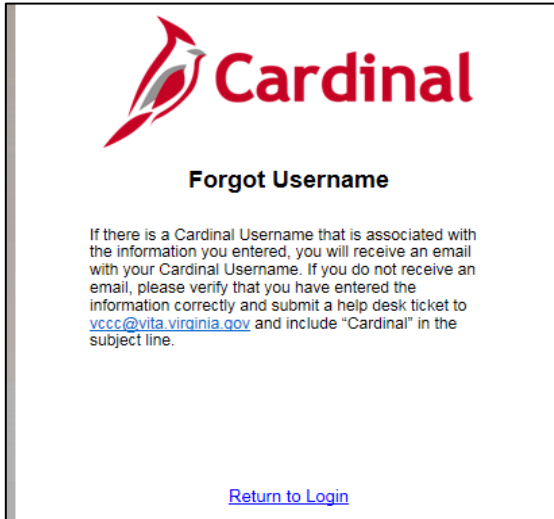
A message like the one above displays.

6. If a Cardinal Username associated with the email address you entered exists, an email with the subject line Forgot Username Request from noreply.cardinal@doa.virginia.gov will be sent to that email address containing the Cardinal Username. If you do not receive an email, please check your **spam** folder.

Note: If an email is not received, verify whether the correct email address was entered and take the appropriate action from the options below:
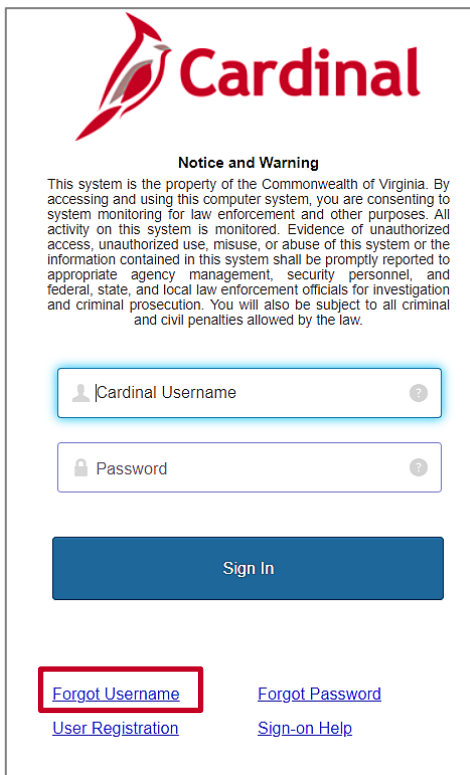
a. If the email address was entered incorrectly, or if you are unsure, return to the **Cardinal Login** page and repeat the steps by clicking the **Forgot Username** link.

b. If the displayed information is incorrect, **do not proceed**. Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

After you submit your help desk ticket, you will receive an email from the IT Service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal Team may contact you directly, using the contact information you provided.

A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

Forgot Password

Use the **Forgot Password** link to reset your password.

1. Start by entering the following URL in your web browser: my.cardinal.virginia.gov.
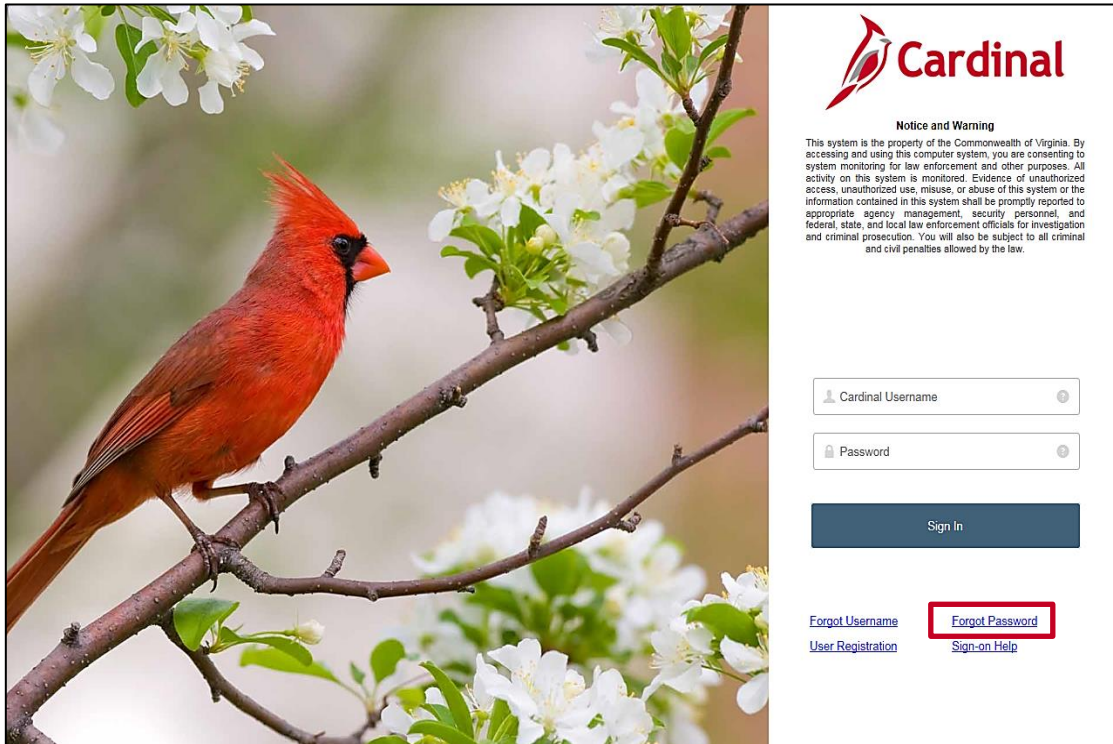
2. The **Cardinal Login** page displays. Click the **Forgot Password** link.

3. The **Forgot Password** page displays. Enter your Cardinal Username in the **Enter Cardinal Username** field.

4. Complete the **Cardinal re-captcha** information. Enter the code exactly as it appears. This field is case sensitive.

   a. **Refresh** ↻ : click the refresh button to have a new Cardinal re-captcha code display.

   b. **Speaker** ◄) : click the speaker button to receive an audible Cardinal re-captcha code.

5. Click the **Submit** button.

A message like the one below displays.
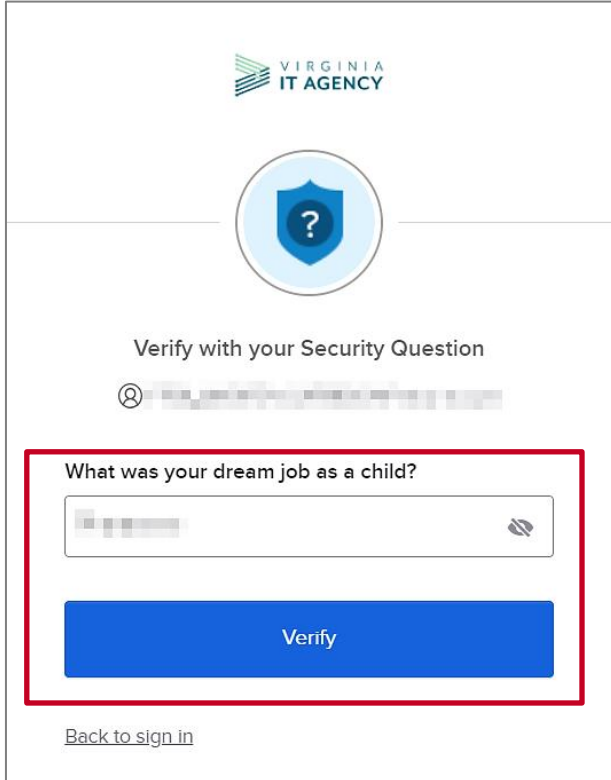
6. If a Cardinal Username exists for the email address that was entered, an email with the subject line **Cardinal password reset request** from noreply.cardinal@doa.virginia.gov will be sent to the associated email address. If you do not receive an email, please check your spam folder.

7. Open the email, click the link, and follow the steps to reset your password. Go to **step 9**.

8. If you do not receive an email, verify whether the correct Cardinal Username was entered and take the appropriate action from the options below:

    *   If you did not enter the Cardinal Username correctly, or if you are unsure, return to the **Cardinal Login** page and repeat the steps by clicking the **Forgot Password** link.

    *   **Note:** If the displayed information is incorrect, **do not proceed**. Submit a help desk ticket to vccc@vita.virginia.gov and include "**Cardinal Access**" in the subject line. Be sure to include your name, email address, and a phone number in the body of the email.

        After you submit your help desk ticket, you will receive an email from the IT Service Desk <vccc@vita.virginia.gov> with an Incident number (i.e., INC1234567) and a link to VITA's ticket system. Unfortunately, you may not be able to access VITA's ticket system to track your issue. However, to assist with tracking, you will receive an update via email every time a comment is added to your inquiry. You may also respond to this email to add additional detail to the ticket. The Cardinal Team may contact you directly, using the contact information you provided.

        A new ticket is required for **any new** issues. Due to occasional high-ticket volume, response time may vary.

    Note: If you do not use the reset password link within seven (7) days, repeat steps 1-8 in this section to receive an email with a new link.

9. The **Verify with your Security Questions** page displays. The password challenge question you selected when you registered your account displays.

10. Enter the answer to the password challenge question. This field is not case sensitive.

11. Click the **Verify** button.

12. The **Reset Your Okta Password** page displays. Enter a new password in the **New password** field. Follow the password requirements as listed on the page.

13. Enter the password again in the **Re-enter password** field.

14. Click the **Reset Password** button.
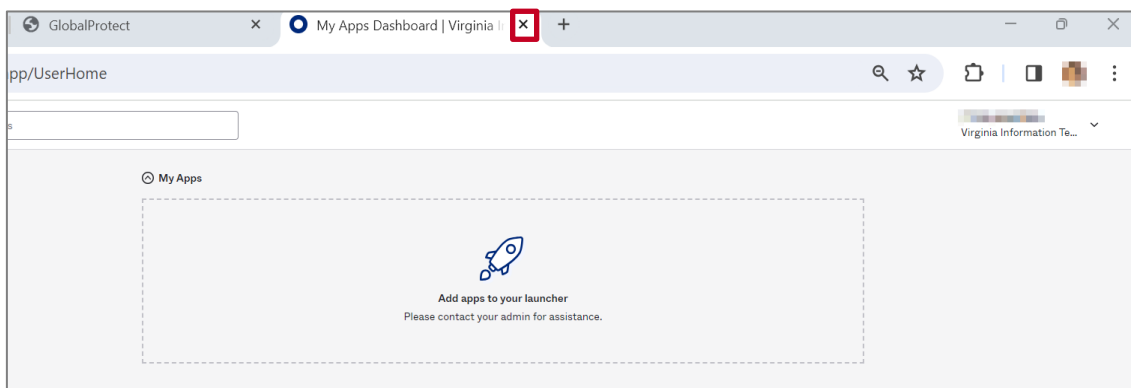
15. The **My Apps** page displays. No action is required. Click the **X** to close this web browser window. Proceed to Logging into Cardinal.

Sign-on Help

Use the **Sign-on Help** link to access Cardinal Portal support materials.

1. Start by entering the following URL in your web browser: my.cardinal.virginia.gov.
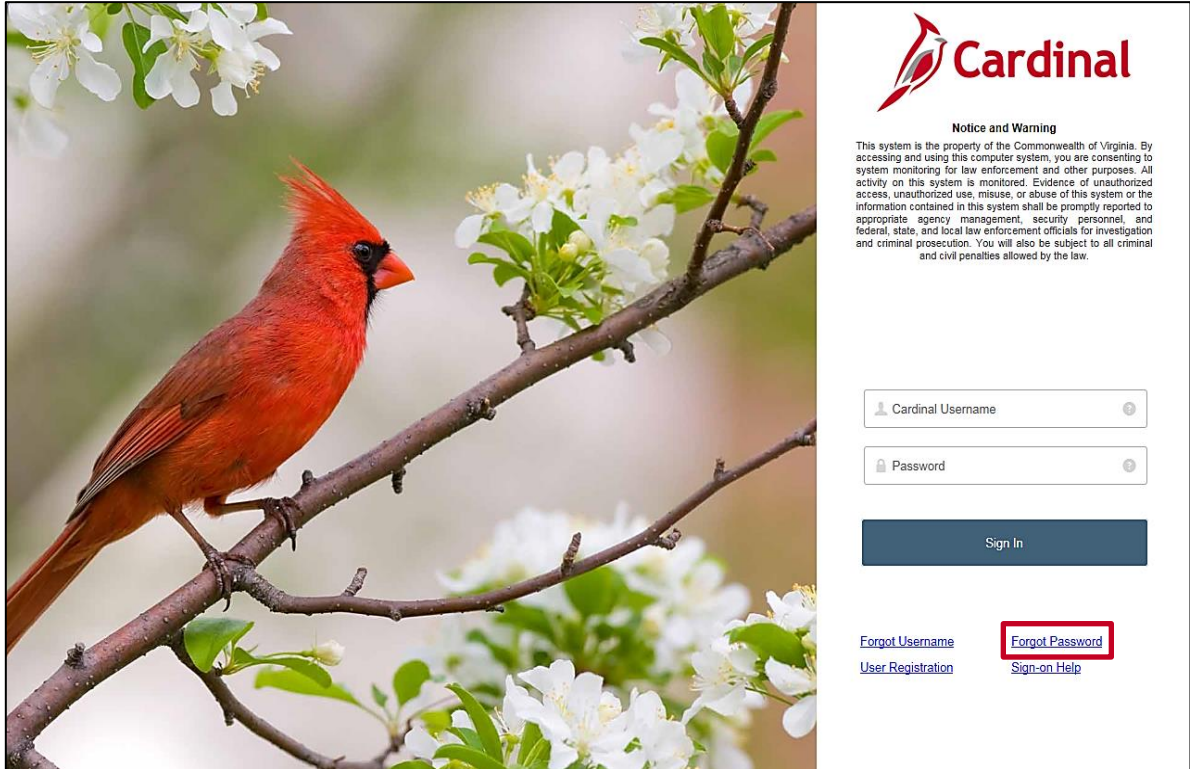
2. The **Cardinal Login** page displays. Click the **Sign-on Help** link.

The **Cardinal Portal** support page displays.

Manage Your Account

The **Manage Your Account** link on the Cardinal Portal opens a page in Okta that allows you to make various changes to your account (i.e., update Security verification method and end all active sessions).
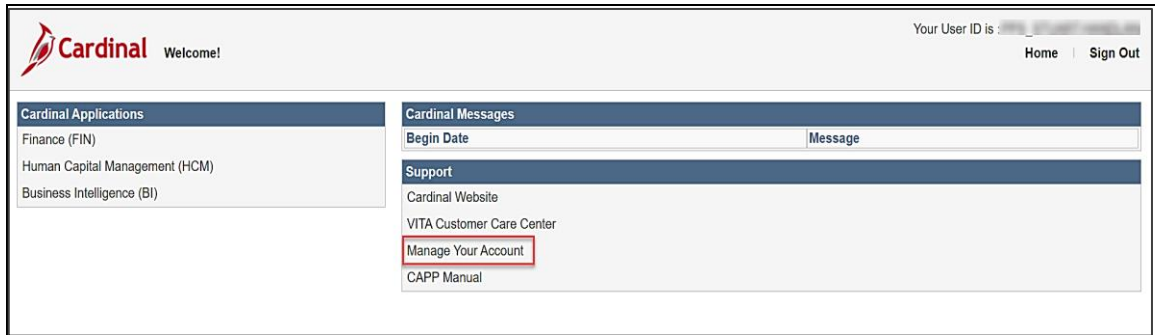
1. Click the **Manage Your Account** link.

The **Account** page displays.
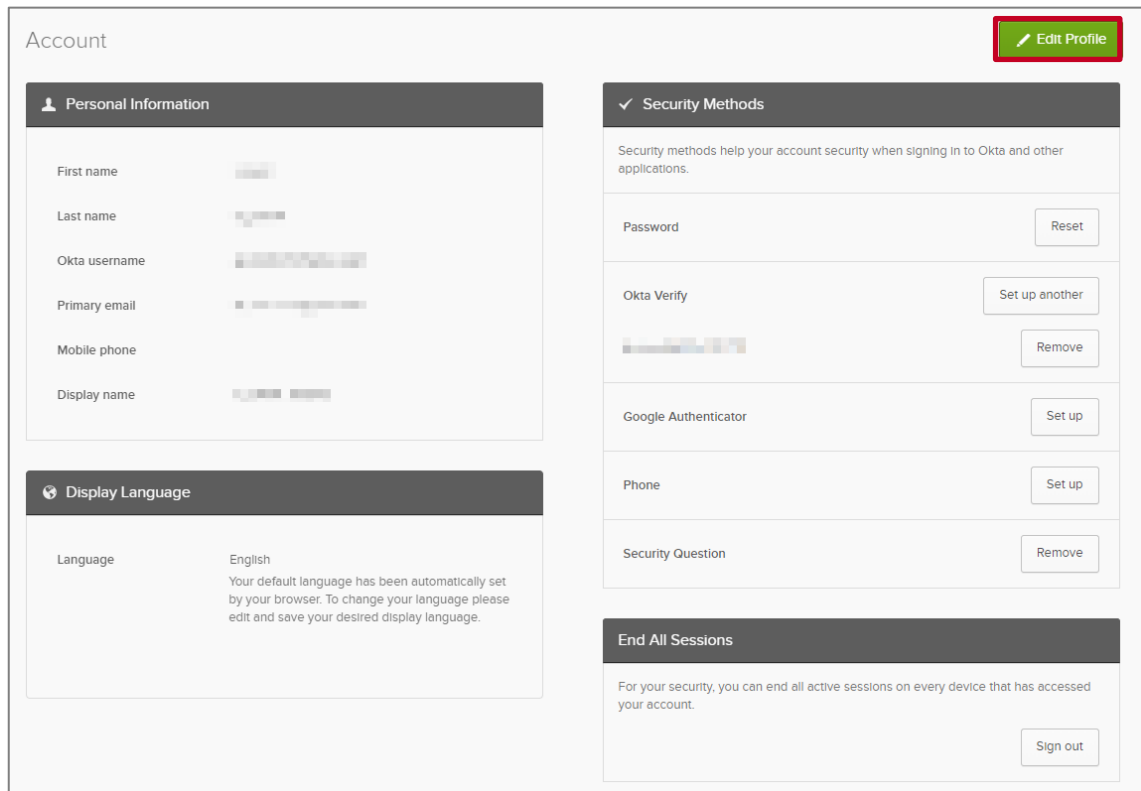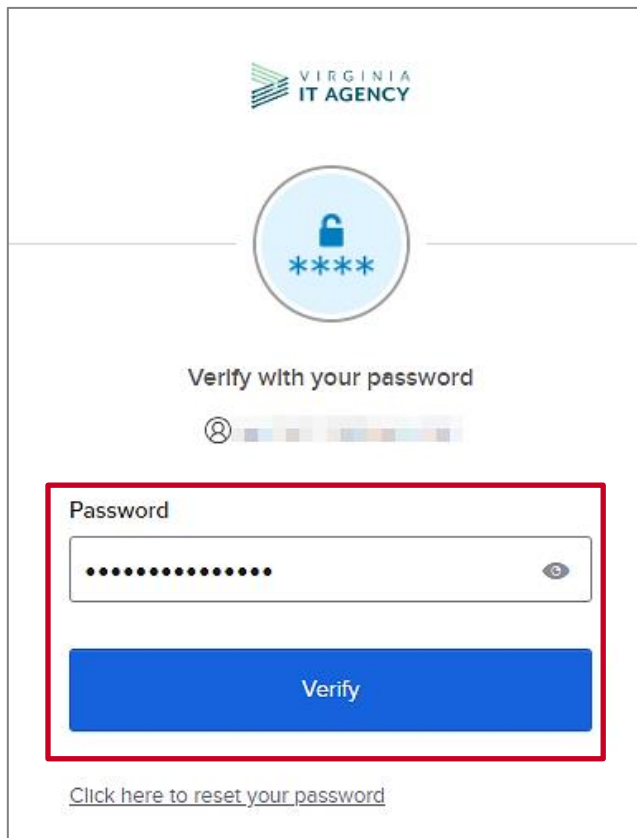
The **Account** page displays and contains four sections:

- **Personal Information**
- **Display Language**
- **Security Methods**
- **End All Sessions**

2. Click the **Edit Profile** button in the upper right corner to make updates.
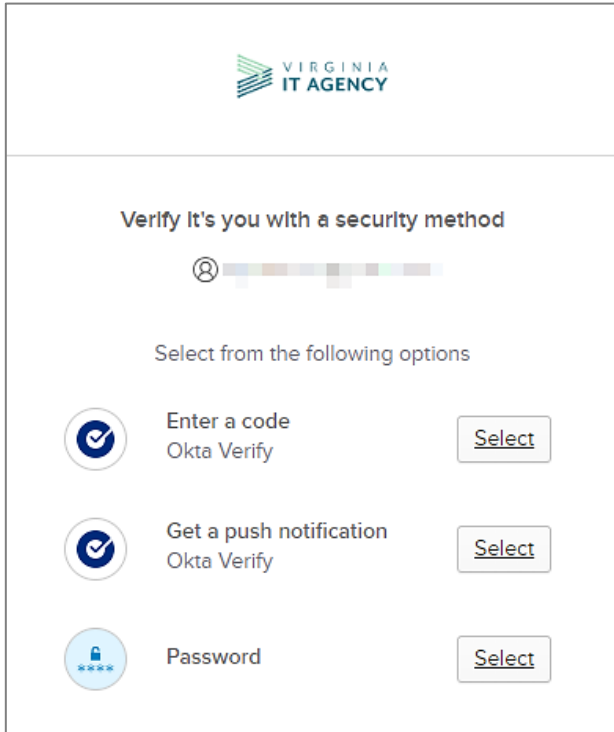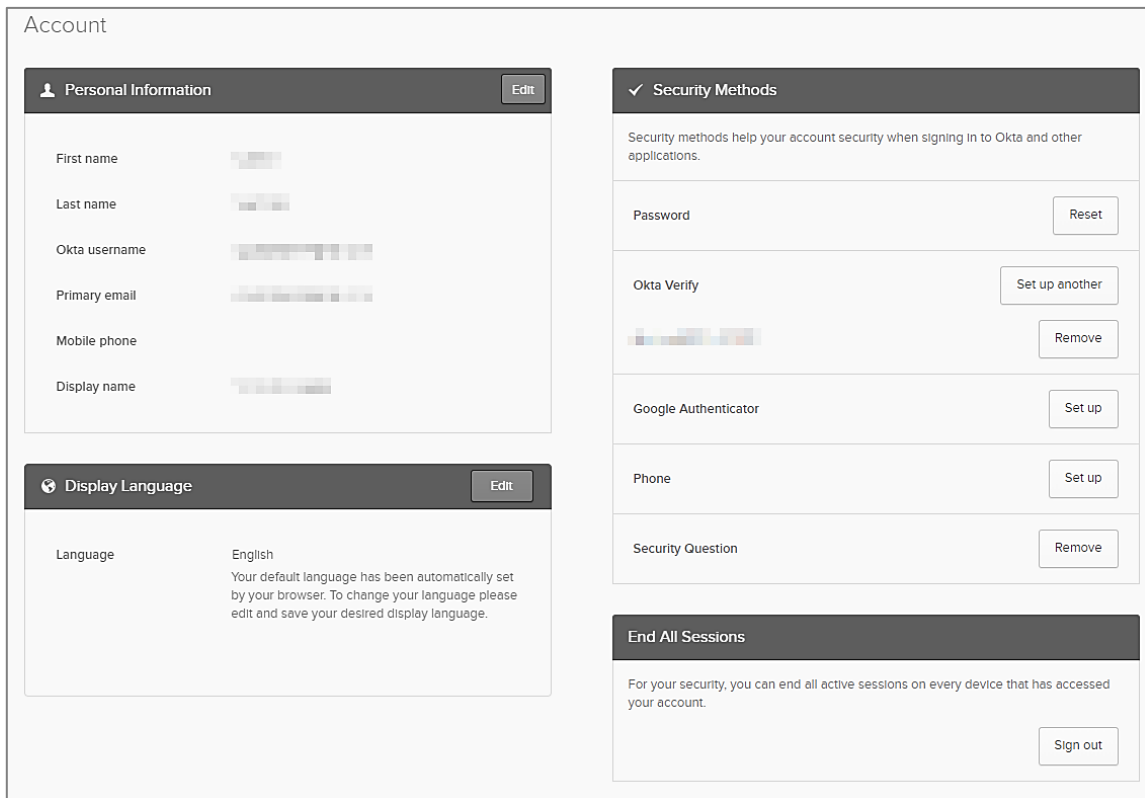
3. Enter your password in the **Password** field.
4. Click the **Verify** button.

   Note: You will be required to verify by using the authentication methods you currently have setup.
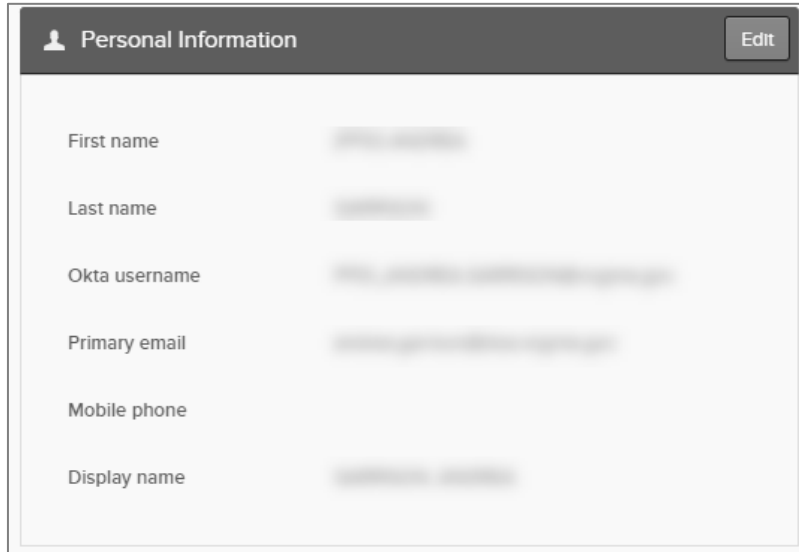
3. Click the **Select** button for the security method you want to use for verification.

4. Follow the prompts on your phone.

Personal Information
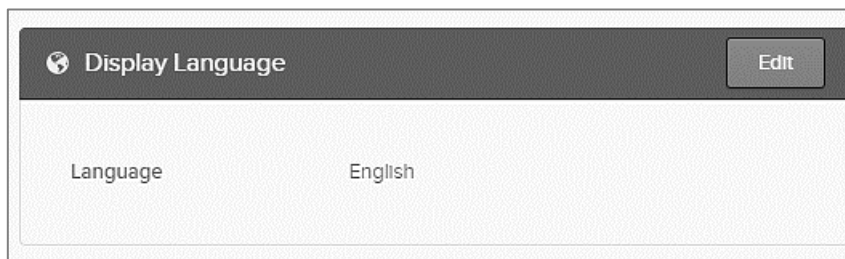
Note: The information in this section cannot be updated by the user.

Note: No fields are enabled for editing. If any of the information in this section needs to be corrected, please contact your HR or Benefits professional to correct.

Display Language
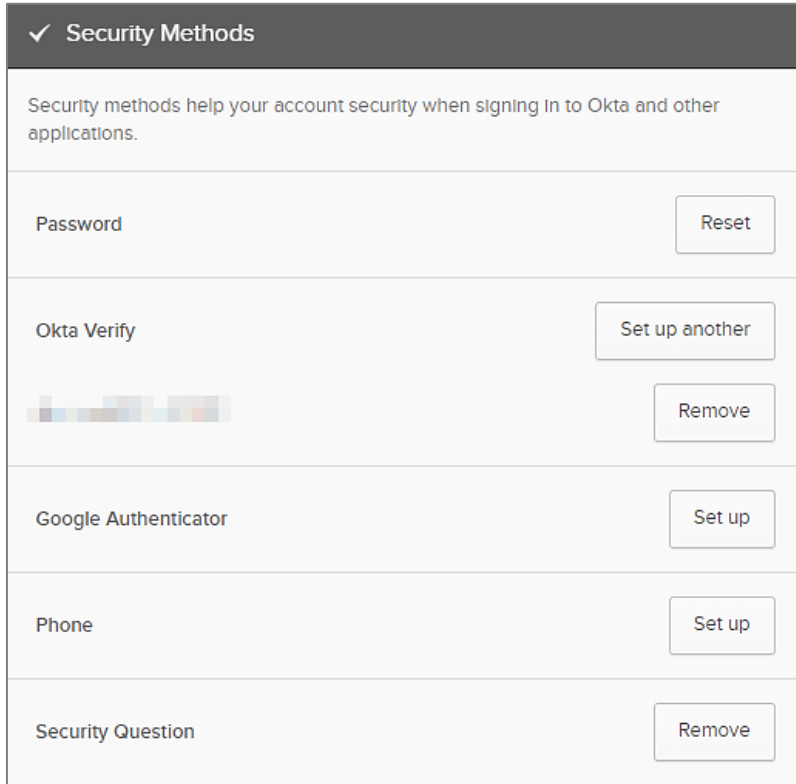
This section shows the language in which your content displays.

Note: Cardinal does not provide support for non-English languages. **Do not** change this setting.

Security Methods

This section allows you to make changes to the security options.
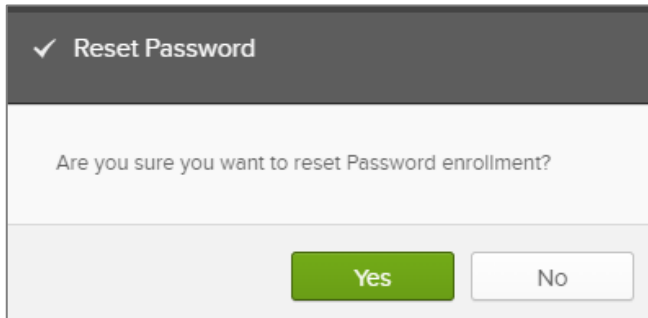
There are five (5) options listed under the **Security Methods** section:

    a.   **Password**

    b.   **Okta Verify**

    c.   **Google Authenticator** Mobile App – is not supported or recommended by Cardinal but can be utilized.

    d.   **Phone**

    e.   **Security Question**

Password
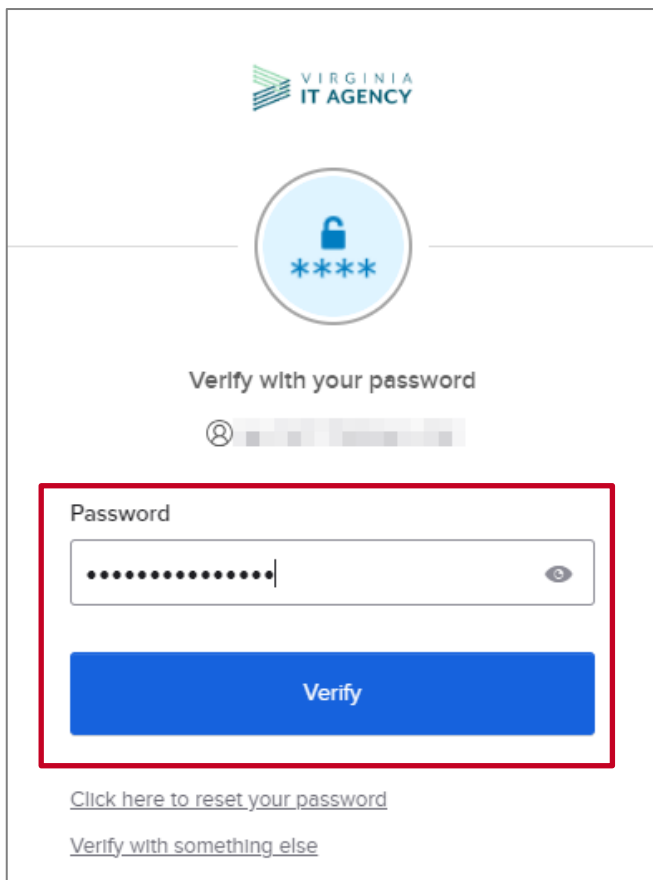
1.   Click the **Reset** button to reset the password that is currently setup.

2.   Click the **Yes** button confirm reset.
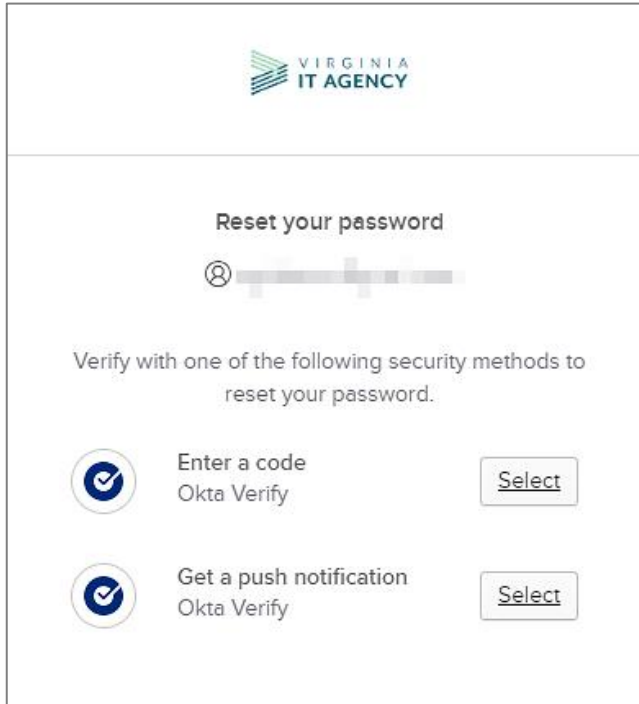
3.   Enter your password in the **Password** field.
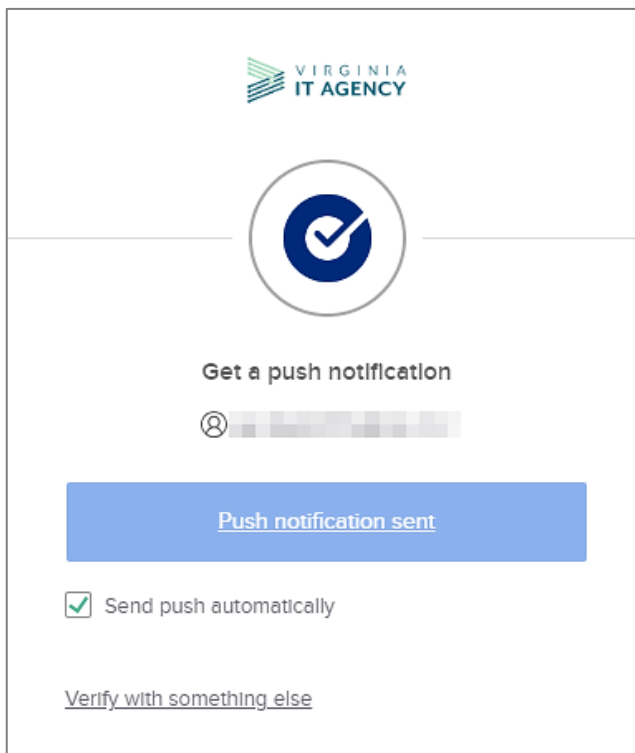
4.   Click the **Verify** button.

5. Click the **Select** button for the Okta Verify option of your choice.
   (The push notification option was used in this example.)
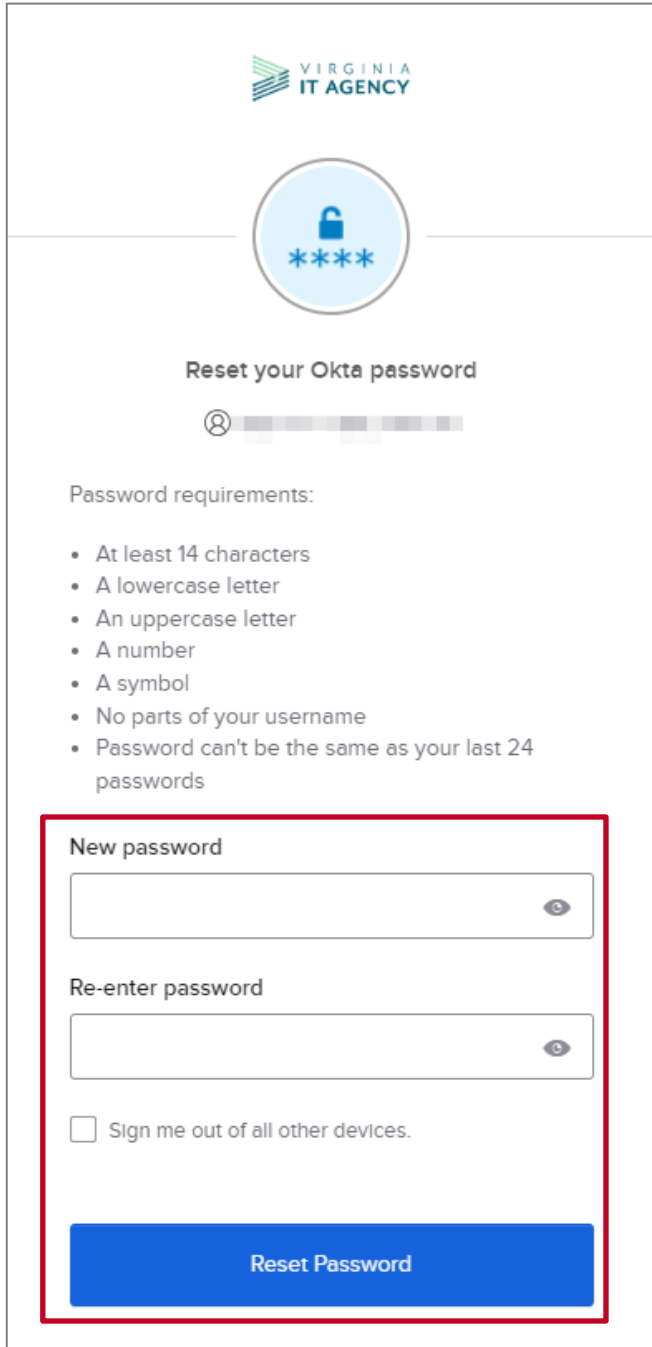
6. Respond to the prompts on your phone or enter the code from Okta.
   (The push notification option was used in this example.)
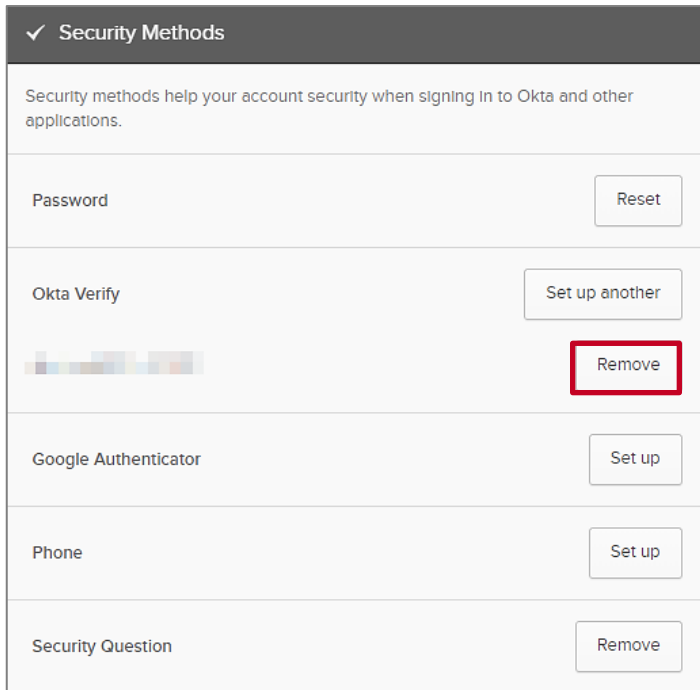
7. Enter your new password in the **New password** and **Re-enter password** fields.
   Note: Be sure to adhere to the password requirements listed.

8. Click the **Reset Password** button.

The **Security Methods** section displays again.

Okta Verify

In the Okta Verify section, you can remove a security method or set up another security method.

Removing a security method

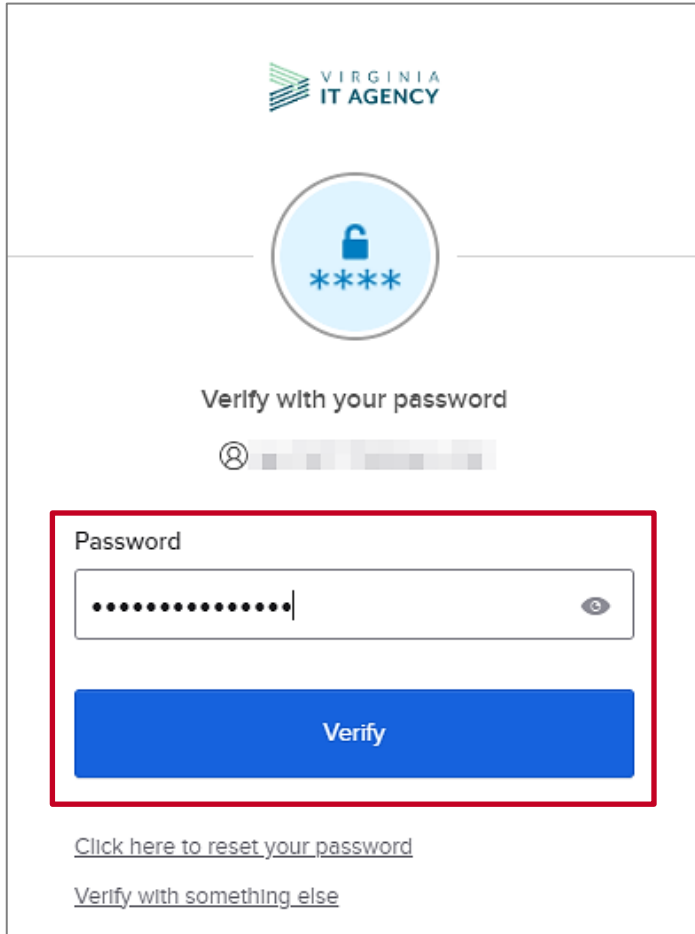1.   Click the **Remove** button to delete a method that is currently setup.

2.   Click the **Yes** button to confirm your deletion.
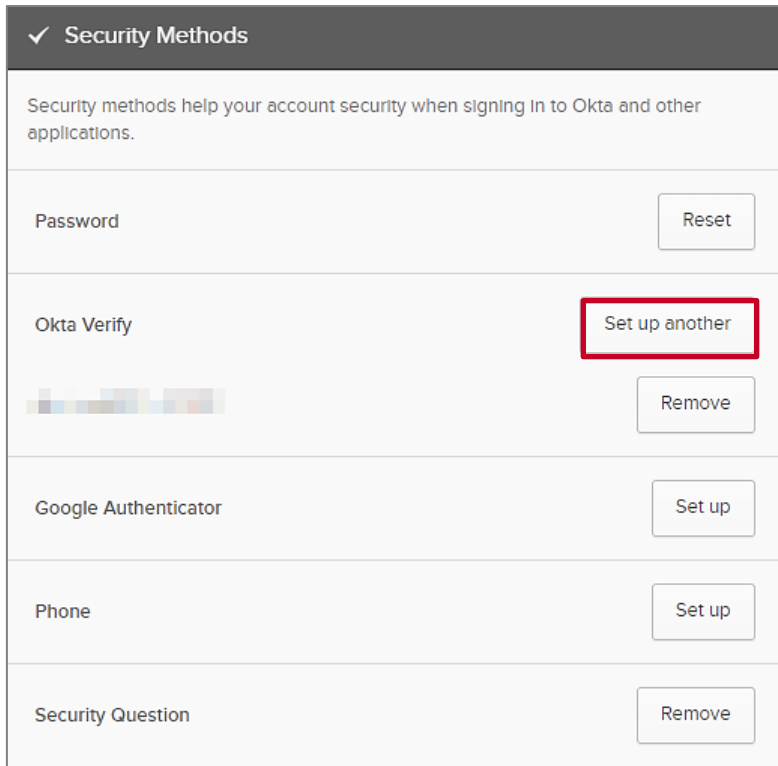
3. Enter your password in the **Password** field and click the **Verify** button.

4. A message displays quickly stating your deletion was successful.

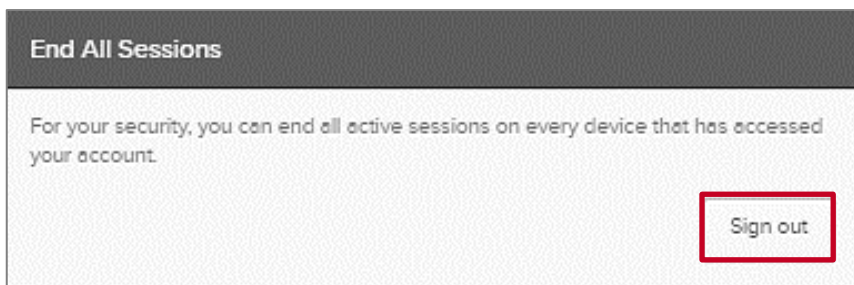**Adding a security method**

1.   To add an authentication method, click the **Set up or Set up another** button for the method you would like to setup. Follow the steps in the [Setting up MFA section](#).

End All Sessions

This section allows you to sign out of all active session on any device.

1.   Click the **Sign out** button to end all active sessions.

Section Four: Requesting Access to Cardinal Portal

Requesting Access to the Cardinal Portal

Cardinal HCM Employee Self-Service (ESS) access is granted systematically and does NOT require a security form. Cardinal Core user access (access beyond Employee Self-Service) is granted based on specific work that an employee needs to perform in the system and the associated security roles set up by their agency/locality. If you feel you have been omitted, please reach out to your agency/locality support staff. Information about accessing Cardinal can be located on the [Security](#) page on the Cardinal Website. We recommend New Users use the [Cardinal New User Support Guide](#).