



Cardinal Homepage Overview

This Job Aid provides an overview of the **Cardinal Homepage** and an overview of the **NavBar**. The purpose of this Job Aid is to help familiarize with the features available in order to assist the user with the completion of their day-to-day tasks in Cardinal.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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Cardinal HCM Navigation Job Aid

NAV205_ Overview of the Cardinal Homepage (HCM)

Revision History

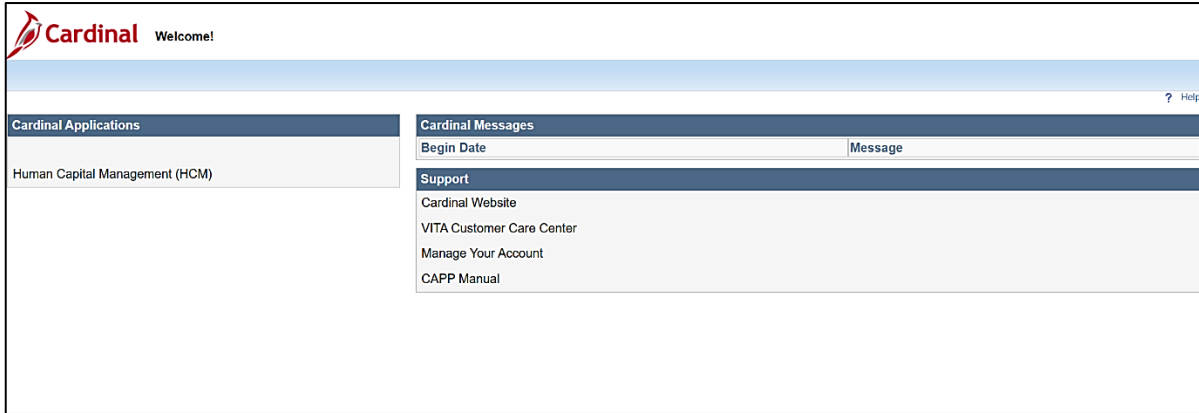
Revision Date	Summary of Changes
3/1/2025	Updated the screenshots of the Search pages (Section 2 ; after Step 5). Added reference information to the Overview of the Cardinal HCM Search Pages Job Aid.


Overview of the Cardinal Homepage

Step	Action
1.	Log into Cardinal (my.cardinal.virginia.gov).
	For more information about accessing Cardinal for the first time, see the Cardinal New User Support Guide . This guide is located on the Cardinal website in User Support Guides under User Support .
<p>The Cardinal Home page displays.</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="border: 1px solid black; padding: 5px; width: 300px;">  <p style="font-size: small; margin-top: 5px;">Notice and Warning This system is the property of the Commonwealth of Virginia. By accessing and using this computer system, you are consenting to system monitoring for law enforcement and other purposes. All activity on this system is monitored. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, and federal, state, and local law enforcement officials for investigation and criminal prosecution. You will also be subject to all criminal and civil penalties allowed by the law.</p> <div style="margin-top: 10px;"> <input type="text" value="Cardinal Username"/> </div> <div style="margin-top: 5px;"> <input type="password" value="Password"/> </div> <div style="text-align: center; margin-top: 10px; background-color: #4a7c9c; color: white; padding: 5px; width: 100px;">Sign In</div> <div style="font-size: x-small; margin-top: 10px;"> Forgot Username Forgot Password User Registration Sign-on Help </div> </div> </div>	
2.	Enter the Employee Username and Password in the Cardinal Username and Password field. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; width: fit-content;"> <input type="text" value="Cardinal Username"/> <input type="password" value="Password"/> </div>
3.	Click the Sign In button. <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center; background-color: #4a7c9c; color: white; width: fit-content;">Sign In</div>

Step	Action
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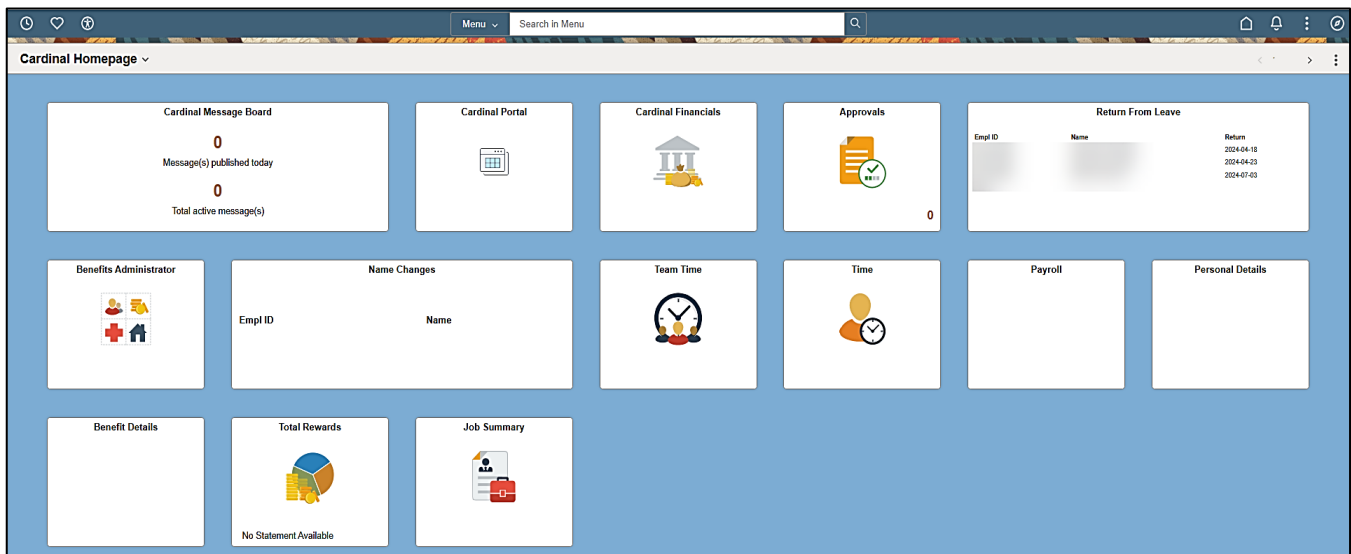
The **Portal Welcome** page displays.




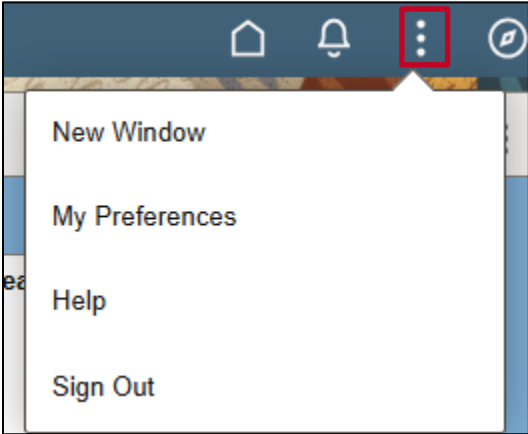







	Any important Cardinal Messages will be displayed in the Cardinal Messages section.
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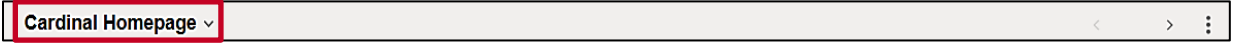
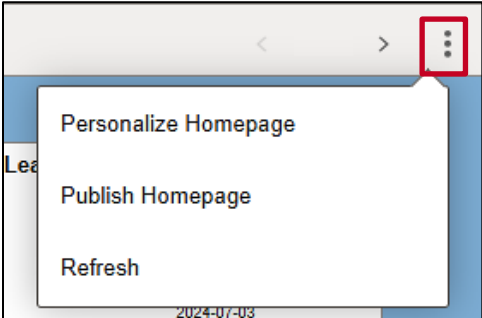
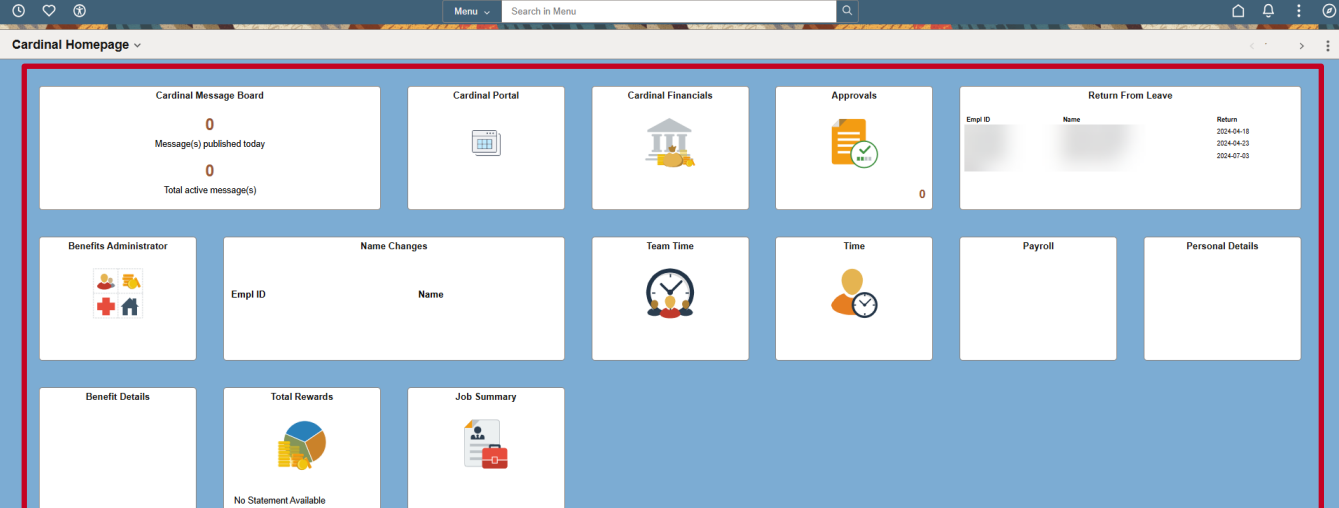

4.	Click the Human Capital Management link. <div style="border: 2px solid red; padding: 2px; display: inline-block;">Human Capital Management (HCM)</div>
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The **Cardinal Homepage** displays.




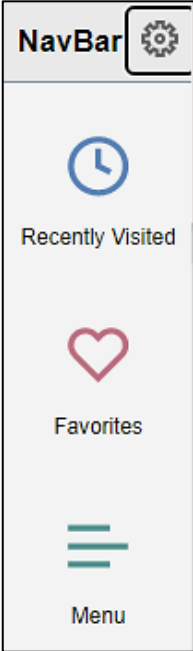

Step	Action
	<p>The top Banner of the Cardinal Homepage includes the following:</p> <ul style="list-style-type: none"> • Recently Visited (Clock): Click this icon to view a menu listing of the recently visited Cardinal HCM pages • Favorites (Heart): Click this icon to view a menu listing of the Cardinal HCM pages that have been added to Favorites • Accessibility (Figure in circle): Click this icon to enable screen reader mode, view keyboard shortcuts, and access additional Accessibility Help information configured in Cardinal • Search Bar: Use the Search Bar to quickly search for a specific Cardinal HCM page by name • Notifications (Bell): Click this icon to display any Cardinal Notifications • Home icon (House): Click this icon at any time to return to the Cardinal Homepage • The Actions icon (Three Dots): Click this icon to access the Actions menu • The NavBar icon (Compass): Click this icon to access the NavBar: Menu (only available for Core Users) 
	<p>The Actions icon (Three Dots) includes the following:</p> <ul style="list-style-type: none"> • New Window: Click this list item to open Cardinal HCM in a new window (internet browser tab). This can be helpful when needed to access/review multiple Cardinal HCM pages simultaneously • My Preferences: Click this list item to open the My Preferences page. This page can be used to establish the personal preferences to include accessibility settings, regional settings, and Notification delivery settings • Help: Click this list item to open the Cardinal Website in a new window. The Cardinal Website is the online repository for all Cardinal related information to include Courses, Reports Catalogs, Job Aids, Tutorial Videos, and more • Sign Out: Click this list item to end the session and sign out of Cardinal HCM 








































Step	Action
	<p>The NavBar includes the following:</p> <ul style="list-style-type: none"> • Recently Visited (Clock) tile: Click this tile to view a menu listing of the recently visited Cardinal HCM pages • Favorites (Heart) tile: Click this tile to view a menu listing of the Cardinal HCM pages that have been added to the user’s Favorites • Menu (Paper) tile: Click this tile to view the NavBar: Menu. This is where the user will navigate to and access many of the Cardinal HCM pages based on the assigned Roles and security privileges. Refer to the Overview of the NavBar: Menu section of this Job Aid for more information <div data-bbox="256 667 406 1192" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>NavBar </p> <div style="text-align: center; margin-top: 10px;">  Recently Visited </div> <div style="text-align: center; margin-top: 10px;">  Favorites </div> <div style="text-align: center; margin-top: 10px;">  Menu </div> </div>
















Step	Action
	<p>The second Banner of the Cardinal Homepage includes the following:</p> <ul style="list-style-type: none"> • Homepage dropdown button: The Cardinal Homepage displays by default upon login for all Cardinal HCM Core users. This dropdown button can be used to access the Employee Self-Service (ESS) Homepage for those core users that also have access to ESS • The Navigation arrows to the far right (< and >) can also be used to toggle between the Cardinal Homepage and the Employee Self-Service (ESS) Homepage  <p>The second Banner includes Actions (Three Dots) includes the following:</p> <ul style="list-style-type: none"> • Personalize Homepage: This feature is not utilized in Cardinal HCM • Publish Homepage: This feature is not utilized in Cardinal HCM • Refresh: Click this list item to refresh the current page 
	<p>The center region of the Cardinal Homepage includes the Navigation Tiles. Navigation Tiles are used to quickly access many of the Cardinal HCM Pages.</p> 
	<p>Individual Tile availability and placement is dependent upon individual user and security settings.</p>













Overview of the NavBar: Menu

This section provides an overview of the **NavBar: Menu**. It will contain some step-by-step instructions for navigating to a specific Cardinal HCM page in order to highlight the features available within the **NavBar: Menu**.

Step	Action
1.	Click the NavBar icon. <div style="text-align: center; margin-top: 10px;">  </div>
<p>The NavBar displays.</p> <div style="text-align: center; margin-top: 20px;">  </div>	
2.	Click the Menu tile. <div style="text-align: center; margin-top: 10px;">  </div>

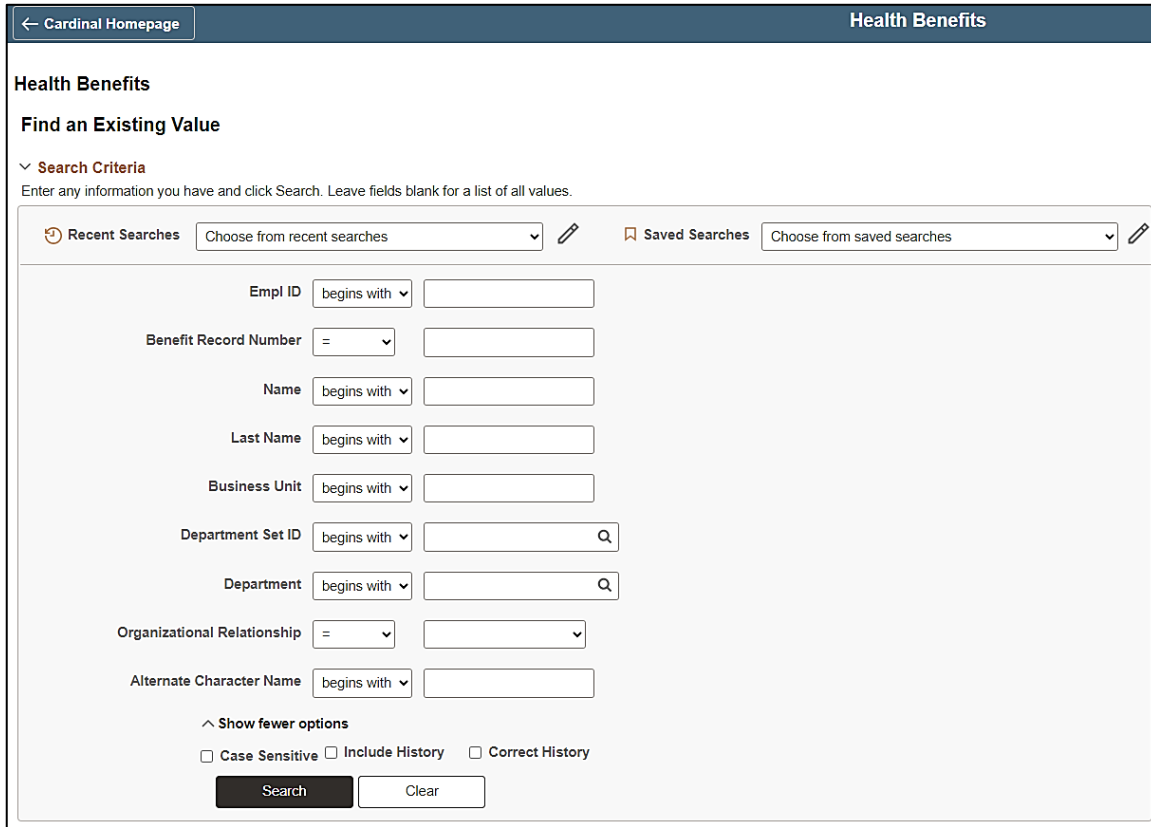
Step	Action						
	<p>The NavBar: Menu displays.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> NavBar: Menu ⚙️ </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: center; vertical-align: top;">  Recently Visited </td> <td style="border-left: 1px solid #ccc; padding-left: 10px;"> <div style="margin-bottom: 10px;"> myCardinal HCM ></div> <div style="margin-bottom: 10px;"> Cardinal Conversion ></div> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">  Favorites </td> <td style="border-left: 1px solid #ccc; padding-left: 10px;"> <div style="margin-bottom: 10px;"> Self Service ></div> <div style="margin-bottom: 10px;"> Manager Self Service ></div> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;">  Menu </td> <td style="border-left: 1px solid #ccc; padding-left: 10px;"> <div style="margin-bottom: 10px;"> Workforce Administration ></div> <div style="margin-bottom: 10px;"> Benefits ></div> <div style="margin-bottom: 10px;"> Compensation ></div> <div style="margin-bottom: 10px;"> Time and Labor ></div> <div style="margin-bottom: 10px;"> Payroll for North America ></div> </td> </tr> </table> </div>	 Recently Visited	<div style="margin-bottom: 10px;"> myCardinal HCM ></div> <div style="margin-bottom: 10px;"> Cardinal Conversion ></div>	 Favorites	<div style="margin-bottom: 10px;"> Self Service ></div> <div style="margin-bottom: 10px;"> Manager Self Service ></div>	 Menu	<div style="margin-bottom: 10px;"> Workforce Administration ></div> <div style="margin-bottom: 10px;"> Benefits ></div> <div style="margin-bottom: 10px;"> Compensation ></div> <div style="margin-bottom: 10px;"> Time and Labor ></div> <div style="margin-bottom: 10px;"> Payroll for North America ></div>
 Recently Visited	<div style="margin-bottom: 10px;"> myCardinal HCM ></div> <div style="margin-bottom: 10px;"> Cardinal Conversion ></div>						
 Favorites	<div style="margin-bottom: 10px;"> Self Service ></div> <div style="margin-bottom: 10px;"> Manager Self Service ></div>						
 Menu	<div style="margin-bottom: 10px;"> Workforce Administration ></div> <div style="margin-bottom: 10px;"> Benefits ></div> <div style="margin-bottom: 10px;"> Compensation ></div> <div style="margin-bottom: 10px;"> Time and Labor ></div> <div style="margin-bottom: 10px;"> Payroll for North America ></div>						
	The menu list items available for selection will vary based on the user's assigned role(s) and security privileges.						
3.	<p>Click the applicable menu list item to begin navigating to a specific Cardinal HCM page (the Benefits menu list item will be clicked as a scenario here).</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <div style="display: flex; align-items: center; gap: 10px;">  Benefits <div style="border: 2px solid red; padding: 2px 10px; display: inline-block;">></div> </div> </div>						
	Each of the process specific HCM Job Aids includes the navigation path used to navigate to the applicable Cardinal HCM page(s).						

Step	Action
	<p>The applicable menu displays (Benefits menu in this scenario).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid #ccc;"> NavBar: Menu ⚙️ </div> <div style="display: flex;"> <div style="width: 30%; border-right: 1px solid #ccc; padding-right: 5px;"> <div style="text-align: center; margin-bottom: 10px;">  Recently Visited </div> <div style="text-align: center; margin-bottom: 10px;">  Favorites </div> <div style="text-align: center; border: 2px solid #00a651; padding: 5px;">  Menu </div> </div> <div style="width: 70%; padding-left: 5px;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Menu </div> <div style="margin-top: 10px;"> <p>Benefits</p> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Employee/Dependent Information ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Review Employee Benefits ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Enroll In Benefits ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Manage Automated Enrollment ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Reports ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Monitor Savings PIn Extensions ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Administer COBRA Benefits ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>ACA Annual Processing ></div> </div> <li style="margin-bottom: 10px;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Employer Information ></div> </div> </div> </div> </div> </div>
	<p>As the user navigates to the specific page via the NavBar: Menu, Breadcrumbs are being captured. These Breadcrumbs display as links at the top of the menu and can be used to quickly jump back to that specific level of the navigation (menu).</p>
4.	<p>Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the Enroll in Benefits menu list item will be clicked as a scenario here).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"></div> <div>Enroll In Benefits</div> <div style="margin-left: 20px; border: 2px solid red; padding: 2px;">  </div> </div> </div>

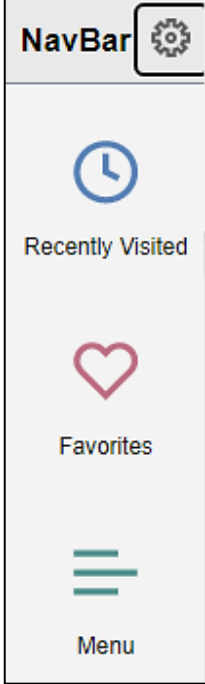
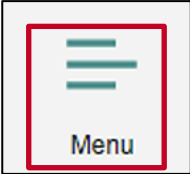
Step	Action
	<p>The applicable menu displays (Enroll in Benefits menu in this scenario).</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <div style="background-color: #f0f0f0; padding: 5px; border-bottom: 1px solid black;"> NavBar: Menu ⚙️ </div> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 25%;"> <div style="text-align: center; margin-bottom: 10px;">  Recently Visited </div> <div style="text-align: center; margin-bottom: 10px;">  Favorites </div> <div style="text-align: center; border: 1px solid #0070c0; padding: 5px;">  Menu </div> </div> <div style="width: 75%;"> <div style="text-align: right; margin-bottom: 10px;"> Menu > Benefits </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> Enroll In Benefits </div> <ul style="list-style-type: none"> <li style="margin-bottom: 10px;"> Assign to Benefit Program <li style="margin-bottom: 10px;"> Simple Benefits <li style="margin-bottom: 10px;"> Health Benefits <li style="margin-bottom: 10px;"> Life and AD/D Benefits <li style="margin-bottom: 10px;"> Savings Plans <li style="margin-bottom: 10px;"> Spending Accounts <li style="margin-bottom: 10px;"> Retirement Plans </div> </div> </div>
	As the user continues navigating, updated Breadcrumbs are captured.
5.	<p>Continue to navigate to the applicable Cardinal HCM page by clicking the corresponding menu list item (the Health Benefits menu list item will be clicked as a scenario here).</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;">  Health Benefits </div>

Step	Action
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Once the navigation is complete, the applicable page displays (**Health Benefits Find an Existing Value** page in this scenario).

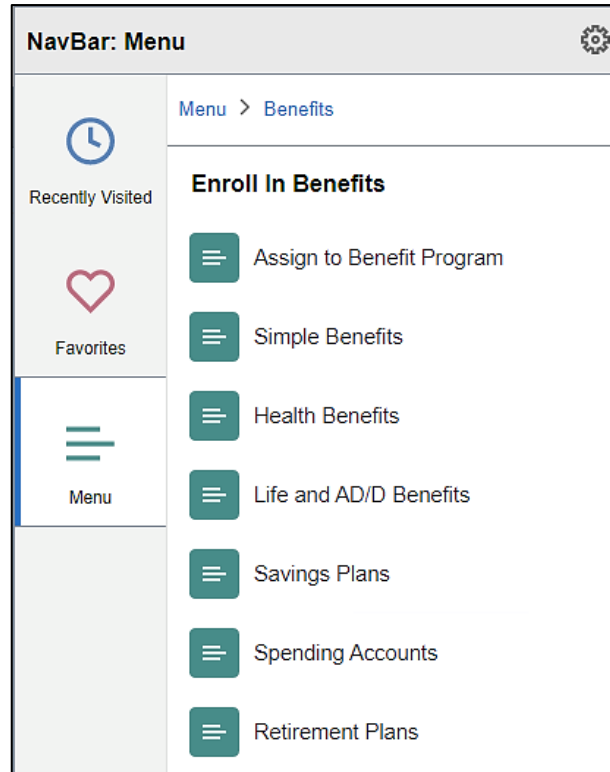


6.	<p>Click the NavBar icon.</p> 
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Step	Action
	<p>The NavBar displays.</p>  <p>The screenshot shows a vertical navigation bar labeled 'NavBar' with a gear icon in the top right corner. Below the header are three tiles: 'Recently Visited' with a clock icon, 'Favorites' with a heart icon, and 'Menu' with a hamburger menu icon.</p>
7.	<p>Click the Menu tile.</p>  <p>The close-up shows the 'Menu' tile, which consists of a hamburger menu icon and the text 'Menu' below it. The entire tile is enclosed in a red rectangular border.</p>

Step	Action
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The **NavBar: Menu** displays.



The **NavBar: Menu** picks up where the user left off in the navigation. The Breadcrumbs remain and will stay in place until the user navigates to a new Cardinal HCM page.

The **Personalize NavBar** icon (Gear) can be used to personalize the NavBar. Additional NavBar tiles (specific Cardinal HCM pages) can be added as a tile here within the NavBar. By default, only the **Recently Visited**, **Favorites**, and **Menu** tiles display in the NavBar. If the user has Timesheet access, the **Time** and/or **Team Time** tiles will also display by default.