Vaccination Verification for CUNY Employees

1. Log into CUNYfirst and click on the Vaccination Verification link within the CUNYfirst Menu.

2. The Vaccine Verification page will have the Vaccine Verification Program description, a link to the University’s Guidelines for CUNY Fall 2021 Reopening, and the ability for you to select whether you would like to self-identify as fully vaccinated. Select the radio button next to the choice that applies to you.
Vaccination/Vaccination & Booster Entry

1. Select the vaccination type that you’ve received from the Vaccination Type dropdown menu.
2. Input the date when you received the vaccine dose that resulted in your full vaccination.

Vaccination Status

- I am fully vaccinated as per this definition:
  - 2 weeks have passed since receiving my second dose in a 2-dose series OR
  - 2 weeks have passed since receiving my single-dose vaccine.

- I am not fully vaccinated OR I do not wish to disclose my vaccination status.

Vaccination Information

3. If you have received a booster dose, click the Add Booster button and fill out the information for your booster dose in the fields below.
4. If you have a valid New York State Excelsior Pass, click the checkmark in the **NYS Excelsior Pass Information** section and fill in the information below. The information entered has to match the information you provided to Excelsior exactly in order to accurately verify your vaccination record. 
**Note:** Excelsior information will not be used to update any information in CUNYfirst.

<table>
<thead>
<tr>
<th>NYS Excelsior Pass Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have a valid NYS Excelsior Pass and consent to the NYS Department of Health’s sharing and verifying information with the City University of New York for the purpose of supporting CUNY’s policy to protect the health and safety of its employees and students. For more information on NYS Excelsior Pass click <a href="#">here</a>.</td>
</tr>
<tr>
<td>If selected, please enter the information you provided in the Excelsior App. This information will only be used for Excelsior verification and will not update CUNYfirst.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armie</td>
<td>10/21/1987</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sam</td>
<td>10204</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>646/555-5333</td>
</tr>
</tbody>
</table>

*Please attach copy of your Covid-19 Vaccination Record and NYS Excelsior Pass below.*

5. Upload your Vaccination Record and NYS Excelsior Pass (if available) in the **Supporting Documents** section. Select document type from the dropdown menu and click the **Upload** button to upload a document from your computer. Click **View** to review your uploaded file before submission. If your vaccination record and booster record are on separate cards, make sure to upload both documents.
6. As a final step, click the checkmark in the **Attestation** section to confirm that you have read and agreed to the terms and conditions of the University vaccination policy.

7. Click the **Submit** button.

8. You will see a confirmation pop-up window. Click **OK** to submit.

9. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see status fields will appear at the top of the page to display **Submitted - HR** for the Covid-19 Vaccination Record and **Pending** for the Excelsior submission. You may return to this page to view your approval status at any time.
Booster Only Entry

1. If your vaccination information has been approved in the system, you will see your existing record/s on the Vaccine Verification Program page. You can view your records by clicking the View link.

2. Click the Add New Record button to add your booster dose.

   **SARS-CoV-2(COVID-19) Vaccine Verification Program**

<table>
<thead>
<tr>
<th>Vaccine Options</th>
<th>Record No.</th>
<th>Created</th>
<th>Admin Status</th>
<th>View</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vaccinated</td>
<td>1</td>
<td>08/09/2021 8:23:04PM</td>
<td>Approved</td>
<td>View</td>
<td>Edit</td>
</tr>
</tbody>
</table>

   ![Add New Record Button]

3. Click the I am fully vaccinated… radio button.

4. Select your booster Vaccination Type and Vaccination Date in the fields generated below.

   **Vaccination Status**
   - I am fully vaccinated as per this definition:
     - 2 weeks have passed since receiving my second dose in a 2-dose series OR
     - 2 weeks have passed since receiving my single-dose vaccine.
   - I am not fully vaccinated OR I do not wish to disclose my vaccination status.

   **Vaccination Information**
   - Vaccination Type dropdown menu: J&J Booster 1, Moderna Booster 1, Pfizer Booster 1
   - Vaccination Date: 01/04/2022

5. Continue from Step 4 on Page 3.
Remote Work Agreement

1. If you have already submitted a remote work agreement in the past, click the Add New Record button to begin a new record.

2. Select the I am not fully vaccinated… radio button.
3. Select the accurate response to the question in the Fully (100%) Remote Work Agreement section.

4. If you select Yes, please enter the expiration date of the agreement.

5. Upload your Remote Work Agreement Documentation in the Supporting Documentation section by clicking the Upload button and selecting a document from your computer.
6. You can click **View** to review your uploaded file before submission.

7. Click the **Submit** button.

8. Once submitted, you will see a pop-up message that your information has been successfully submitted. You will also see status fields will appear at the top of the page to display **Submitted - HR** for the Covid-19 Vaccination Record and **Pending** for the Excelsior submission. You may return to this page to view your approval status at any time or to upload additional remote work agreements or vaccination records.