

Vaccination Verification for CUNY Employees

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



 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 <u>fully vaccinated</u>. Select the radio button next to the choice that applies to you.

Sam Arnie	10567567
SARS-CoV-2(C	OVID-19) Vaccine Verification Program
Let's End this Pandem	ic for Good!
CUNY takes the health your vaccination status.	and safety of our employees very seriously. Please help us gather this optional information about
IMPORTANT Those CUNY employed	es who are not fully vaccinated or who choose not to disclose their vaccination status will
be required to submit	to COVID-19 testing.
Employees are being pr and supporting documentation supporting documentation information provided in a comployees vaccinated	ovided with an option to opt-out of the weekly testing by voluntarily providing vaccine information ntation. To be eligible for this option, you need to voluntarily provide your vaccine information and on below. The University/College HR departments will review your request along with the a manner consistent with review practices of other CUNY personnel documentation. All CUNY
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Employees are being pr and supporting document supporting documentation information provided in a employees, vaccinated, 2021 Reopening Whe Vaccination Information O I am fully vaccin 2 weeks 2 weeks	ovided with an option to opt-out of the weekly testing by voluntarily providing vaccine information ntation. To be eligible for this option, you need to voluntarily provide your vaccine information and on below. The University/College HR departments will review your request along with the a manner consistent with review practices of other CUNY personnel documentation. All CUNY unvaccinated, or undisclosed are required to follow the <u>University's Guidelines for CUNY Fall</u> are Not Everyone is Fully Vaccinated nated as per this definition: have passed since receiving my second dose in a 2-dose series OR have passed since receiving my single-dose vaccine.

If you have selected the I am fully vaccinated... radio button:



(See page 4 for instructions on selecting the other choice)

- 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 Infor	nation	
		AstraZeneca/Oxford
Vaccination Type	Pfizer	AstraZeneca/SII
vaccination type		Covidshield
	06/08/2021 Data you received your last vessing data to become fully vessingted	Johnson and Johnson - Janssen
vaccination Date	Date you received your last vaccine dose to become runy vaccinated.	Moderna
		Pfizer
		Sinopharm
		Sinovac-CoronaVac

3. 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.

NYS Excels	NYS Excelsior Pass Information						
► I hav infor heal	have a valid NYS Excelsior Pass and consent to the NYS Department of Health's sharing and verifying iformation with the City University of New York for the purpose of supporting CUNY's policy to protect the ealth and safety of its employees and students. For more information on NYS Excelsior Pass click <u>here</u> .						
lf se for E	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.						
Last Name	Arnie	Date of Birth	10/21/1987				
First Name	Sam	Zip Code	10204				
Telephone	646/555-5333						
*Please attac	ch copy of your Covid-19 Vaccination Record	d and NYS Excels	sior Pass below.				

4. 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.

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<u>Nber</u>	*Vaccination document		Attach	ied File	Upload		
	Covid-19 Vaccination Record	~			- Upload	+	Û
ippor	rting Documents						
uppor Please	rting Documents e select a vaccination document typ	e to upload.					
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uppor ^D lease <u>Nber</u> 1	rting Documents e select a vaccination document typ <u>*Vaccination document</u> Covid-19 Vaccination Record	e to upload.	Attached File Sample_CDC_0	Card.jpg	First 1 View	2 of 2	Last



- 5. As a final step, click the checkmark in the **Attestation** section to confirm that you have read an agreed to the terms and conditions of the University vaccination policy.
- 6. Click the **Submit** button.

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Pleas	e read and respond by checking the boxes
	By agreeing to the terms and conditions of the University vaccination <u>policy</u> below, I hereby certify that the SARS-CoV-2 (COVID-19) vaccine information I have voluntarily provided to The City University of New York is to the best of my knowledge and belief accurate and I further certify that that the documentation I have provided/attached/uploaded is a true copy or facsimile of my original Covid-19 Vaccine Health Record/Document/Form/Letter provided to me at the time of my vaccines. I acknowledge that I am submitting this information and documentation at the request of The City University of New York and in support of the University's policies and responsibility to protect the health, safety, and welfare of the CUNY community, its students, faculty and staff.

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

Message
Once submitted you will not be able to modify the data. Do you want to submit? (20010,834)
OK Cancel

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.

Message
Your information has been successfully submitted. If you have any questions or need to make any corrections, please visit https://www.cuny.edu/coronavirus/faqs/ for FAQs and guidance.
ок
Approval Submitted - HR Excelsior Pending
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.



If you have selected the I am not fully vaccinated... radio button:

1. Select the accurate response to the question in the Fully (100%) Remote Work Agreement section.

Vacci	nation Status
0	I am fully vaccinated as per this definition:
۲	 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 <u>OR</u> I do not wish to disclose my vaccination status.
Fully	(100%) Remote Work Agreement
Do	you have an approved Fully 100% Remote Work Accommodation agreement for post August 16, 2021?
C	Yes
C	No
С	No, submitted not approved yet

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

Fully (100%) Remote Work Agreement
Do you have an approved Fully 100% Remote Work Accommodation agreement for post August 16, 2021?
Yes 11/16/2021 B End Date for 100% Remote Agreement.
○ No
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- Upload your Remote Work Agreement Documentation in the Supporting Documentation section by clicking the Upload button and selecting a document from your computer. Click View to review your uploaded file before submission.
- 4. Click the **Submit** button.

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Supporting Documents			
Please select a vaccination document type to upload	d.		
*Vaccination document	Attached File	Upload	
Remote Work Agreement Documer 🗸	-	Upload	• Î

Supporting Documents				
Please select a vaccination document type to	upload.			
*Vaccination document	Attached File	<u>View</u>		
Remote Work Agreement Document	Remote_Work_Agreement.pdf	→ <u>View</u>	+	Î



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