How to get your Cleared4 pass
Faculty and Staff

To access BMCC buildings, all faculty and staff must upload their vaccination verification to CUNYfirst, which will then automatically generate a Cleared4 account. Cleared4 is the platform used by CUNY to conduct random testing and to generate a CUNY building access pass.

This process requires the following steps. Click on the hyperlink for detailed instructions.

1) Login to CUNYfirst
2) Verify that your email address and cell phone number are correct
   - From the CUNYfirst menu on the left side of the screen, click on "Human Capital Management."
   - Select "Employee Self Service" from the drop down at the middle top of the screen.
   - Click on the "Personal Details" box.
   - Click on the "Contact Details" box to update your phone numbers and email address.
3) Upload your vaccination information, which will then go to Human Resources for approval. The process is explained in this helpful video.
4) If you have not yet uploaded your vaccination information, upload the information about your initial shots before uploading your booster information.

Once approved by Human Resources, your CUNYfirst information will be sent to Cleared4, which will then send an activation email to your address on file. The email will come from noreply@cleared4work.com

The activation email includes a link to complete your registration, which is required to obtain your CUNY building access pass. Please check your email SPAM folder if you cannot find the email from Cleared4.

Make sure that your email is configured on your smartphone. From your smartphone, click on the Cleared4 email link to display your access pass. Once this is done, bookmark the site on your smartphone browser for easy retrieval.

If selected for random testing, you will be notified via your contact information as listed in CUNYfirst. You must be tested at a CUNY site within the required time period. If you do not, your CUNY building access pass will no longer function and your BMCC ID will not work at the building entry turnstiles. The testing FAQ can be found here.

Faculty and staff who cannot find the email from Cleared4 should contact Human Resources at: officeofhumanresources@bmcc.cuny.edu.

Additional information can be found on the Reimagining BMCC website.