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.
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.

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.

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.
5. 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.

6. Click the **Submit** button.

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

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.
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.

   **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.

   **Fully (100%) Remote Work Agreement**
   - Do you have an approved Fully 100% Remote Work Accommodation agreement for post August 18, 2021?
     - Yes
     - No
     - 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 18, 2021?
     - Yes
     - No
     - No, submitted not approved yet
     - End Date for 100% Remote Agreement: 11/16/2021

3. 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.
5. 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.

<table>
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<th>Message</th>
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<tbody>
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<td>Your information has been successfully submitted. If you have any questions or need to make any corrections, please visit <a href="https://www.cuny.edu/coronavirus/faq/">https://www.cuny.edu/coronavirus/faq/</a> for FAQs and guidance.</td>
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