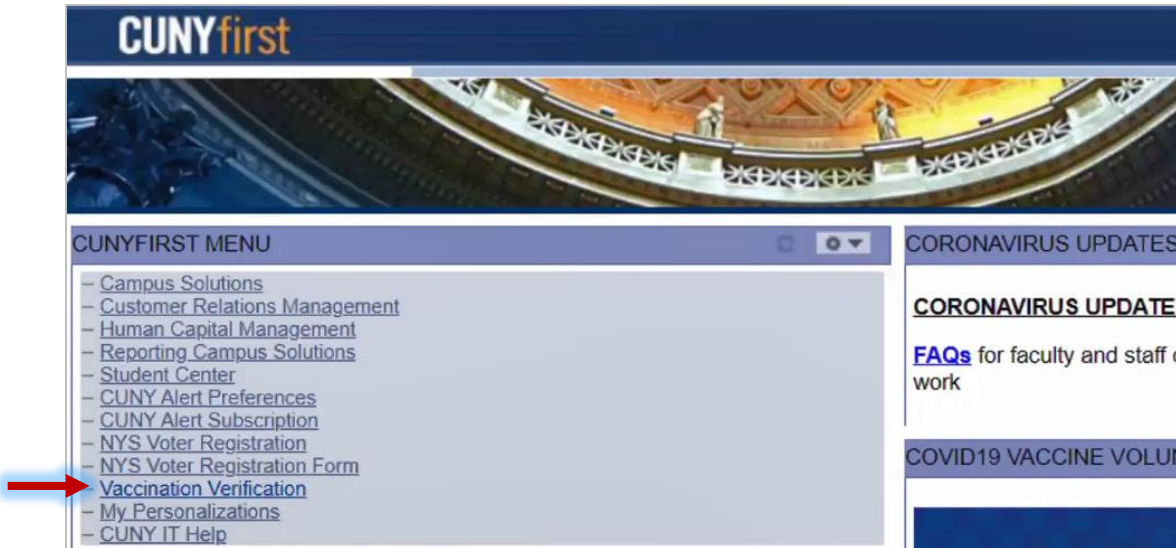# Vaccination Verification for CUNY Employees

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, and several selections, depending on your role and affiliation. Select the radio button next to the choice that applies to you.

Vaccination Status

- ○ I am fully vaccinated as per this definition:
  - I have received the required doses in a two dose series OR
  - I have received the required dose in a single dose vaccine.

- ○ I am not fully vaccinated and wish to submit an application for a medical exemption.

- ○ I am not fully vaccinated and wish to submit an application for a religious exception.

Vaccination Information

- ○ 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.

[Save Draft] [Submit]

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.

Add Booster   Delete Booster

*Vaccination Information

Vaccination Type	Pfizer
Vaccination Date	01/10/2021 📅 Date you received your last vaccin...

Dropdown:
- AstraZeneca/Oxford
- AstraZeneca/SII
- Covidshield
- Johnson and Johnson - Janssen
- Moderna
- Pfizer
- Sinopharm
- Sinovac-CoronaVac

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.

Add Booster   Delete Booster

Add Booster   Delete Booster

*Vaccination Information

Vaccination Type	Pfizer
Vaccination Date	01/10/2021 📅 Date you received your last vaccine dose to become fully vaccinated.

Vaccination Type	Pfizer Booster 1
Vaccination Date	01/04/2022 📅

Dropdown:
- J&J Booster 1
- Moderna Booster 1
- Pfizer Booster 1

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.

NYS Excelsior Pass Information

☑ 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 here.

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 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.

Supporting Documents

Please select a vaccination document type to upload.

First 1 of 1 Last

Nber	*Vaccination document	Attached File	Upload	
	Covid-19 Vaccination Record ⌄		Upload	✚ 🗑

Supporting Documents

Please select a vaccination document type to upload.

First 1-2 of 2 Last

Nber	*Vaccination document	Attached File	View	
1	Covid-19 Vaccination Record	Sample_CDC_Card.jpg	View	✚ 🗑
2	NYS Excelsior Pass	Sam_s_Pass.pdf	View	✚ 🗑

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.

Attestation

Please read and respond by checking the boxes

☑ By agreeing to the terms and conditions of the University vaccination policy 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.

[Save Draft]   [Submit]

8. 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]

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.

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.

[OK]

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.

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.

3. Click the **I am fully vaccinated…** radio button.
4. Select your booster **Vaccination Type** and **Vaccination Date** in the fields generated below.

5. Continue from Step 4 on Page 3.

Remote Work Agreement

Note: The following process is only available to certain roles and affiliations, subject to change. Please check with your HR for the most up-to-date information.

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.

Supporting Documents

Please select a vaccination document type to upload.

*Vaccination document	Attached File	Upload		
Remote Work Agreement Documen ▼		Upload	✚	🗑

6. You can click **View** to review your uploaded file before submission.
7. Click the **Submit** button.

Supporting Documents

Please select a vaccination document type to upload.

*Vaccination document	Attached File	View		
Remote Work Agreement Document	Remote_Work_Agreement.pdf	View	✚	🗑

[Save Draft]   [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 or to upload additional remote work agreements or vaccination records.

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.

[OK]

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.

Medical and Religious Exemptions

Note: The following process is only available to certain roles and affiliations, subject to change. Please check with your HR for the most up-to-date information.

1. If you have submitted a remote work agreement in the past, click the **Add New Record** button to begin a new record. If not, continue to step 2.

2. Select your status from the list of available options. Keep in mind, these options are determined by your role and affiliation.

3. Depending on which option you select, the remainder of the page will generate below the Vaccination Status section. Please have your paperwork scanned/photographed to a .PDF or .JPG file and ready to attach to this entry.

[COVID-19 Vaccine Medical Exemption Request Form](#)

[Request for Religious Exception COVID-19 Vaccine Form](#)

4. Fill out the textbox in the top section – **Medical Reason Comment** along with the **Medical Exemption End Date** field for the Medical Exemption section, or the **Religious Reason Comment** for the Religious Exception section.

5. Scroll down to the **Supporting Documents** section and click the **Upload** link to attach your filled out paperwork and any additional documentation.

   Click the green "Add Row" icon to add rows for additional documentation.

6. Confirm that you have read the Attestation by checking off the checkbox. Click **Submit** to submit your entry. You can also click **Save Draft** to save the information you have filled out and come back to submit at a later time.