How to Get Your CUNY VaxPass

**IMPORTANT**
You must complete all three steps below to receive your **VaxPass**.

1. **Vaccine Verification**
2. **Install the Everbridge App**
3. **Get Your VaxPass in Everbridge**

CUNY VaxPass is available through the Everbridge mobile app. If you entered campus anytime this past year, you likely used the Everbridge app to complete the symptom checker. Although the Everbridge symptom checker is no longer required to enter campus, you must use Everbridge to receive your VaxPass. If you already completed your vaccine verification and have the Everbridge app installed, close it, start a fresh session and proceed to the *Get Your VaxPass* section below.

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**Vaccine Verification**

Follow CUNY’s vaccine verification guide for **faculty and staff** or **students**. In summary:

1. **Sign in to CUNYfirst**
2. **Click Vaccination Verification in the CUNYfirst Menu**

![CUNYfirst Menu](image)

3. Upload your vaccination documentation as instructed.
4. Brooklyn College HRS will review your vaccination documentation within one business day. An approved status (below) is required to receive your VaxPass:

**Approval** **Approved**
1. **Install the Everbridge App**

   Watch a video of the Everbridge setup process. You can stop watching at 1:00 since the symptom checker is no longer required.

   ![Install EVERBRIDGE](image)

2. **Open the Everbridge app**

3. **Click Find an Organization or subscription** button on the Everbridge splash page.

4. **Search for CUNY.** Select the CUNY – Health Screening option. Do not choose NYAlert.

5. **You will be taken to the CUNY Web Applications Login page.** Sign in using your CUNY Login credentials (Username: Firstname.Lastname##@login.cuny.edu).

6. **Set your notification preferences and click the Done button:**

   ![](image)
Get Your VaxPass in Everbridge

1. Open the Everbridge app, click the Shield icon in the bottom right corner. If you do not see the Shield icon, restart the Everbridge application.

2. Click the VaxPass Request icon:

If you do not see the VaxPass icon, restart the Everbridge application. If you still do not see it upon restarting, try uninstalling and reinstalling the Everbridge app. For additional help, contact the ITS helpdesk at 718-951-4357 or helpdesk@brooklyn.cuny.edu
3. Click Submit. You will see a “You’ve successfully submitted your form” banner.

4. You will receive a notification of a new message in your Feed within a few minutes.

5. Your Access Approved confirmation token will be available within your Everbridge Feed (a copy will also be sent to your college email).
6. Open the VaxPass confirmation token for review by the CUNY Screener when you are entering a CUNY location. Here is an example approved VaxPass.

Need Help? Contact the ITS helpdesk at helpdesk@brooklyn.cuny.edu or 718-951-4357