Using the Everbridge VaxPass

BEFORE YOU ENTER A CUNY BUILDING, MAKE SURE YOU HAVE THE VAXPASS READY ON YOUR SMARTPHONE.
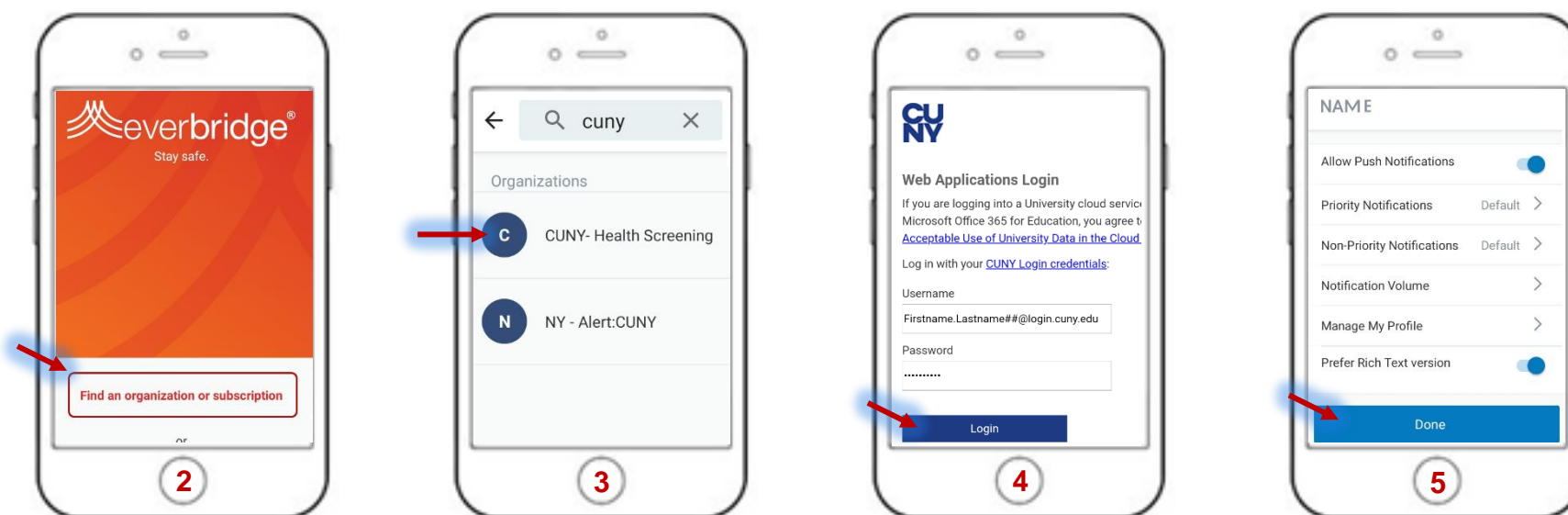
All CUNY buildings and offices require that VaxPass Users (faculty, staff, and students) have a **VaxPass Access Allowed** confirmation displayed on their smartphones before coming into the office or a Campus location. Students, faculty, and staff will be registered for VaxPass by filling out the Vaccination Verification application form accessed within the Main Menu of CUNYfirst. Once your vaccination verification has been approved, the second step is a one-time setup of VaxPass via your Everbridge app.

One-Time VaxPass Setup

If you already have the Everbridge app installed, make sure you close it and start a fresh session. Proceed to step 6 of this guide.

If you **don't** already have the Everbridge app:
1. Navigate to the App store on your phone and search for **Everbridge**. Download, install, and open the Everbridge app.
2. Click **Find an Organization or subscription** button on the Everbridge splash page.
3. Search for **CUNY**. Select the **CUNY – Health Screening** option. Do not choose **NYAlert**.
4. You will be taken to the CUNY Web Applications Login page. Log in using your CUNY Login credentials (Username: Firstname.Lastname##@login.cuny.edu)
5. Set your notification preferences. Click the **Done** button.

6. Within the Everbridge app, click the Shield icon in the bottom right corner. If you do not see the Shield icon, restart the Everbridge application.
7. Click the **VaxPass** icon. If you do not see the **VaxPass** icon, restart the Everbridge application. If you still do not see it upon restarting, please notify your Campus Helpdesk.
8. Click **Submit**. You will see a "You've successfully submitted your form" banner.

9. You will receive a notification of a new message in your Feed within a few minutes.
10. Your Access Approved confirmation token will be available within your Everbridge Feed. Open the VaxPass confirmation token for review by the CUNY Screener when you are entering a CUNY location.