Registration and Upload Guide

COVID-19 Documentation Requirements for CUNY Visitors, Contractors and Vendors

Introduction

To protect the health and safety of our CUNY community of students, faculty and staff, CUNY's visitor policy currently requires all visitors, contractors and vendors to submit one of the following in advance of visiting a CUNY or college location:

- Proof of being fully vaccinated against COVID-19

- Proof of a negative COVID-19 PCR test based on a sample taken within the seven days prior to your visit

CUNY is using Cleared4 to provide a secure way to submit this information and receive a Cleared for CUNY Pass (sometimes called a "GreenPass") that will allow you to visit and access a CUNY or college location.

Documentation Requirements

Documentation submitted as proof of COVID-19 vaccination must include the following:

- Copy of a vaccine record indicating receipt of all doses necessary to complete an FDA authorized/approved, or World Health Organization authorized, SARS-CoV-2 vaccine series.

- Visitor's first name, last name, and their date of birth

- Specific name of the vaccine(s) given and the date(s) of vaccination.

Example documentation: CDC Card, Signed Vaccine Information letter from Health Care Provider/Pharmacy, CIR document, NYS Excelsior Pass or NYS Excelsior Pass Plus showing vaccination proof.

Note: All documentation must be submitted in English or accompanied by a certified translation.

Documentation submitted as proof of a negative COVID-19 PCR testing result must provide the following:

- Results from a PCR test conducted within the prior 7 days

- The name on test report matching the name of person seeking access

- The test report must include the lab name, address, and contact Information

- Negative PCR test results

Registering with Cleared4

1. Click on the link provided in the email from no-reply@cleared4work.com to begin the registration and upload proof of your COVID-19 test or vaccination.

2. Enter your mobile **Phone** number and **Email address**, then click **Next**.

3. Complete your registration by providing **First name**, **Last name**, **Company name**, **Affiliation** with CUNY, **CUNY campus** or office, then clicking **Sign Up**:
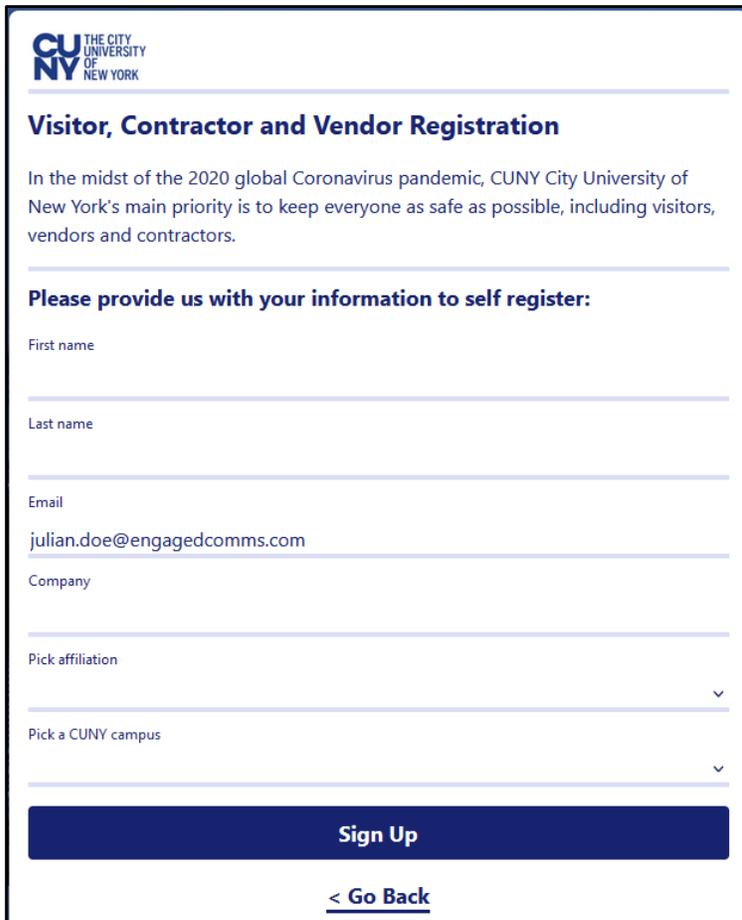
4. Open the link sent to your email address or mobile phone to continue in the registration and upload process.

   This is your personal link to access your information in Cleared4. Be sure to bookmark or save this link for future use.
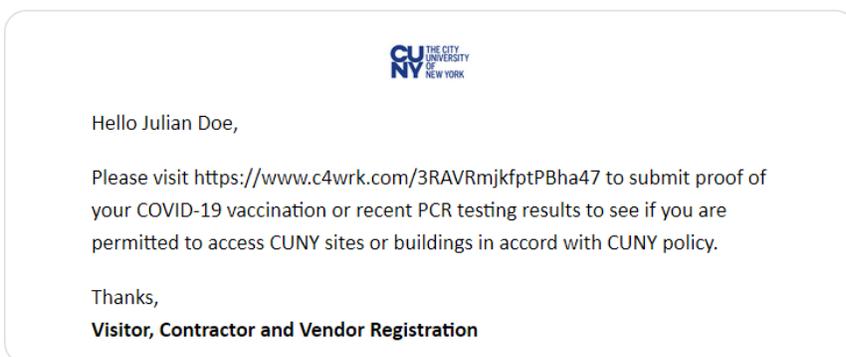
5. Click on **Read and accept disclaimer**, then read the disclaimer and click **I Accept** to confirm that you have read the disclaimer and are 18 years or older.
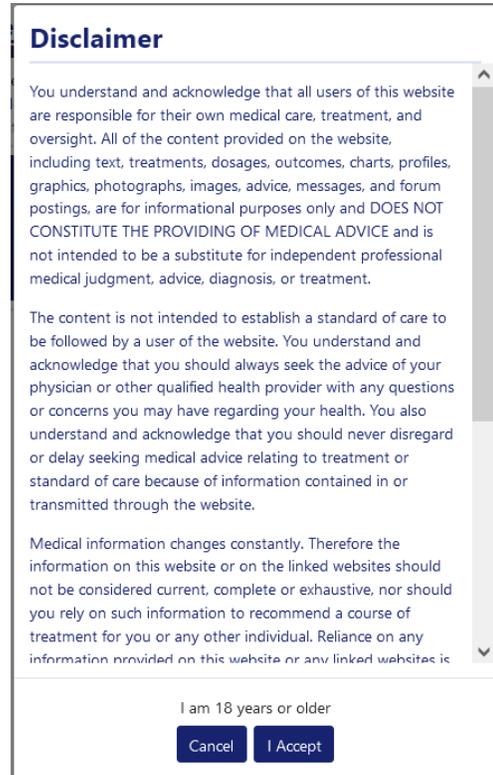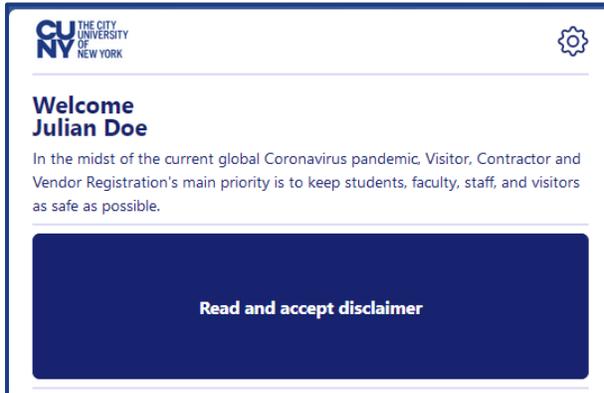
6. You now have the option to click on one of the following:

    Upload Negative Covid-19 Test Proof

    Enter Your Vaccination Data

    QR code icon to show your Cleared4 information

    Gear icon to display your Cleared4 registration profile
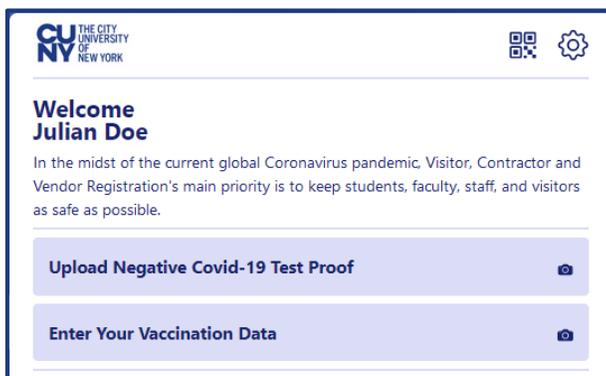
Uploading your Negative COVID-19 Proof

1. Click on **Upload Negative Covid-19 Proof**.

2. Select and upload the file containing a scan or photograph of your negative COVID-19 PCR testing results.

3. Change the **Sampled dat**e and **Result date** fields from the current date (yyyy-mm-dd format) and time (24 hour clock hhmm format) to the dates and times in your uploaded COVID-19 PCR test results.

4. Click **OK** in response to the information uploaded message.

Entering your Vaccination Data

1. Click on **Enter Your Vaccination Data**.

2. Select and upload the file containing a scan or photograph of the document that provides proof of your COVID-19 vaccination(s).

3. Choose the **Vaccination Vendor** and click **Add**.

4. Complete the **Vaccination date** field for each vaccination dose, then click **Add**.

5. Click **OK** in response to the submitted successfully message.

Editing your Profile

1. Click the **Gear** icon to display your Cleared4 registration profile.
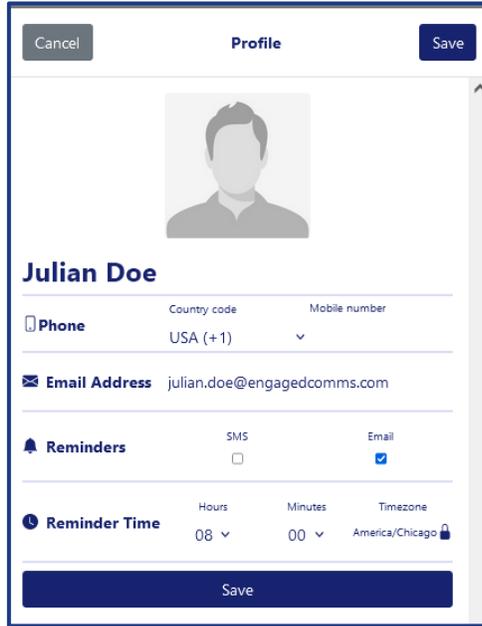
2. Change your email address, mobile phone number or reminders preference as required.

3. Click **Save**.

Using your Cleared for CUNY Access Pass

After you uploaded your COVID-19 vaccination or PCR test results, an authorized CUNY representative reviews the information you provided. If access is approved, you will receive an email or text message from no-replay@cleared4.com like the following that provides a link to your information in Cleared4.
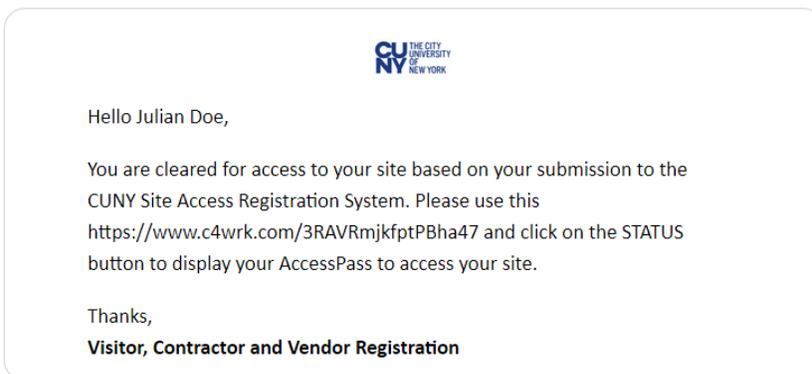
1. Open the link to display your Cleared4 account.
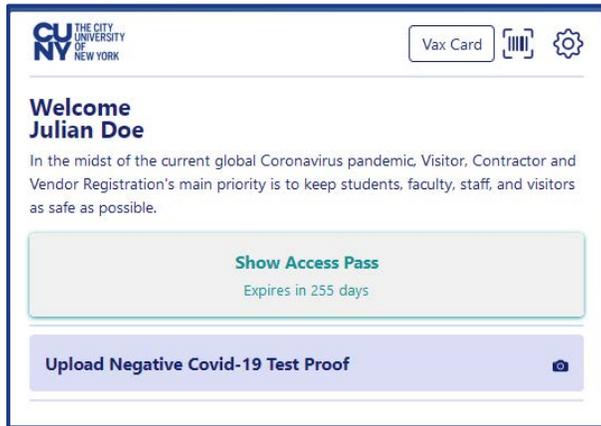
2. Click **Show Access Pass** to view your Cleared for CUNY Access Pass.

3. Either print out a copy of your pass or open it on your smartphone to support your entry to the CUNY or college location, building or office you are visiting.