

# Using the Everbridge VaxPass – RF Employees

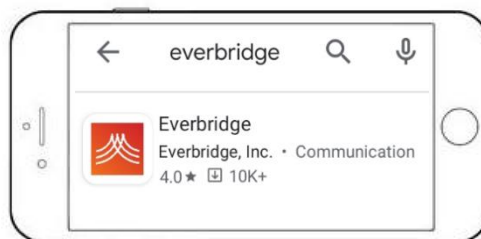
**BEFORE YOU ENTER A CUNY BUILDING, MAKE SURE YOU HAVE THE VAXPASS READY ON YOUR SMARTPHONE.**

All CUNY buildings and offices require that all RF Employees have an Access Allowed confirmation displayed on their VaxPass ready before coming into the office or a Campus location.

Once a brief one-time setup of the Everbridge application is completed, VaxPass takes less than two minutes to complete from your mobile phone.

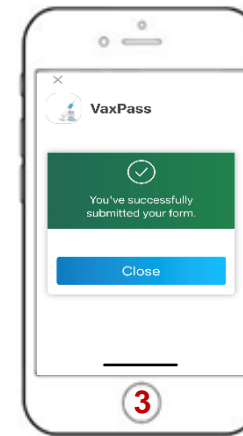
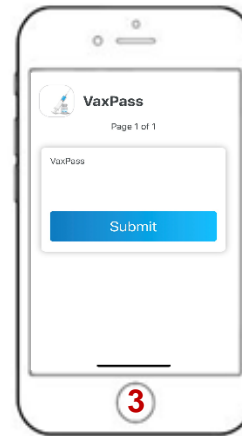
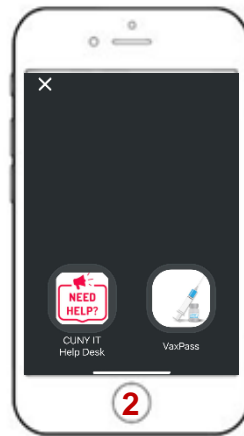
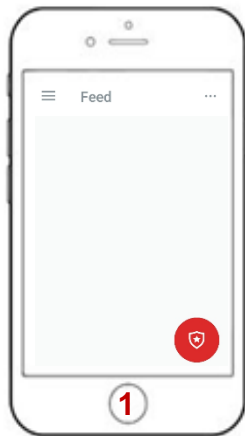
## **One-Time Setup**

1. Navigate to the App store on your phone and search for Everbridge.
2. Download and install the Everbridge app.
3. Open the app once to ensure that it works and allow notifications.
4. You will receive an email from [noreply@everbridge.net](mailto:noreply@everbridge.net) with a link to Everbridge registration. Click on the Click here to register link.
5. Click OK button to confirm that you want to launch the Everbridge app.



## VaxPass

1. 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.
2. Click the **VaxPass icon**. If you do not see the VaxPass icon, restart the Everbridge application.
3. Click **Submit**.



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. Open the VaxPass confirmation token for review by the CUNY Screener when you enter the CUNY location.

