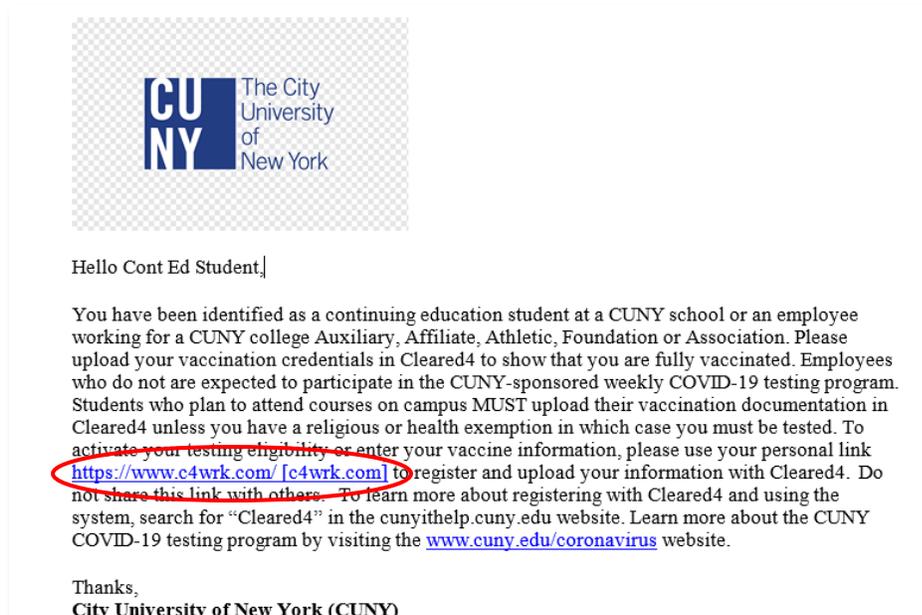


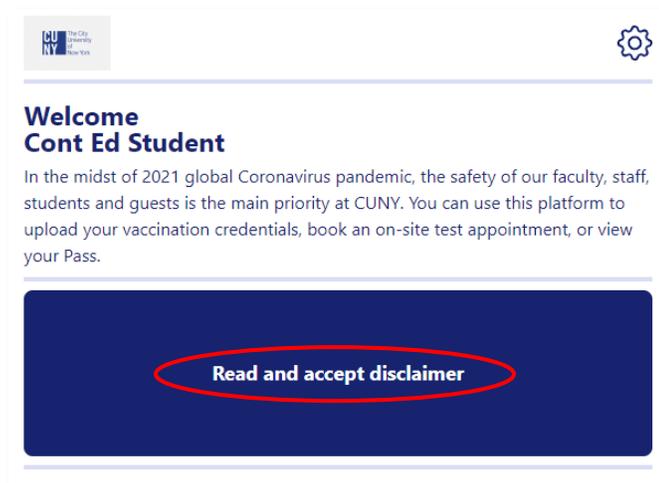
Continuing Education Instructions for Cleared4

All continuing education students taking in-person or hybrid courses are required to submit their COVID-19 vaccination documentation to access campus through Cleared4. Please complete the following steps.

1. After you are registered, look for an email from no-reply@cleared4work.com and click on your personal link.



2. Read and accept the disclaimer:



3. Click on “Complete Your Personal Information” and make required updates:

Personal Information

First name	Last name
Cont Ed	Student
Country code *	Mobile number *
USA (+1)	
Address 1 *	Address 2
City *	State *
	e.g. NY
Zip code *	Country *
	US
Date of birth *	Gender
MM DD YYYY	No Response
Race	Ethnicity
No Response	No Response

Save

4. Click “Enter Your Vaccination Data” to upload your vaccination credentials:

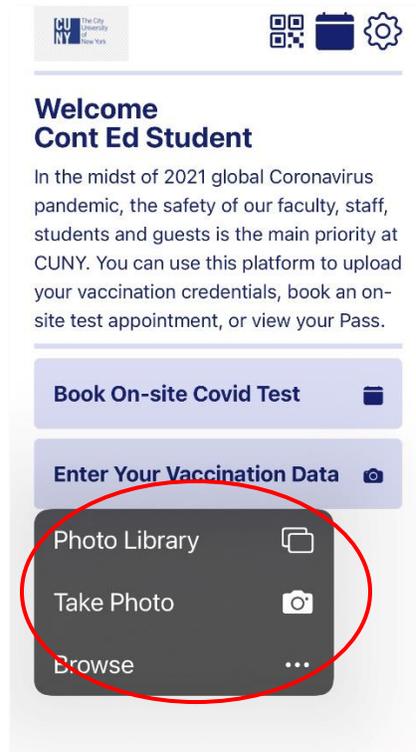
Welcome Cont Ed Student

In the midst of 2021 global Coronavirus pandemic, the safety of our faculty, staff, students and guests is the main priority at CUNY. You can use this platform to upload your vaccination credentials, book an on-site test appointment, or view your Pass.

Book On-site Covid Test

Enter Your Vaccination Data

- You will be prompted to upload an image of your COVID-19 vaccination credentials. If you are doing this on a PC, you will need to browse your computer for the image:



- Input the vaccine manufacturer and dose dates when prompted. Click “Add” to continue.

Enter Vaccination Data

Last Name First Name MI

Date of birth Patient number (medical record or IIS record number)

Vaccine	Product Name/Manufacturer Lot Number	Date	Healthcare Professional or Clinic Site
1 st Dose COVID-19		mm / dd / yy	

Vaccination Vendor*

Pfizer

Vaccination date Dose

03/28/2021 1

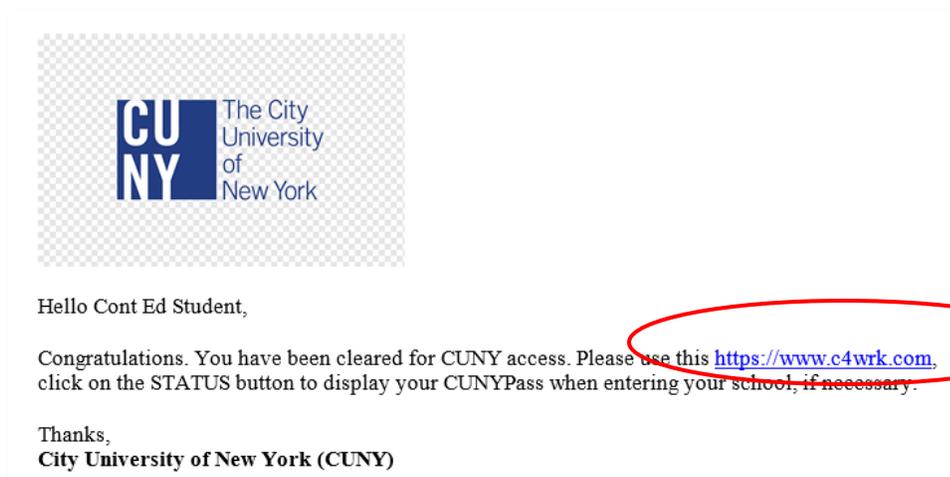
Vaccination date Dose

04/20/2021 2

*Required fields must be filled

Add

7. College officials will now be able to review your documents and will contact you if anything additional is needed. Once verified, you will be notified by another email from no-reply@cleared4work.com and/or by a text message. Click the link to view your Health Pass.



8. Click on "Show Access Pass" and you will see your Health Pass. Please have this ready when entering campus, along with your photo ID. You should bookmark this link or save to you smart phone's home screen.

