

September 3, 2020

Procedure for Access to City College Campus Buildings

Access to the City College Campus buildings is carefully controlled for the safety of our campus community, and subject to the occupancy limits in our Reopening Plan. The procedure for gaining access to the campus has two steps:

- 1) Individuals must request access privileges through the online system here (CCNY e-mail required): <https://portal.ccnycuny.edu/depts/oit/campusAccess/login.php> . Detailed instructions for using the online system can be found here: <https://portal.ccnycuny.edu/depts/oit/campusaccess/campus-access-request-form-instructions.pdf>

Access can be requested for a single day, or for the entire semester. Semester-long access is only granted for those with specific needs, such as an in-person class.

Each request goes through two stages of approval, first by your professor, the chair of your department, your direct supervisor or the VP of your area, and once approved by that person it then goes to the Provost for final approval. You have to enter the first approver yourself. If that person is inappropriate, for example if you put yourself as the approver, your request will be rejected.

Access requests should come to the Provost at least 24 hours in advance.

- 2) Every day you come to campus you are required to fill out the health screening questionnaire on the Everbridge app. Instructions for getting and using the app are as follows:
One-Time Setup
 1. Navigate to the App store on your phone and search for Everbridge.
 2. Download, install, and 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. Log in using your CUNYLogin credentials. (Username: [Firstname.Lastname##@login.cuny.edu](#))
 6. Set your notification preferences and click the Done button.

After installing you should see a small red shield in the bottom right hand corner. The instructions on the attached email state:

Daily Symptom Checker

1. Within the Everbridge app, click the Shield icon in the bottom right corner. If you do not see the Shield icon, restart the app.
2. Click the Symptom Checker icon.
3. Go through the questionnaire, answer all five questions, and click **Submit**