

# Everbridge Health Screening via Email

## BEFORE YOU ENTER A CUNY BUILDING, MAKE SURE YOU'VE COMPLETED CUNY'S HEALTH SCREENING.

All CUNY buildings and offices require that all faculty, staff, students, and guests complete a health screening questionnaire before coming into the office or a CUNY school. **Only in situations where a smartphone with an Everbridge app is not available**, the questionnaire is accessible via a daily email or via an in-person Kiosk at the CUNY location.

### One-Time Opt-in Process

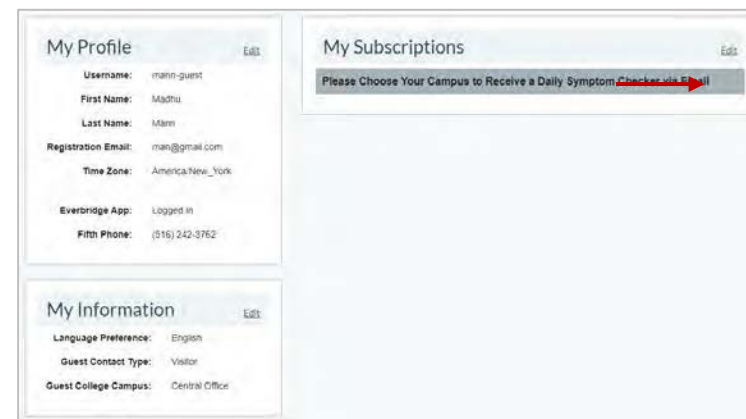
#### I have a CUNY Login

1. Go to the [Everbridge Member Portal](https://member.everbridge.net/index/509627934441532) <https://member.everbridge.net/index/509627934441532>
2. Click the **Sign in with SSO credentials** button. Log in with your CUNY Login credentials.  
Username: [Firstname.Lastname##@login.cuny.edu](#)



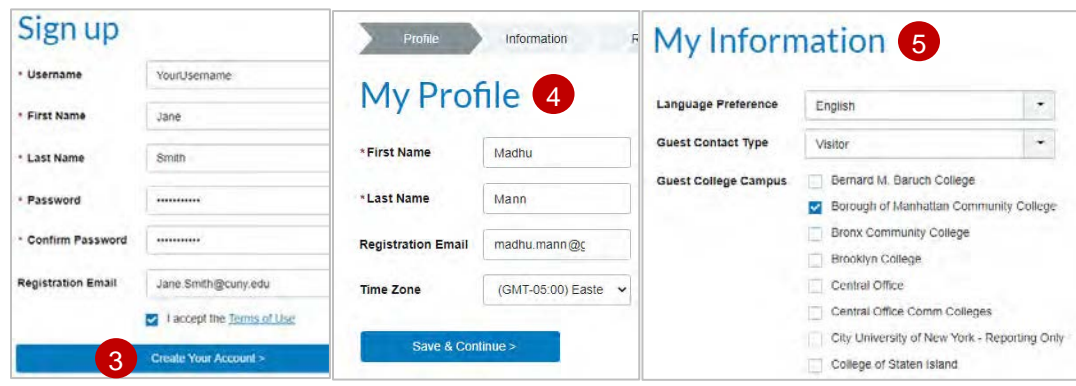
#### Once logged in – Time to Opt-in

1. Click the **Edit** link next to **My Subscriptions** section.
2. Choose your campus to receive the daily health screening emails. Click **Save**.



#### I don't have a CUNY Login

1. Inform your CUNY campus that you would like to receive daily health screening via emails, by checking the college website for the link or email address.
2. You will receive an email with the subject line "Member Portal Registration Invitation from CUNY". Click the registration link inside the email.
3. Complete fields for username/password on the **Sign Up** page. Click **Create Your Account** to continue.
4. Enter your contact information on the **My Profile** page. Click **Save & Continue**.
5. Select your language preference, guest contact type and guest campus on the **My Information** page.
6. Review your information and click the **Finish** button.



#### My Subscriptions

Choose what you want to be informed about.

**Please Choose Your Campus to Receive a Daily Symptom Checker via Email**

- Bernard M. Baruch College - Email Signup
- Borough of Manhattan Community College - Email Signup
- Bronx Community College - Email Signup
- Brooklyn College - Email Signup
- CUNY Craig Newmark Graduate School of Journalism - Email Signup



## Daily Emails

1. Every day you will receive an email reminder and the *CUNY Wellness Check* questionnaire. The email will be active for the next 24 hours only.
2. Carefully read the 5 questions and answer the questions truthfully by clicking either **Yes** or **No** link, shown at the bottom of the email message. This will open a webpage in your browser.
3. You will see a message within your browser that you have successfully completed the health screening questionnaire.
4. Within several minutes, you will receive an email from *CUNY Wellness check* with your token.

If you receive a green token, you are **approved** to enter your campus. Present this token to the screener at your CUNY location.

If you receive a red token, you are **NOT APPROVED** to enter your campus.

Daily Wellness Check 2020-09-10

CUNY Wellness Survey - notes@everbridge.net

Prior to entering any campus or building, please answer "Yes" or "No" if one or more of the following applies.

You will receive the results of your screening via email shortly after submitting "yes" or "no" answer.

1. Have you had any known close contact with a person confirmed or suspected to have COVID-19 in the past 14 days?
2. Have you tested positive for COVID-19 through a diagnostic test in the past 14 days?
3. Have you traveled within a state with significant community spread of COVID-19 for longer than 24 hours within the past 14 days?
4. Do you have a temperature greater than or equal to 100 degrees Fahrenheit? NOTE: Screeners are prohibited from recording employee health data eg temperatures.
5. Do you have any of the following SYMPTOMS (New or Worsening)? Cough, Shortness of Breath, Troubled Breathing, Fever, Chills, Muscle Pain, Headache, Sore Throat, New Loss of Taste, and/or New Loss of Smell.

1. Yes

2. No

