

## Accessing Cleared4 using a Computer

### Step 1:

Check your email for two emails from [no-reply@cleared4work.com](mailto:no-reply@cleared4work.com). If you cannot find the emails, check your spam folder. If you still do not have the emails, contact the Technology HelpDesk @ [helpdesk@csi.cuny.edu](mailto:helpdesk@csi.cuny.edu). Please include your name, contact information, and emplid in the email.

### Step 2:

Click on the link in the first email to set up your Cleared4 account. Read and accept the disclaimer.

### Step 3:

Complete your Personal Information.

### Step 4:

View your Access Pass by clicking on “Show Access Pass.”

### Step 5:

Print the pass to show to Public Safety at the front or back gates to the campus. Note: The passes are date stamped. The date on your pass needs to be for the day you are entering the campus. You can return to Cleared4 and print a new pass with the current date by bookmarking the website to your preferred browser.

To make it easier to access the link in the future, bookmark the link in your browser of choice.

Each day you plan to be on campus, print a copy of the date stamped cleared4 pass to show to Public Safety.

Note: The bookmark will appear as – [Health Verification –Cleared4](#). You can rename the bookmark if it makes it easier to find.