Using the Everbridge Health Checker

**Before you enter a CUNY building, make sure you’ve completed your daily Symptom Checker.**

All CUNY buildings and offices require that all faculty, staff, and students complete the daily Symptom Checker before coming into the office or a Campus location. This simple Symptom Checker can be accessed from your mobile phone each day before your visit to a CUNY building.

After a brief one-time setup of the Everbridge app, the daily Symptom Checker takes less than two minutes to complete. It is an important reminder to consider whether you have symptoms of – or have been exposed to someone with – COVID-19 before you enter a CUNY facility. The Symptom Checker results in either a green token (approved to come in) or a red token (not approved to come in), and you will be required to show your results to the screeners at your CUNY location upon entry.

**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 CUNY Login credentials. (Username: Firstname.Lastname##@login.cuny.edu)
6. Set your notification preferences and click the **Done** button.
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**.

4. You will receive a notification of a new message in your Feed within a few minutes.
5. Your token will be available to you within your Everbridge Feed. Open and present it to the screener when you are entering your CUNY location.

**For Your Information**
When you click the Shield icon in step 1, you will see icons for the COVID-19 Travel Advisory and COVID-19 Test Locations.

You can view the list of states with significant community spread of COVID-19 within the **COVID-19 Travel Advisory**.

You can view the list of test locations near you within the **COVID-19 Test Locations**.