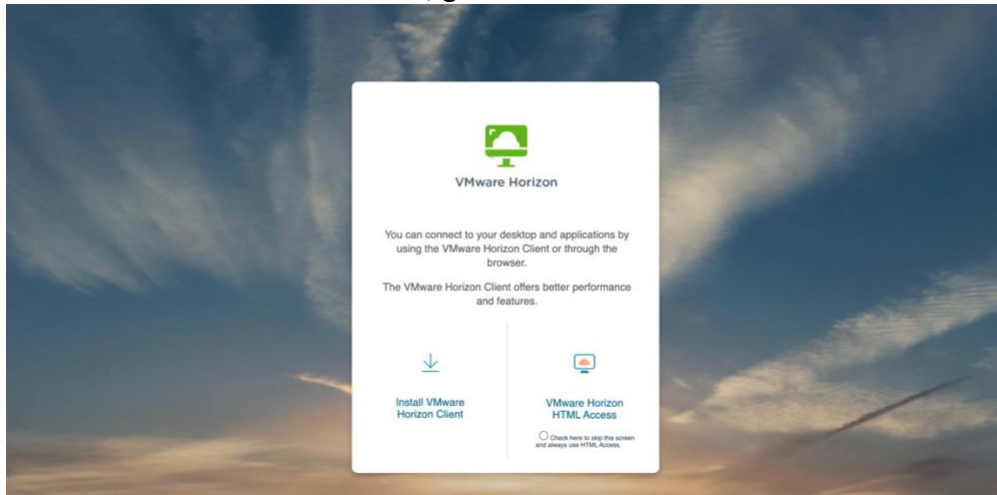


Securely Accessing the COVID-19 Vaccine Verification Form

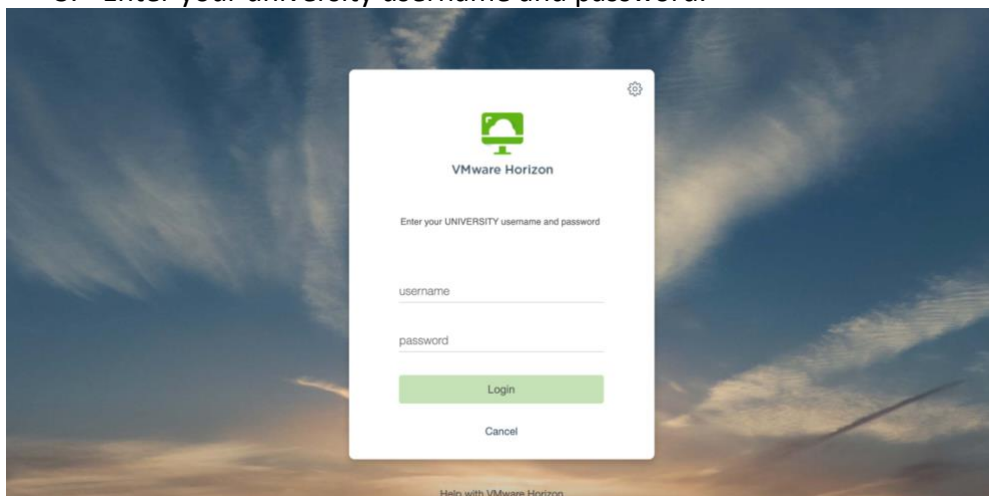


To securely access the COVID-19 Vaccine Verification form during a global security threat, you must: be on campus, use VPN, or use a virtual desktop. The easiest way to access the COVID-19 Vaccine Verification form is with a virtual desktop.

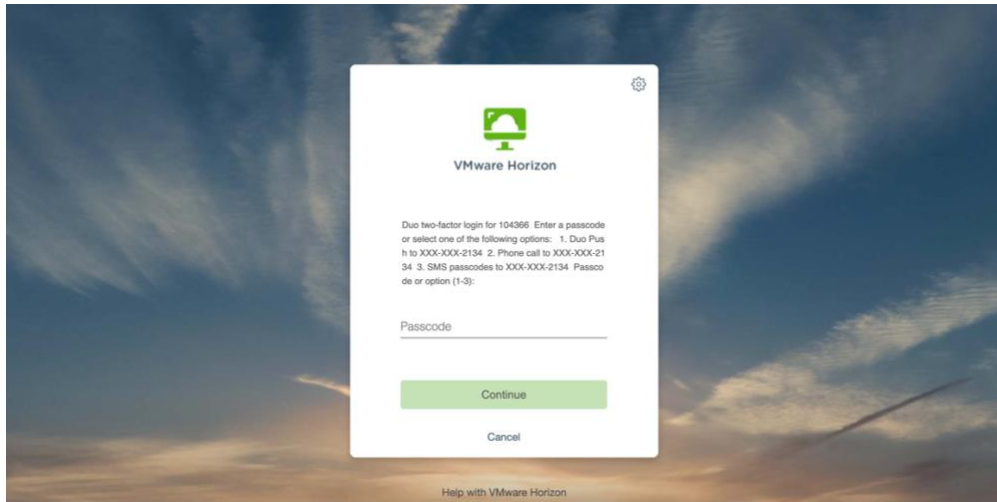
1. Use the Chrome browser, go to remote.ucdenver.edu.



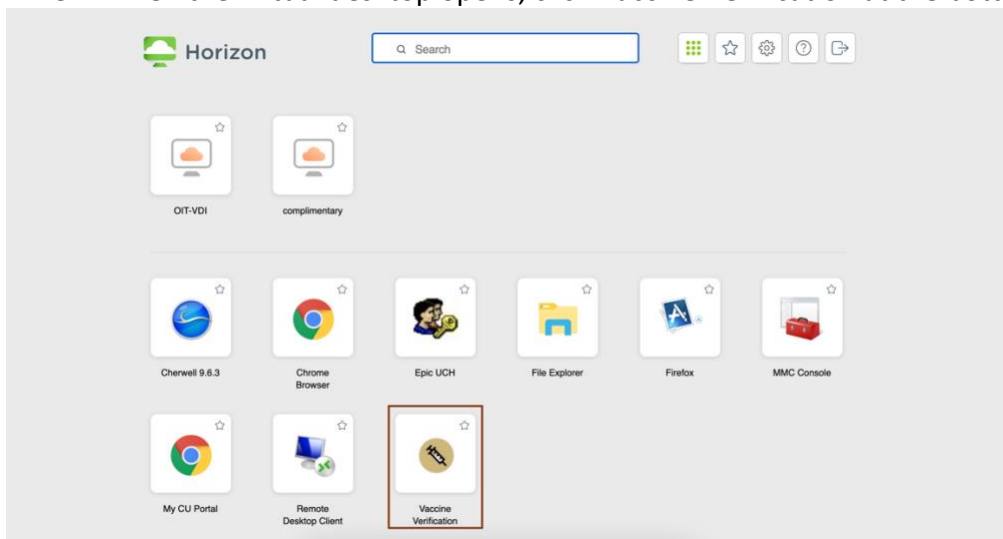
2. Click VMWare Horizon HTML Access.
3. Enter your university username and password.



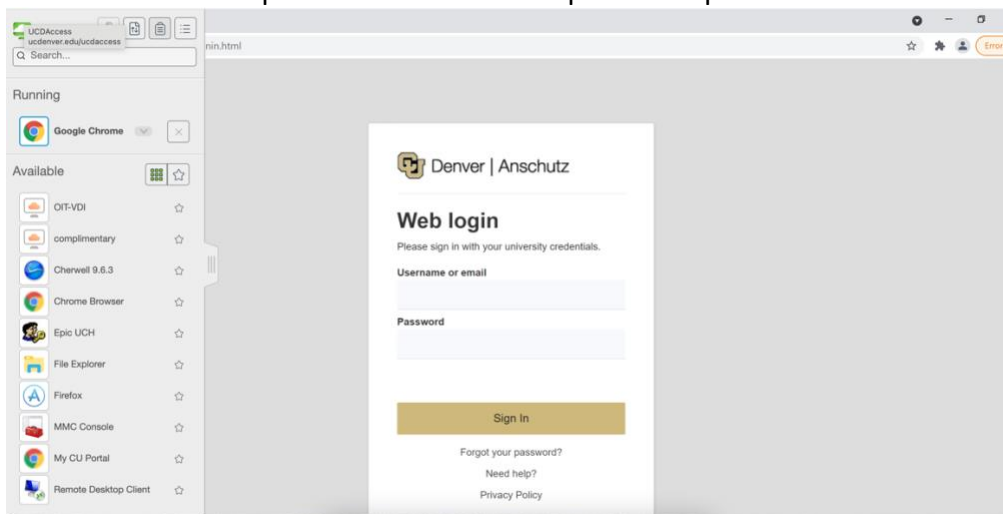
4. Type either 1, 2, or 3 on your keyboard. 1 will send a push notification to your Duo application, 2 will send a phone call, 3 will send an SMS message. If you do not currently have DUO configured, please see [How to Configure Duo Multifactor Authentication](#).



5. When the virtual desktop opens, click Vaccine Verification at the bottom of the screen.



6. It can take up to 15 seconds for the portal to open.



7. Once open, enter your university username and password and complete another multifactor authentication.
8. You will then see the COVID-19 Vaccine Verification form.



The screenshot shows a web form titled "COVID-19 Vaccine Verification" for "Denver | Anschutz". The form includes a "Personal Information" section with input fields for "First Name" and "Last Name". Below this, there is a section titled "What is your campus affiliation?" with a note: "If your work brings you to the CU Anschutz Medical Campus, you must select CU Anschutz Medical Campus as those vaccination requirements apply to your position. The information selected may be used for audit purposes.*". The options are:

- CU Denver Campus
- CU Anschutz Medical Campus
- Central Services Admin (CSA) Consolidated Unit
- Academic Services Admin (ASA) Consolidated Unit

Underneath, there is a "I want to..." section with options:

- verify vaccination information
- add current booster information
- provide vaccine documentation
- file an exemption

There are two links: "Additional assistance for CU Anschutz Medical Campus" and "Additional assistance for CU Denver Campus". A "Submit" button is located at the bottom left of the form area.

For assistance, please contact the OIT Service Desk at 303-724-4357.