



Fire Department City of New York

COVID-19 Vaccination Registration

Access for Retirees

Learning Management System (LMS)

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Vaccine Registration Overview

Retired members of the FDNY are now able to register for vaccinations. In order to do so, you will need:

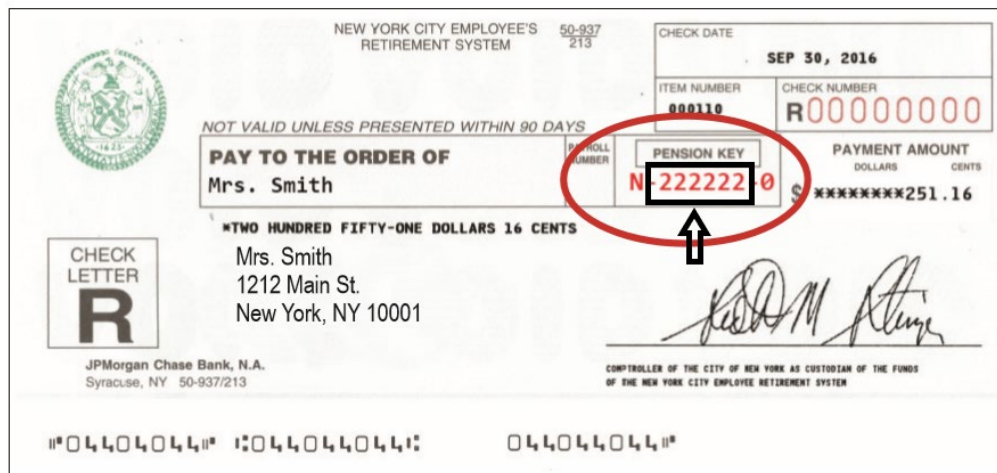
- **Retired Fire Personnel:** Pension ID Number
- **Retired EMS and Civilian Personnel:** Reference Number
- A Computer Device to access the Learning Management System (LMS) registration system:
 - Desktop/Laptop: Access by typing <http://www.fdnycampus.org> into a web browser.
 - iPad: A browser application (such as Safari), must be used to log into the system.

How to Find Your Pension ID Number (Retired Fire Personnel)

Your Pension ID number is a six digit number that can be found on a pension statement. Depending on the type of statements you receive, your pension number may be found in different places. Examples of statements that you may receive are shown below and on the following page.

Your pension ID number is the six digit number centered under "Pension Key". Do not include the single digit or letter at the beginning or end.

Mailed Checks



NEW YORK CITY EMPLOYEE'S RETIREMENT SYSTEM 50-937 213

CHECK DATE: SEP 30, 2016

ITEM NUMBER: 000110

CHECK NUMBER: R00000000

NOT VALID UNLESS PRESENTED WITHIN 90 DAYS

PAY TO THE ORDER OF: Mrs. Smith

PENSION KEY: N 222222 0

PAYMENT AMOUNT: \$*****251.16

*TWO HUNDRED FIFTY-ONE DOLLARS 16 CENTS

Mrs. Smith
1212 Main St.
New York, NY 10001

CHECK LETTER: R

JPMorgan Chase Bank, N.A.
Syracuse, NY 50-937/213

CONTROLLER OF THE CITY OF NEW YORK AS CUSTODIAN OF THE FUNDS OF THE NEW YORK CITY EMPLOYEE RETIREMENT SYSTEM

NYCERS				RECIPIENT		PENSION PAYROLL MANAGEMENT SYSTEM			
ITEM #	PAY PERIOD	PAY DATE	DISBURSEMENT STATEMENT	AGENCY	CHECK NUMBER	DIST #			
000110	09/01/16	09/30/16		504	R 00000000	HELD1			
PENSION KEY: N 222222 0				FEDERAL TAX: B 03		RECIPIENT NAME			
PAY INFO		GROSS	FEDERAL TAX	OTHER WHT	NON-TAX DEDUCT	TOTAL DEDUCTIONS THIS PERIOD			
251.16		251.16							
YEAR TO DATE		1402.32			NET AMOUNT		251.16		
PAYMENT DESCRIPTION		AMT PRIOR PER	AMT THIS PERIOD	MESSAGES:					
PENSION1			245.35	NYCERS PERIODIC					
REG COLA			5.81						
DEDUCTION DESCRIPTION		AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT	DEDUCTION DESCRIPTION	AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALLMENT	BALANCE DUE OR INSTALLMENT		

Quarterly Pension Statement

QUARTERLY STATEMENT

ELECTRONIC FUND PAYMENT/DIRECT DEPOSIT

NYC EMPLOYEES' RETIRE SYSTEM
30-30 47TH AVENUE, 10TH FLOOR
LONG ISLAND CITY NY 11101
TELEPHONE: (347)643-3000
www.nycers.org

Mrs. Smith
1212 Main St.
New York, NY 10001

AGENCY: 504 NYC EMPLOYEES' RETIRE SYSTEM | PENSION KEY: N 222222 0 |
STATEMENT PERIOD: 10/01/2016 TO 12/31/2016 | FEDERAL RETIREMENT |
DATE PRINTED: 12/29/2016 | SINGLE | 01 |
PAYMENTS | OCTOBER | NOVEMBER | DECEMBER | YEAR TO DATE |

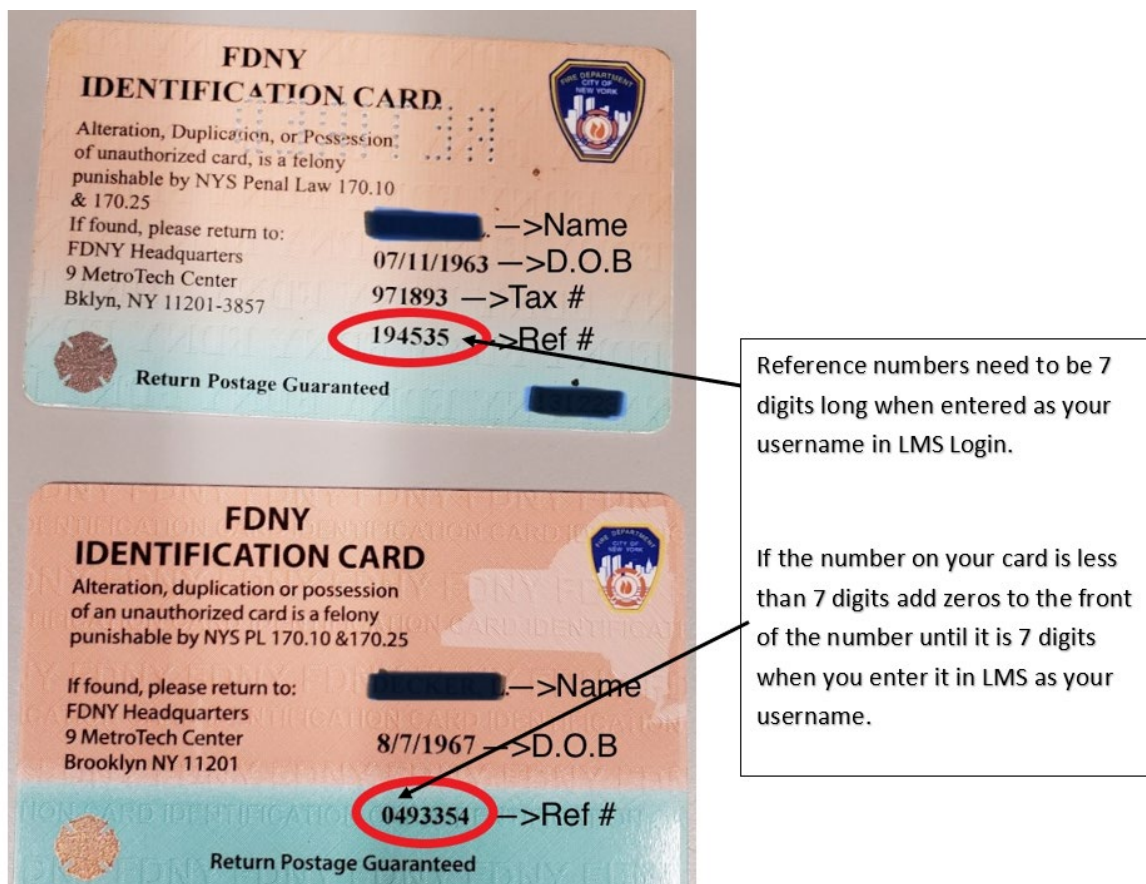
How to Find Your Reference Number (Retired EMS and Civilian Personnel)

Your reference number is a seven digit number that can be found on your Fire Department ID Card.

- Depending on your date of hire, your Reference Number may be less than seven digits
- You will need to add 0's at the beginning of your reference number until it is seven digits

If you do not know your reference number, contact the Technical Support Center at 718-999-2611 or the WTC Health Program Helpdesk at 718-999-1365.

Example of Fire Department ID Card



Accessing the LMS

Access to LMS

LMS access and registration for the COVID-19 Vaccination is limited to a web browser.

Use the following website address:

www.fdnycampus.org

Logging In

Your initial login password is FDNYLMS1

1. Enter your **Username**.
This is either your:
 - 6-digit Pension ID Number (Fire)
 - 7-digit Reference Number (EMS/Civilian)
2. Enter your **Password**.
3. Click **Sign In**.

Change Password on Initial Login

On your first time logging in to the LMS, you will be prompted to change your password.

1. Select a **New Password**. Your new password must contain at least eight characters, at least one number and one special character, and at least two upper and lower case letters.
2. Reenter your **New Password**.
3. Click **Sign In**.

Disclaimer and Acknowledgement

Once you are logged in, you will see a disclaimer outlining training and personal development guidelines for the LMS. Please read the disclaimer and click on **I Agree** to continue. The disclaimer will appear on a daily basis.

Personal Security Questions

Note: On your first log in attempt, you will need to create a personal security question. This will assist the member if they forget their password. **Select** a question from the drop-down options and input your answer. Click **Save** to complete.

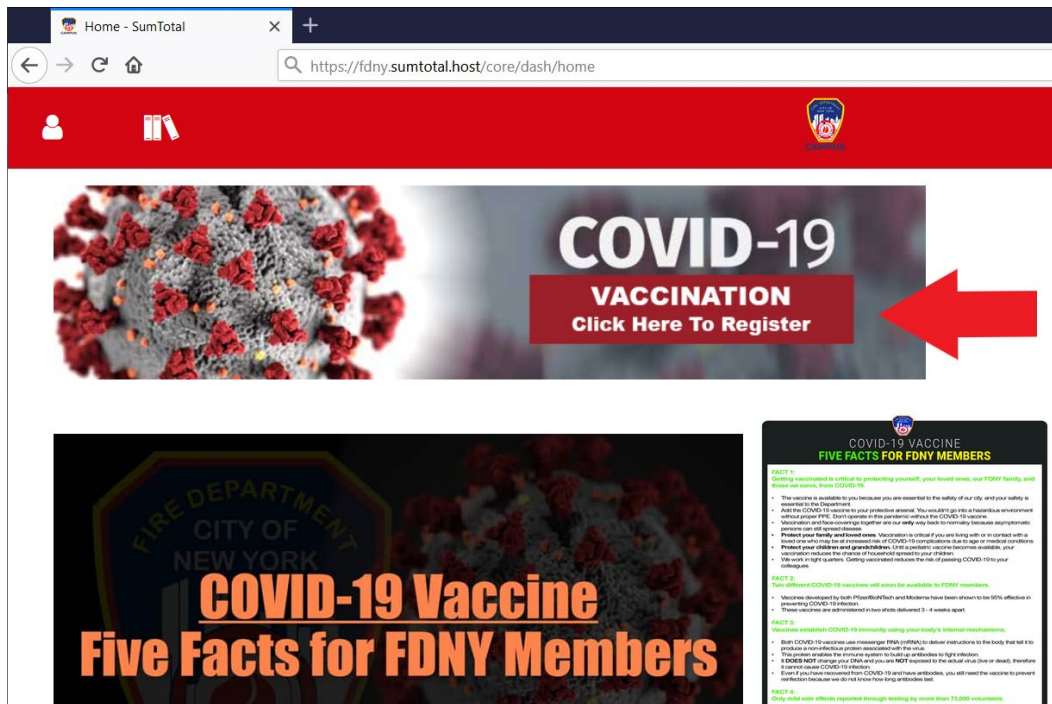
You have now successfully logged in to the FDNY LMS System.

Proceed to the following page for instructions on Vaccine Registration.

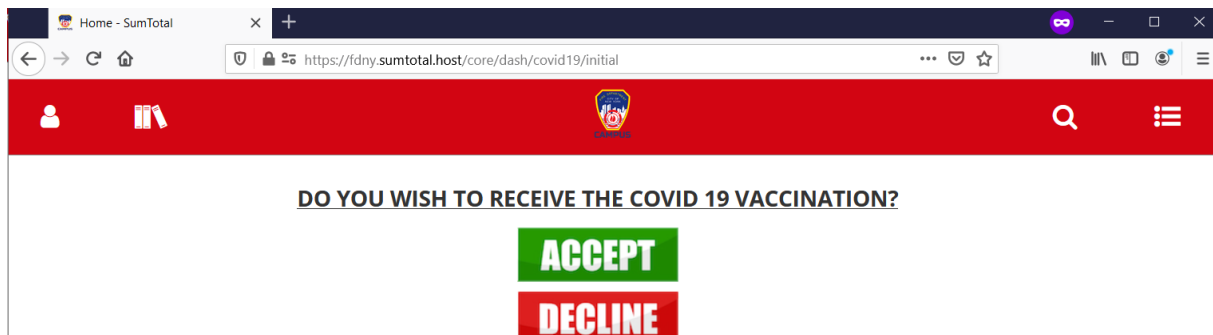
Register for the COVID-19 Vaccination

Initial Steps

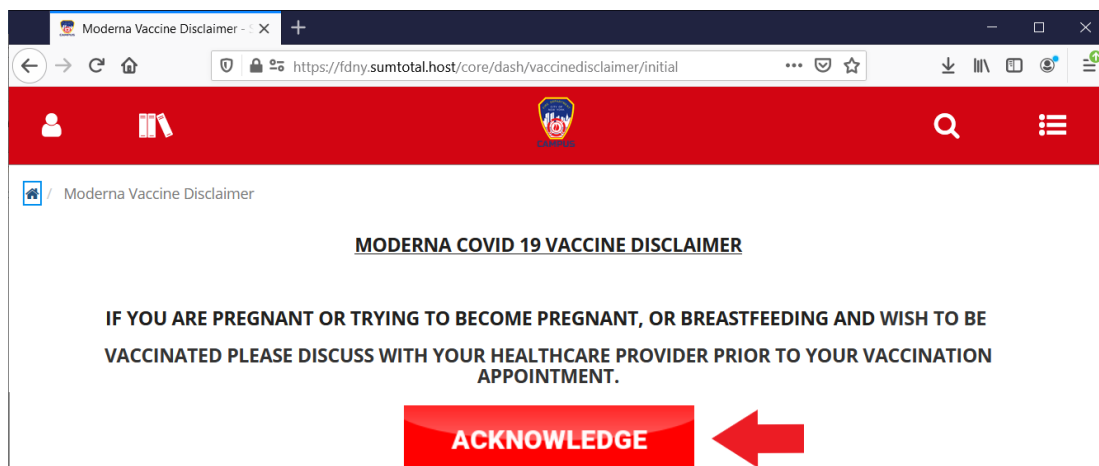
1. On the LMS Home Page – Click on “Click Here To Register”



2. Click “ACCEPT” to Continue to Vaccination Registration

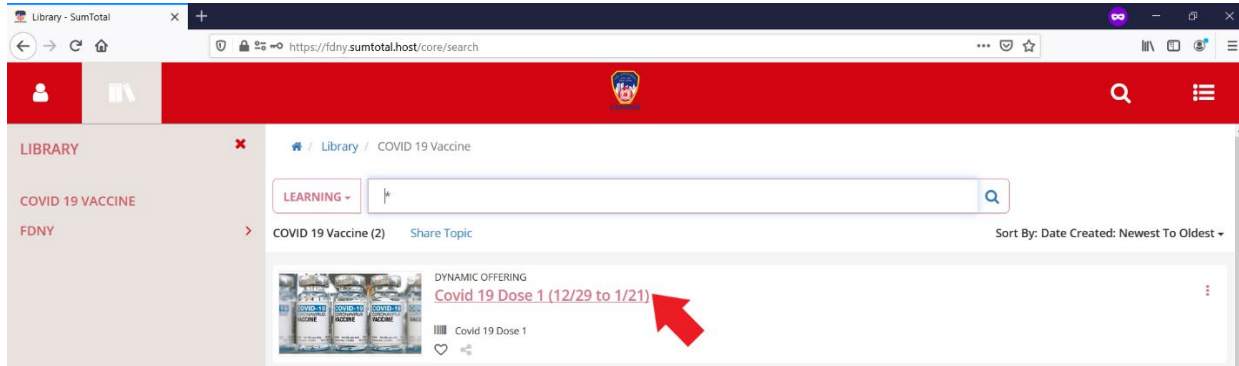


3. Read and Acknowledge the Disclaimer

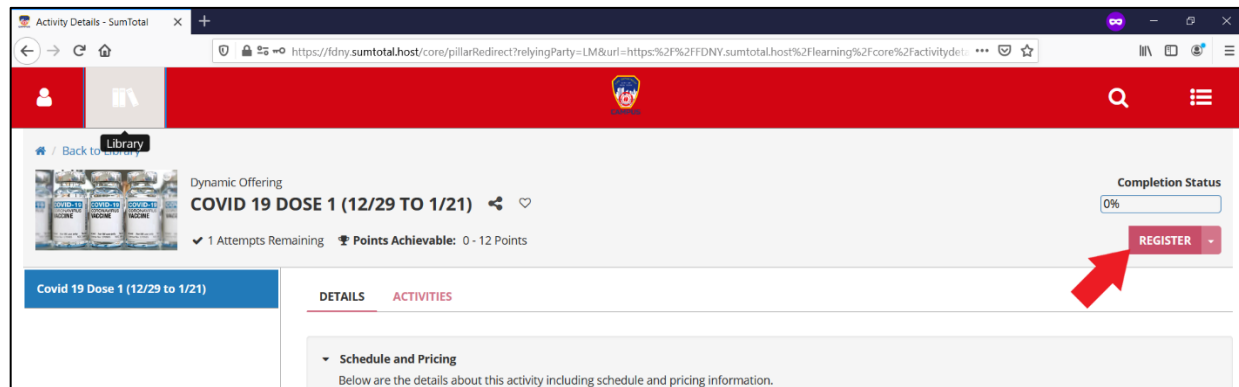


Vaccine Registration

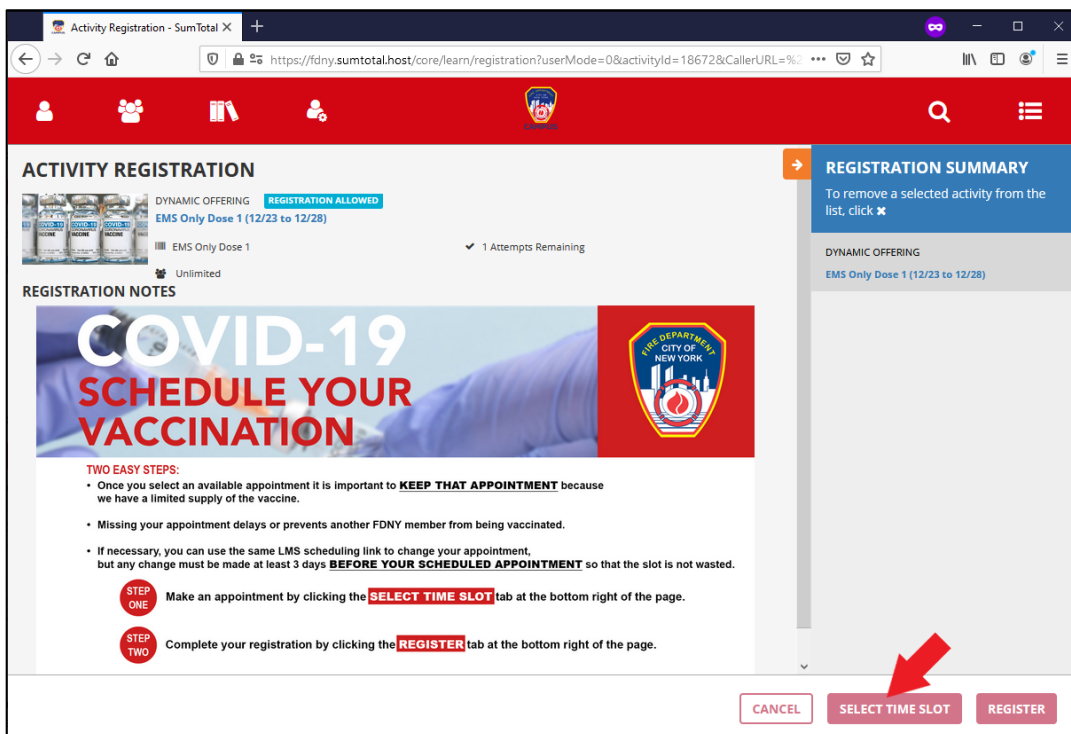
1. Having selected "ACCEPT" to receive the Vaccine it will bring you to the registration page. To schedule and register for your vaccine, under Dynamic Offering – Click "Covid 19 Dose 1"



2. Click "REGISTER" to begin the registration process.

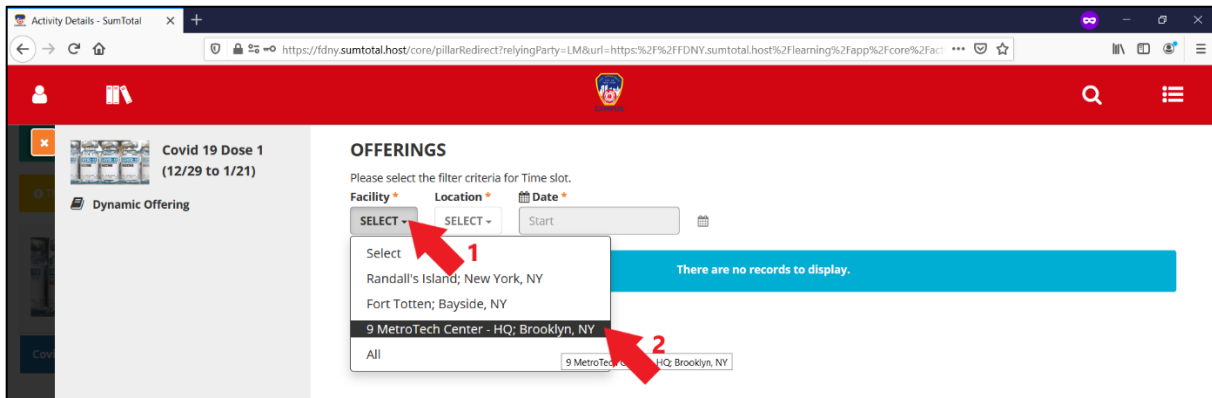


3. Read the appointment information and then click "SELECT TIME SLOT"

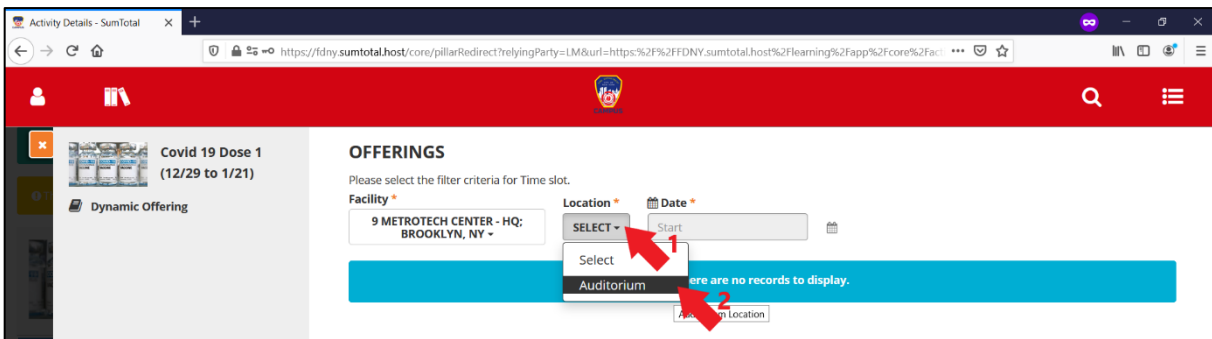


4. Select the Location and Date/Time for your Vaccination

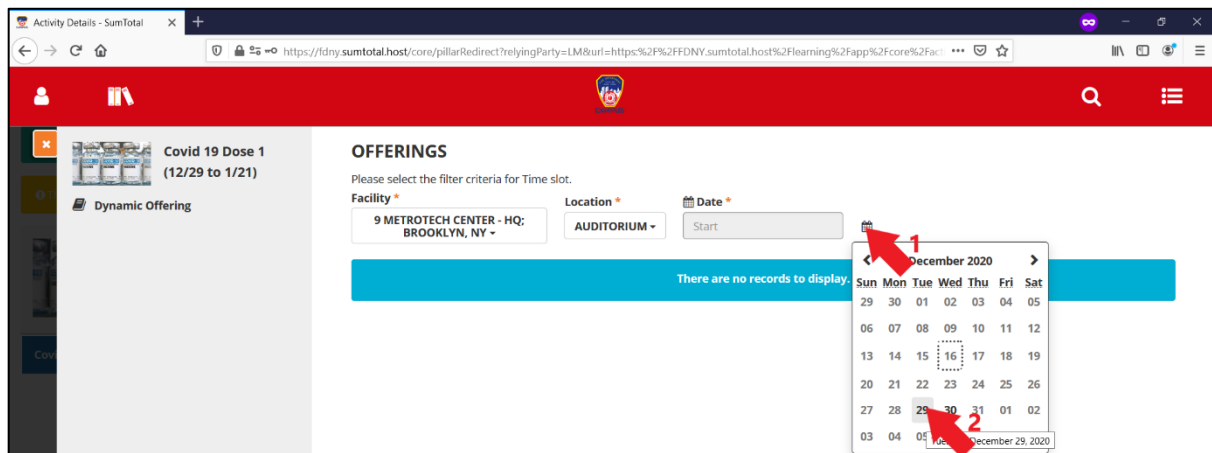
Facility: Click the “Facility” drop down menu and select the Facility of your choice.



Location: Click the “Location” drop down menu and select the Location.



Date: Select the date from the calendar by clicking on the calendar icon to the right of the date box. Dates with availability will show up with **bold** numbers.



5. **Offerings:** Select the timeslot offering you would like, then click “Save”.

Note: The timeslot must show availability to sign up. If it does not show a number you will not be able to select that time at that location. You can either pick another timeslot or check other locations for availability.

Activity Details - SumTotal

https://fdny.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https%3F%2FDNY.sumtotal.host%2Flearning%2Fapp%2Fcore%2Ffaci...

OFFERINGS

Please select the filter criteria for Time slot.

Facility * 9 METROTECH CENTER - HQ: BROOKLYN, NY * Location * AUDITORIUM * Date * 12/29/20

☐ Tuesday, December 29, 2020 12:00:00 PM EST - Tuesday, December 29, 2020 12:30:00 PM EST 9

☒ Tuesday, December 29, 2020 12:30:00 PM EST - Tuesday, December 29, 2020 1:00:00 PM EST 10

☐ Tuesday, December 29, 2020 1:00:00 PM EST - Tuesday, December 29, 2020 1:30:00 PM EST 10

☐ Tuesday, December 29, 2020 1:30:00 PM EST - Tuesday, December 29, 2020 2:00:00 PM EST 10

1

2

CANCEL SAVE

6. **Complete Registration:** Click “REGISTER” to Complete and Confirm your registration.

Activity Registration - SumTotal

https://fdny.sumtotal.host/core/learn/registration?userMode=0&activityId=18672&CallerURL=%2...

ACTIVITY REGISTRATION

DYNAMIC OFFERING **REGISTRATION ALLOWED**

EMS Only Dose 1 (12/23 to 12/28)

EMS Only Dose 1 1 Attempts Remaining

Unlimited

REGISTRATION NOTES

COVID-19 SCHEDULE YOUR VACCINATION

TWO EASY STEPS:

- Once you select an available appointment it is important to **KEEP THAT APPOINTMENT** because we have a limited supply of the vaccine.
- Missing your appointment delays or prevents another FDNY member from being vaccinated.
- If necessary, you can use the same LMS scheduling link to change your appointment, but any change must be made at least 3 days **BEFORE YOUR SCHEDULED APPOINTMENT** so that the slot is not wasted.

STEP ONE Make an appointment by clicking the **SELECT TIME SLOT** tab at the bottom right of the page.

STEP TWO Complete your registration by clicking the **REGISTER** tab at the bottom right of the page.

REGISTRATION SUMMARY

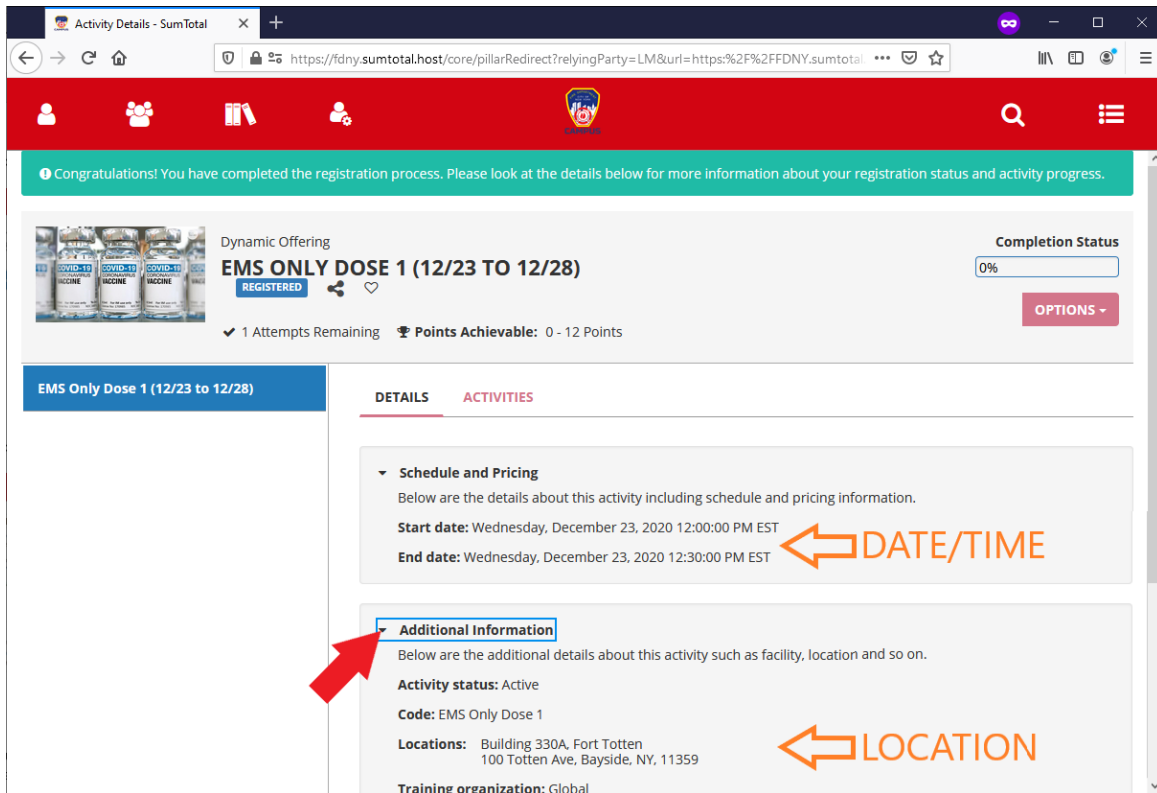
To remove a selected activity from the list, click ✕

DYNAMIC OFFERING

EMS Only Dose 1 (12/23 to 12/28)

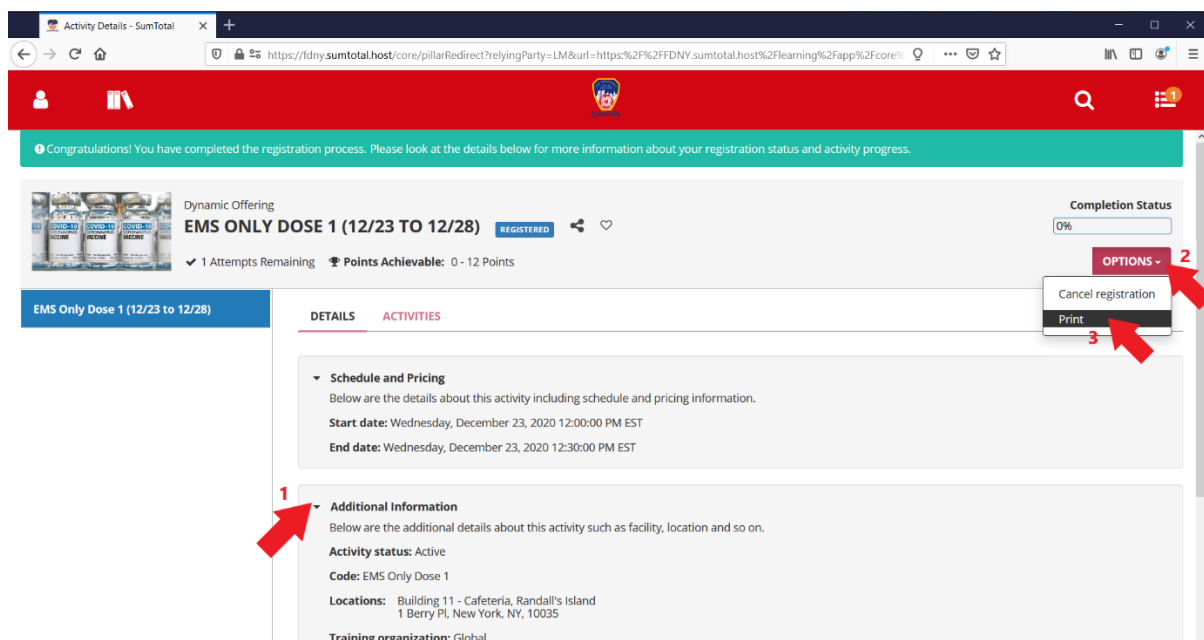
REGISTER

7. **Registration Completion:** Upon completion of registration you will be shown a green "Congratulations" banner across the top of your page. Your scheduled date and time for vaccination is listed below.
Click "Additional Information" to bring up information about your scheduled location.



8. **Printing Appointment Information**

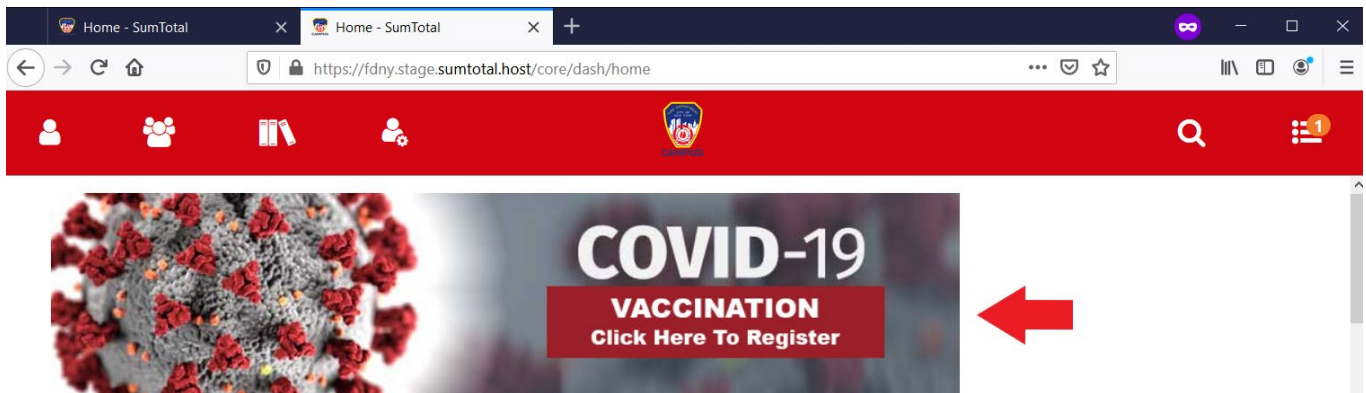
1. Ensure "Additional Information" displays your dose location
2. Click the "Options" drop down
3. Click the "Print" option to bring up the printer options on your computer



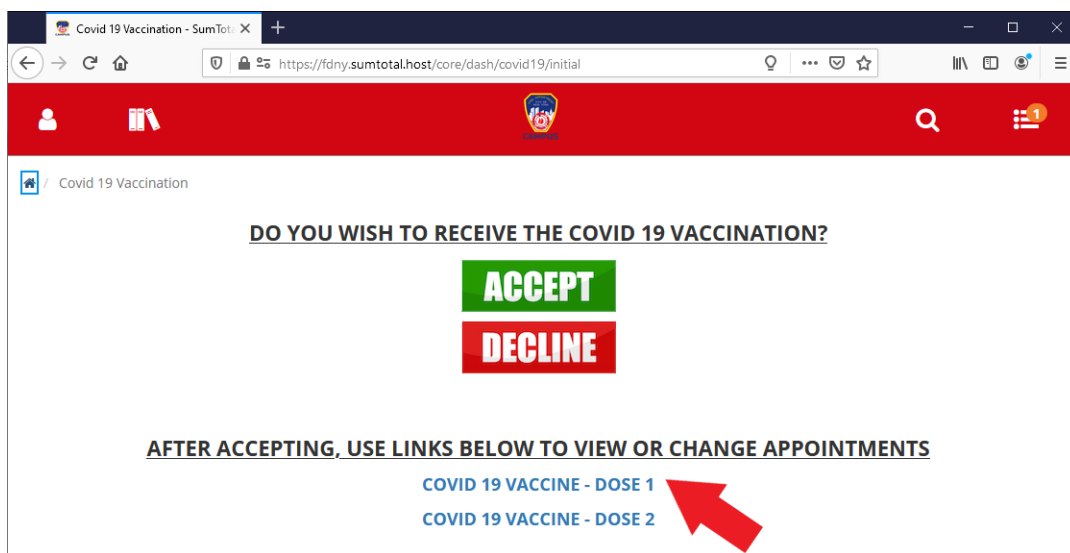
View Scheduled Vaccine Appointment and Cancellation/Rescheduling

View Scheduled Appointment

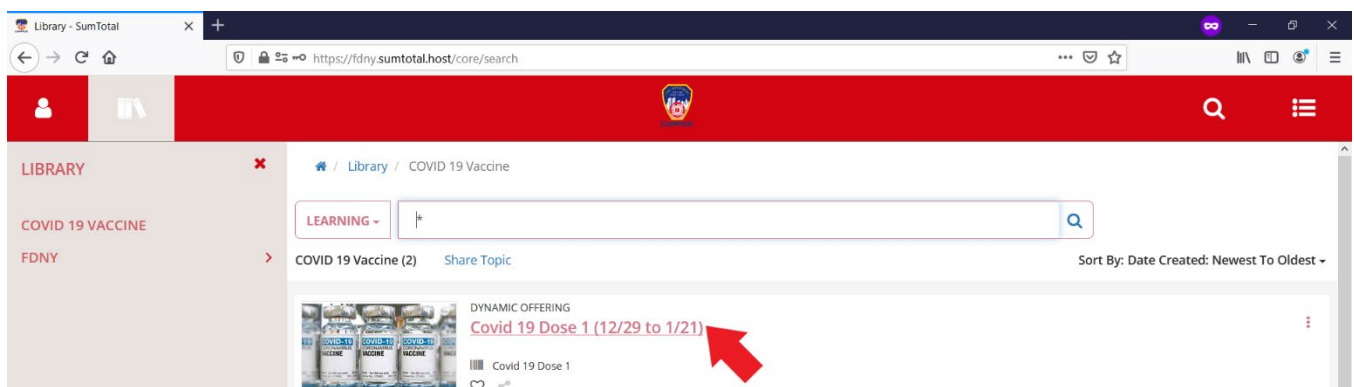
1. On the LMS Home Page – Click on “Click Here To Register”



2. Under “Use Links Below to View or Change Appointments”, click on the appropriate COVID-19 Vaccine Dose appointment you would like to view.



3. Under “Dynamic Offering” – Click the appropriate COVID-19 Vaccine Dose you would like to view.



- Click "Additional Information" to bring up information about your registration information and additional details about the location.

The screenshot shows the LMS interface for a 'COVID 19 DOSE 1' activity. The top navigation bar is red with icons for user, group, library, and profile. The main header area is light gray and contains the activity title 'COVID 19 DOSE 1', a 'REGISTERED' button, a share icon, a heart icon, and a 'Completion Status' section showing '0%' and an 'OPTIONS' button. Below the header, there's a blue sidebar with 'Covid 19 Dose 1' and two tabs: 'DETAILS' and 'ACTIVITIES'. The 'DETAILS' tab is active, showing a 'Schedule and Pricing' section with start and end dates for December 15, 2020. Below this is the 'Additional Information' section, which is highlighted with a red box and a red arrow. This section contains details about the activity status, code, locations, training organization, and owner. At the bottom, there's a 'Library Details' section.

Dynamic Offering
COVID 19 DOSE 1 REGISTERED
✓ 1 Attempts Remaining 🏆 Points Achievable: 0 - 12 Points
Completion Status: 0%
OPTIONS

Covid 19 Dose 1

DETAILS ACTIVITIES

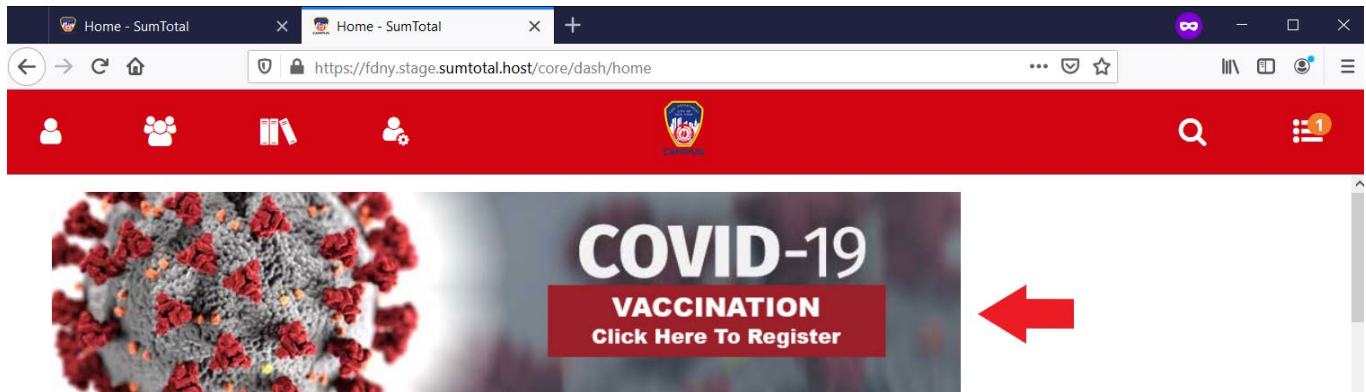
▼ Schedule and Pricing
Below are the details about this activity including schedule and pricing information.
Start date: Tuesday, December 15, 2020 1:00:00 PM EST
End date: Tuesday, December 15, 2020 3:00:00 PM EST

Additional Information
Below are the additional details about this activity such as facility, location and so on.
Activity status: Active
Code: Covid 19 Dose -1
Locations: Pod 1, Citywide
Training organization: Global
Owner: DAVID J PREZANT

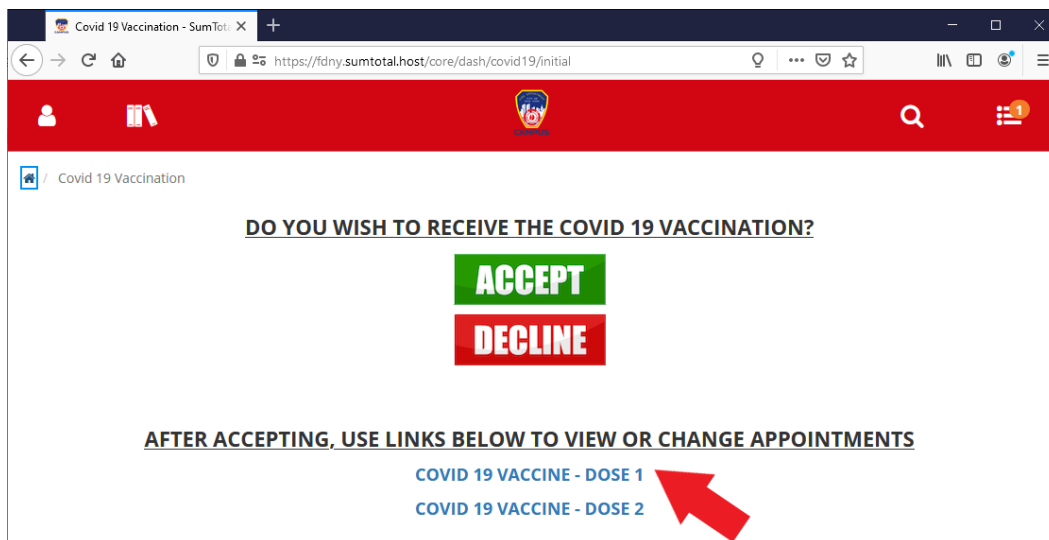
► Library Details

Cancellation and Rescheduling

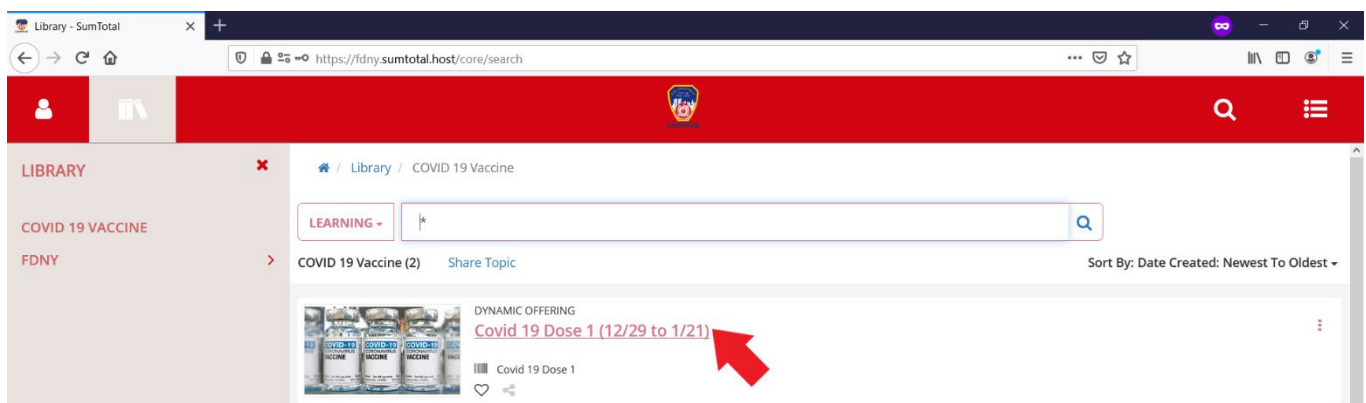
1. On the LMS Home Page – Click on “Click Here To Register”



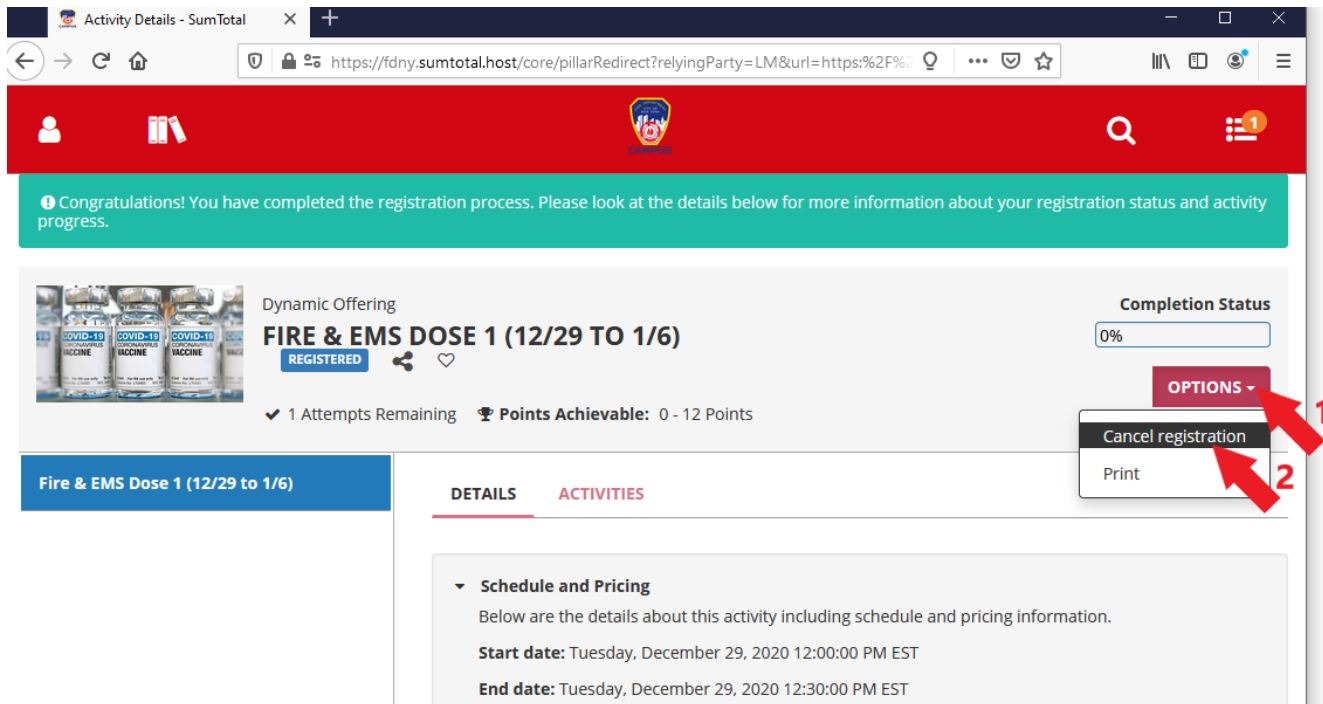
2. Under “Use Links Below to View or Change Appointments”, click on the appropriate COVID-19 Vaccine Dose appointment you would like to cancel or reschedule.



3. Under “Dynamic Offering” – Click the appropriate COVID-19 Vaccine Dose you would like to cancel or reschedule.



4. Click the arrow next to "Options" and select "Cancel Registration"



Activity Details - SumTotal

https://fdny.sumtotal.host/core/pillarRedirect?relyingParty=LM&url=https%2F%2F...

1 Congratulations! You have completed the registration process. Please look at the details below for more information about your registration status and activity progress.

Dynamic Offering
FIRE & EMS DOSE 1 (12/29 TO 1/6)
REGISTERED

0% Completion Status

1 Attempts Remaining Points Achievable: 0 - 12 Points

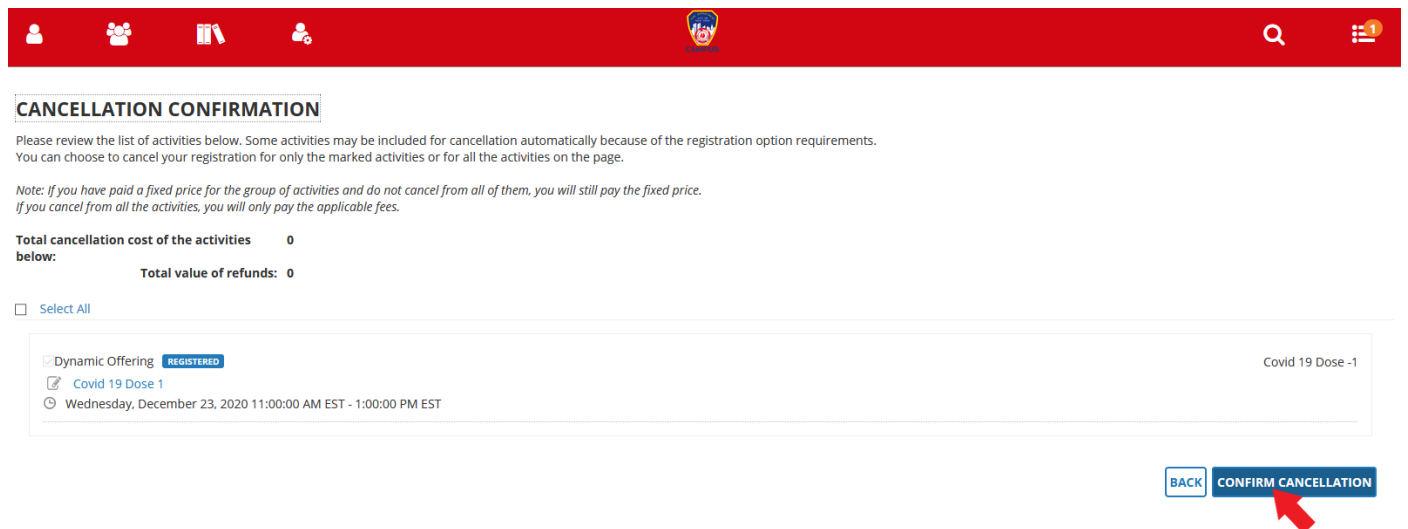
Options
Cancel registration
Print

Fire & EMS Dose 1 (12/29 to 1/6)

DETAILS ACTIVITIES

Schedule and Pricing
Below are the details about this activity including schedule and pricing information.
Start date: Tuesday, December 29, 2020 12:00:00 PM EST
End date: Tuesday, December 29, 2020 12:30:00 PM EST

5. Click "Confirm Cancellation"



CANCELLATION CONFIRMATION

Please review the list of activities below. Some activities may be included for cancellation automatically because of the registration option requirements. You can choose to cancel your registration for only the marked activities or for all the activities on the page.

Note: If you have paid a fixed price for the group of activities and do not cancel from all of them, you will still pay the fixed price. If you cancel from all the activities, you will only pay the applicable fees.

Total cancellation cost of the activities below: 0
Total value of refunds: 0

Select All

Dynamic Offering REGISTERED Covid 19 Dose 1
Wednesday, December 23, 2020 11:00:00 AM EST - 1:00:00 PM EST

BACK CONFIRM CANCELLATION

6. You have now cancelled your appointment. To reschedule for the vaccination, you must register again. Follow the "Vaccine Registration" instructions on page 7.

Technical Assistance and BHS Contacts

LMS Technical Support for Appointment Scheduling

If you need assistance with any of the following:

- Assistance to confirm, cancel, or reschedule your vaccination appointment
- Password assistance for the LMS system
- Any other LMS Technical issues

Contact FDNY Technical Support Center at 718-999-2611

Hours of Operation: 24 Hours Per Day, 7 Days Per Week

Questions Regarding Vaccine

Contact Bureau of Health Services at 718-999-0555

Hours of Operation: 0800-1600, 7 Days Per Week

WTC Health Program

Contact the WTC Health Program Helpdesk at 718-999-1365

Hours of Operation: Monday-Friday