



UFA Safety Message

An Official Communication
from the UFA Health and Safety Office

January 16, 2021



COVID-19 Vaccine for FDNY Retirees Ages 65 and Older

The Department has now been approved by New York State to include retirees ages 65 and over in COVID-19 vaccination distribution eligibility.

Appointments for the Moderna COVID-19 vaccine can be scheduled at any one of The Department's 4 POD locations. The vaccination sites are listed below.

- **Brooklyn** - FDNY Headquarters, 9 MetroTech Center, Brooklyn, NY 11201
- **Queens** - FDNY EMS Academy at Fort Totten, Bayside, NY 11359
- **Manhattan** - FDNY Fire Academy at Randall's Island, New York, NY 10035
- **Staten Island** - Susan E. Wagner High School, 1200 Manor Rd, Staten Island, NY 10314

Appointments are required for all vaccinations. To make an appointment, visit www.fdnycampus.org. Please see the attached Department guide for step-by-step instructions for retiree access to COVID-19 Vaccination Registration using the Learning Management System (LMS). All appointments should be made through the LMS system.

Members with questions regarding LMS registration should contact:

- WTC Health Program Help Desk at 718-999-1365 (Monday – Friday)
- FDNY Help Desk at 718-999-2611

Members are reminded that all appointments are dependent upon vaccine shipments meeting the demand. Eligibility is determined by the New York State Department of Health. This means that New York State creates the priority tiers and the FDNY is required to comply to those tiers. The FDNY will notify members when New York State expands COVID-19 vaccination eligibility to include retirees under the age of 65.

Members with questions or concerns surrounding the Moderna COVID-19 Vaccine should visit our website and watch the COVID-19 Vaccine Video Q&A with professional virologist Dr. Eain Murphy and UFA President Andy Ansbro. The video can be found in the News section of our website, or by clicking here: <https://ufanyc.org/news/2020/12/covid-19-vaccine-video-ga-with-dr-eain-murphy/>.

Fraternally,

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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

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			FEDERAL TAX			RECIPIENT NAME		
N 222222 0			B 03					
PAY INFO		GROSS	FEDERAL TAX	OTHER WHT	NON-TAX DEDUCT	TOTAL DEDUCTIONS THIS PERIOD		
		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	MESSAGES				
DEDUCTION DESCRIPTION		AMOUNT THIS PERIOD	GOAL AMOUNT OR TOTAL INSTALL. P.	BALANCE DUE OR INSTALL. LEFT				

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 PLAN
DATE PRINTED: 12/29/2016	SINGLE 01
PAYMENTS	OCTOBER NOVEMBER DECEMBER YEAR TO DATE

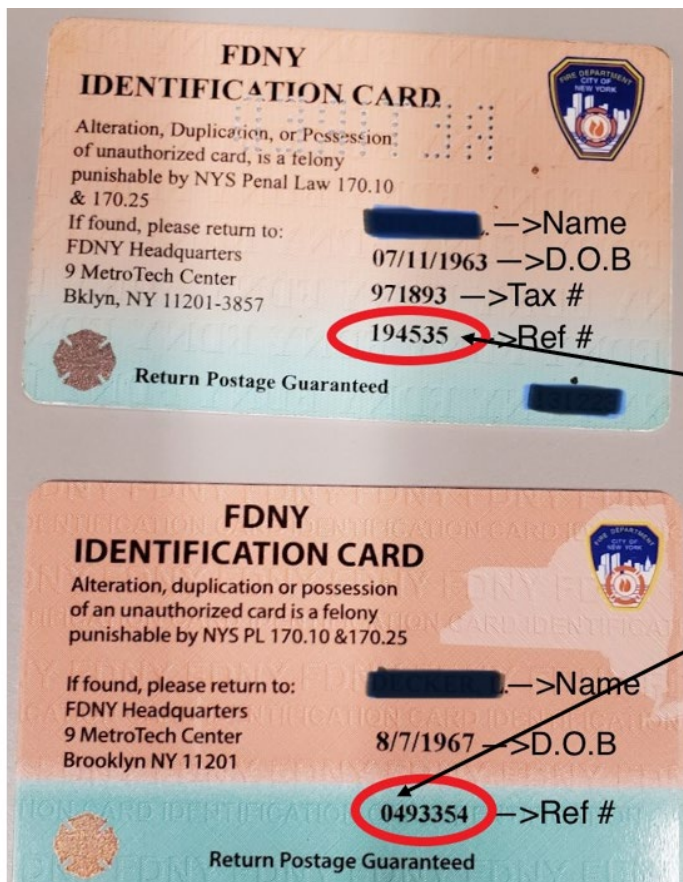
How to Find Your Reference Number (Retired EMS and Civilian Personnel)

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



Reference numbers need to be 7 digits long when entered as your username in LMS Login.

If the number on your card is less than 7 digits add zeros to the front of the number until it is 7 digits when you enter it in LMS as your username.

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.

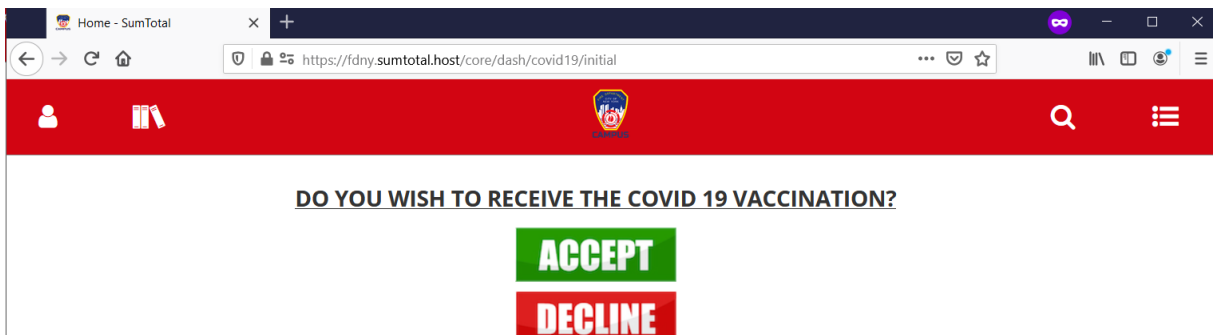
Register for the COVID-19 Vaccination

Initial Steps

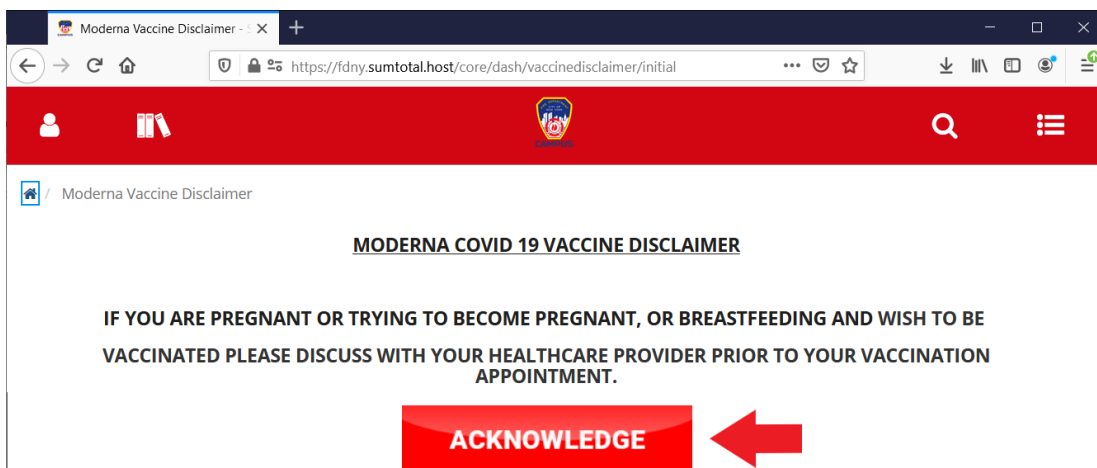
1. On the LMS Home Page – Click on “Click Here To Register”



2. Click “ACCEPT” to Continue to Vaccination Registration

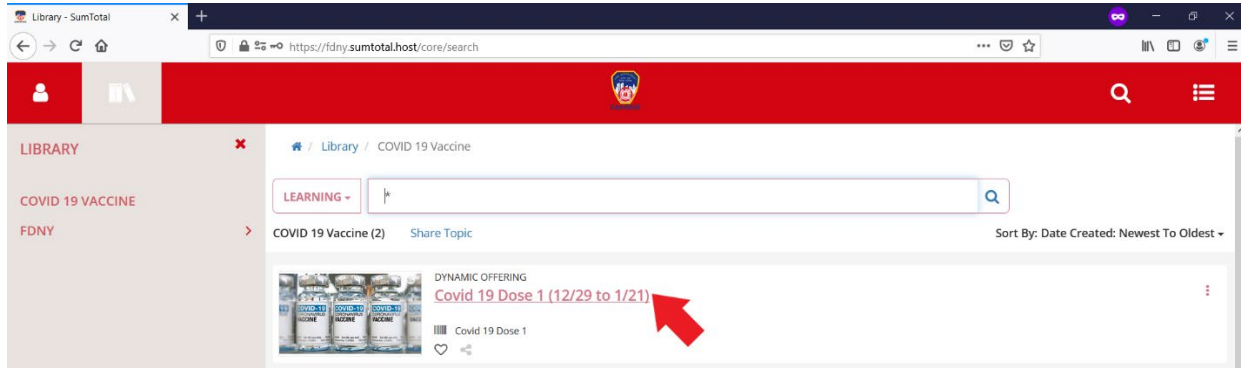


3. Read and Acknowledge the Disclaimer

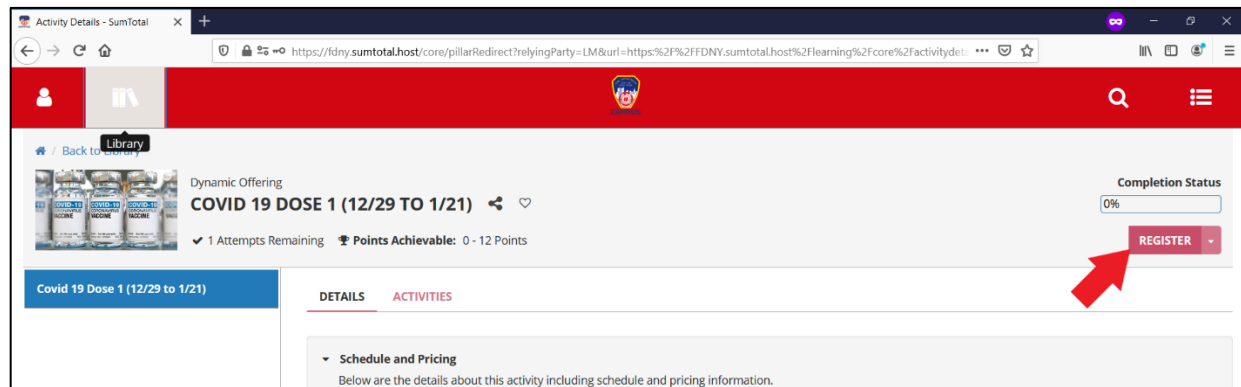


Vaccine Registration

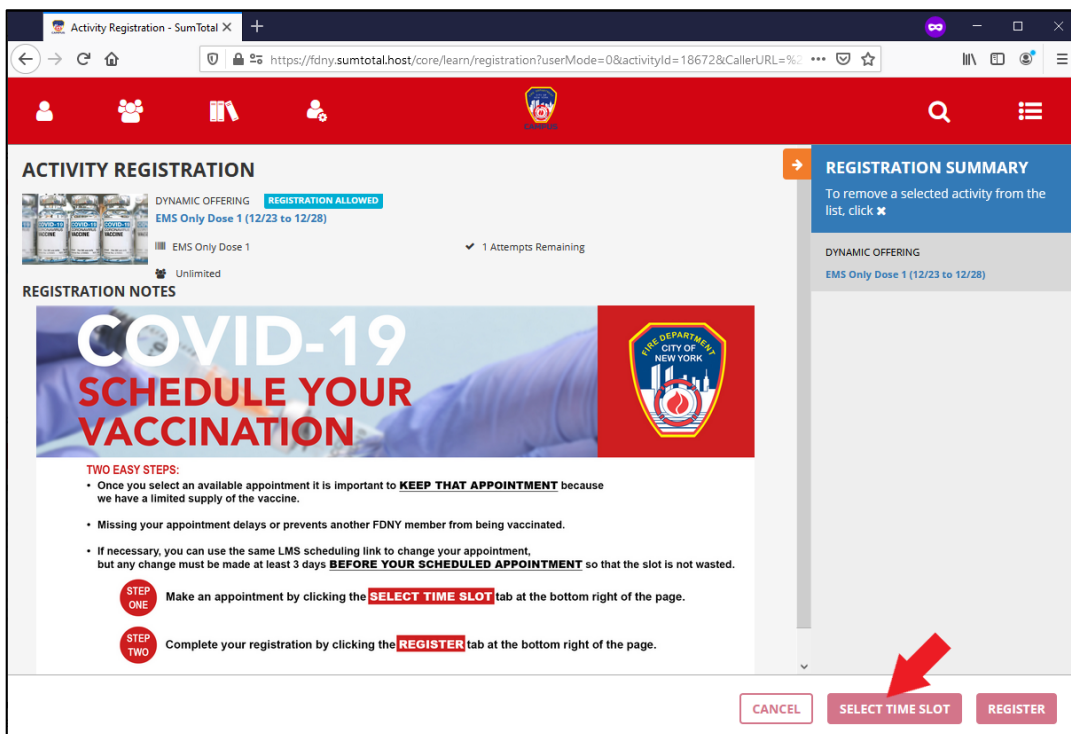
1. Having selected "ACCEPT" to receive the Vaccine it will be bring you to the registration page. To schedule and register for your vaccine, under Dynamic Offering – Click "Covid 19 Dose 1"



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

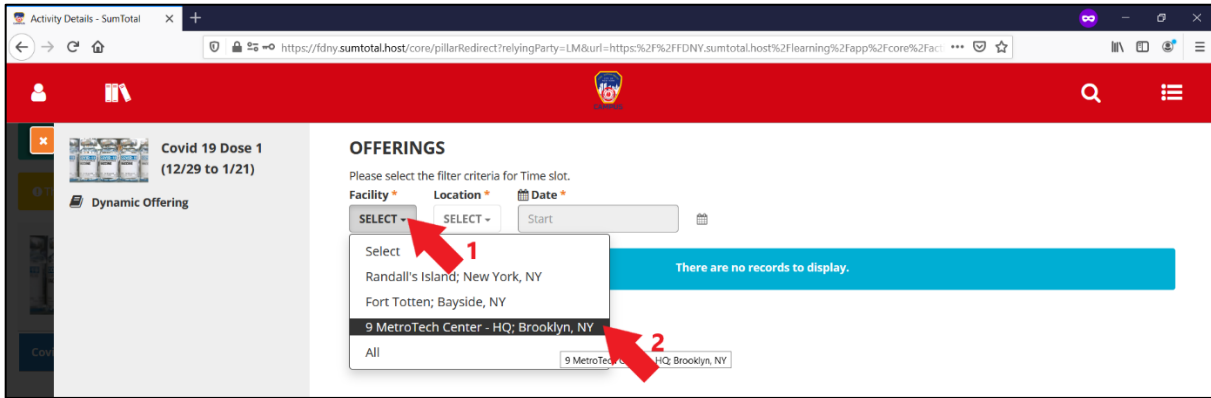


3. Read the appointment information and then click "SELECT TIME SLOT"

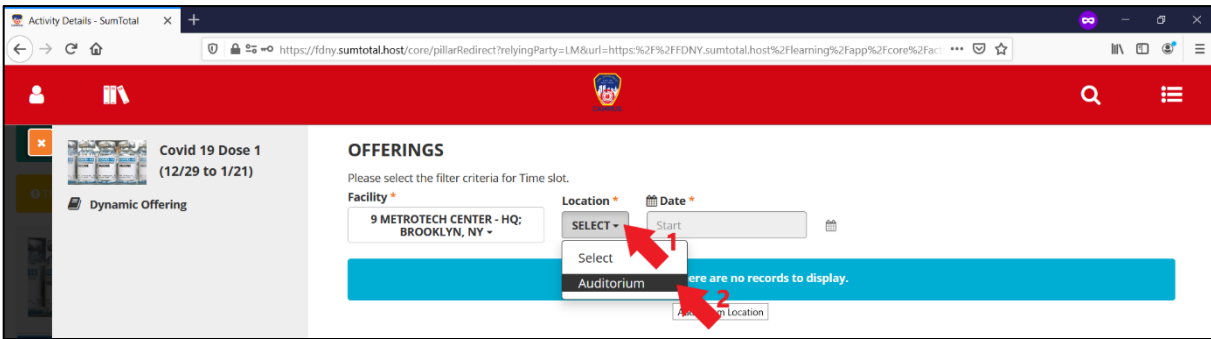


4. Select the Location and Date/Time for your Vaccination

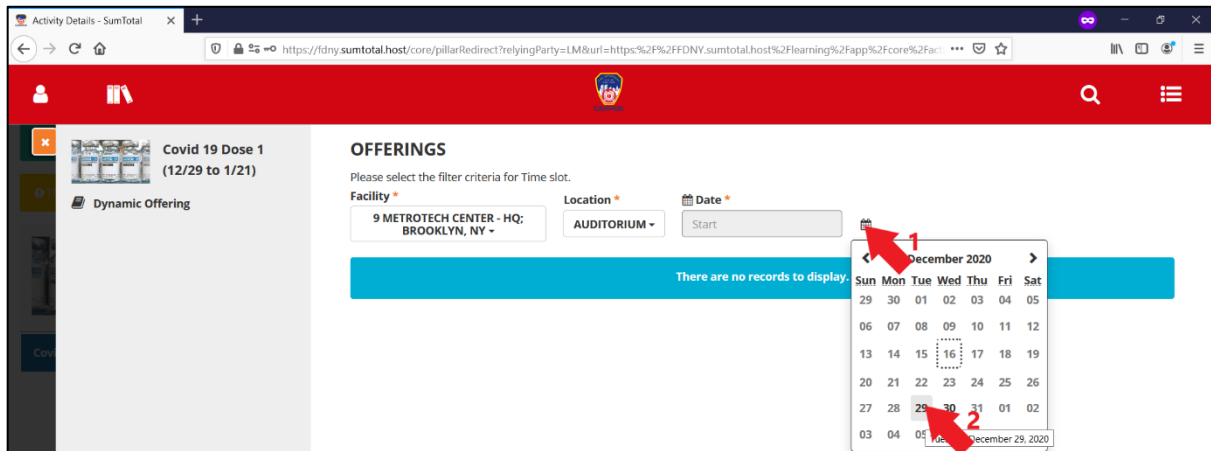
Facility: Click the "Facility" drop down menu and select the Facility of your choice.



Location: Click the "Location" drop down menu and select the Location.

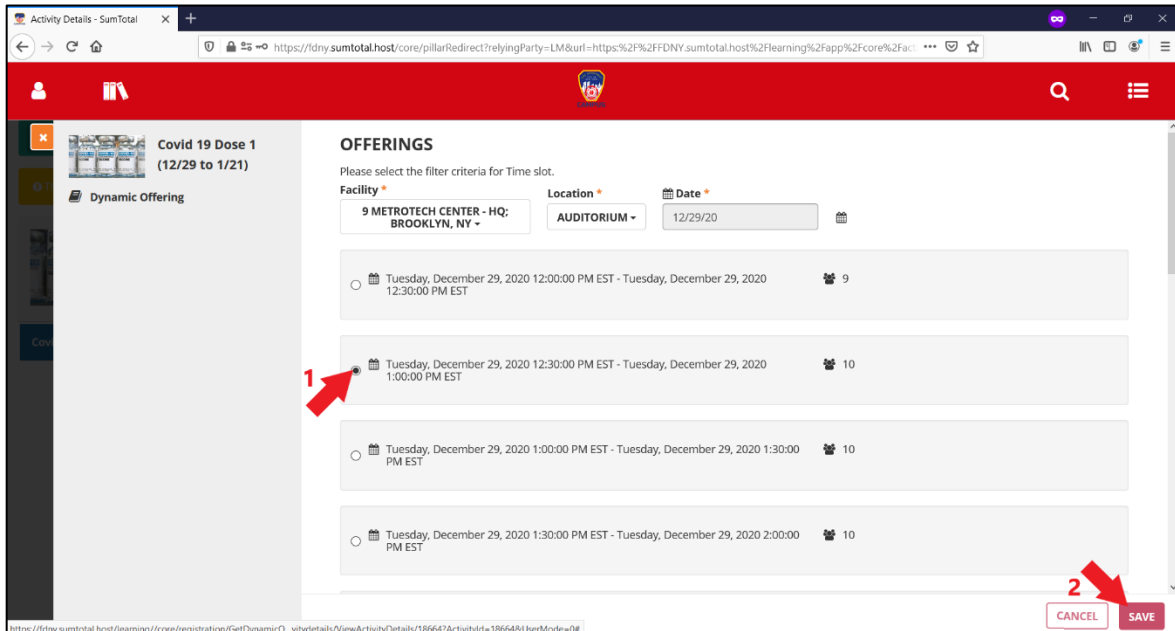


Date: Select the date from the calendar by clicking on the calendar icon to the right of the date box. Dates with availability will show up with **bold** numbers.

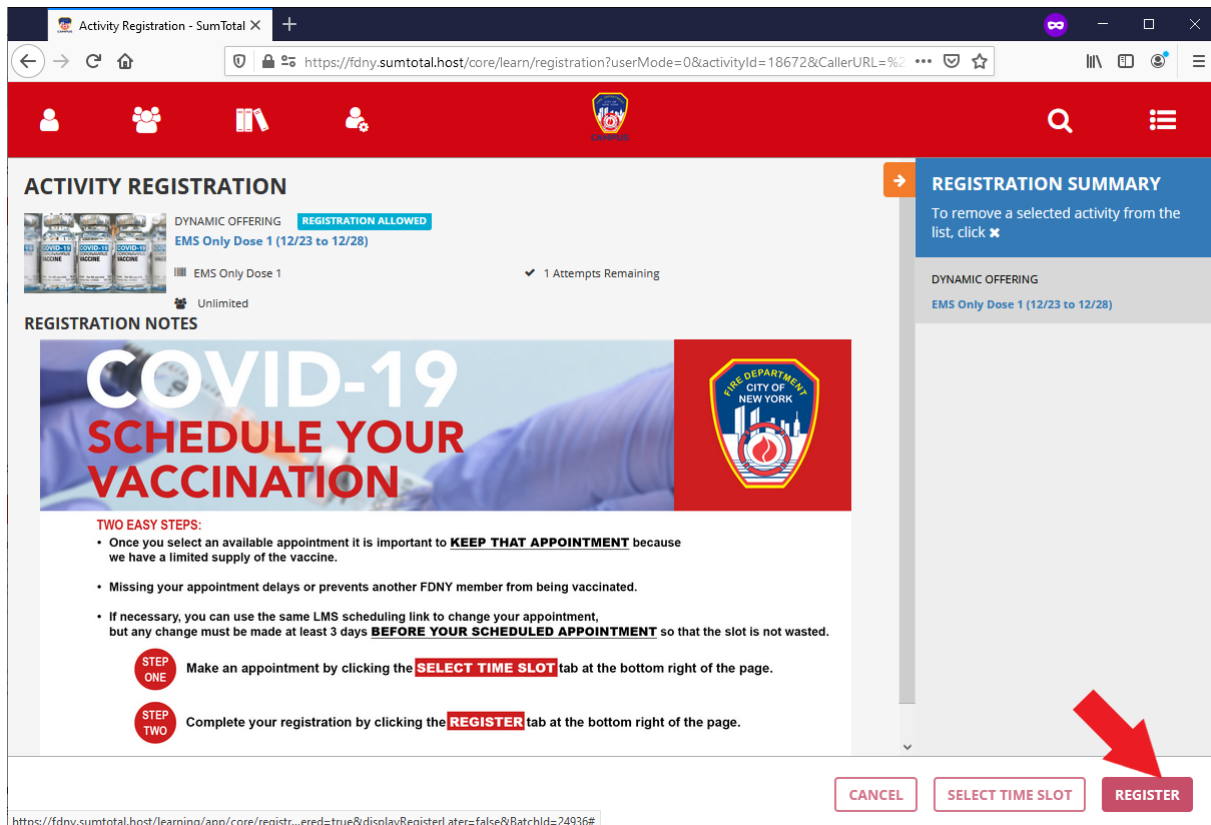


5. **Offerings:** Select the timeslot offering you would like, then click "Save".

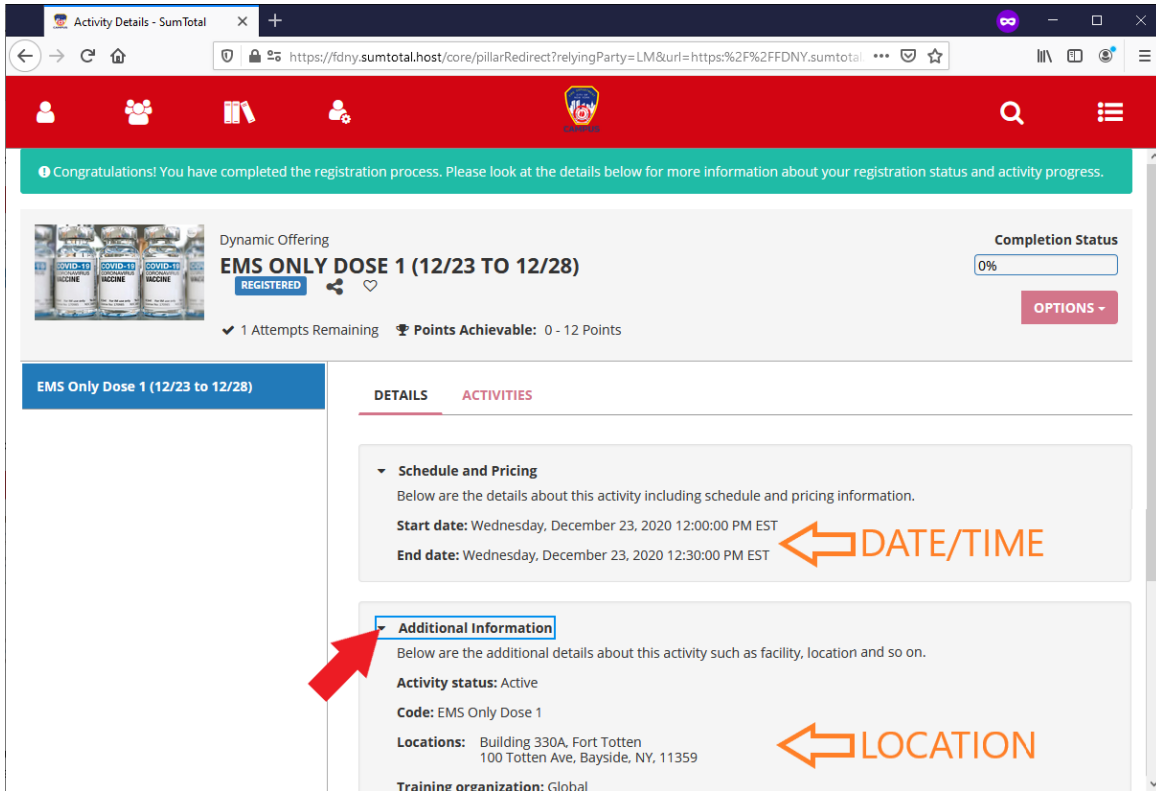
Note: The timeslot must show availability to sign up. If it does not show a number you will not be able to select that time at that location. You can either pick another timeslot or check other locations for availability.



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

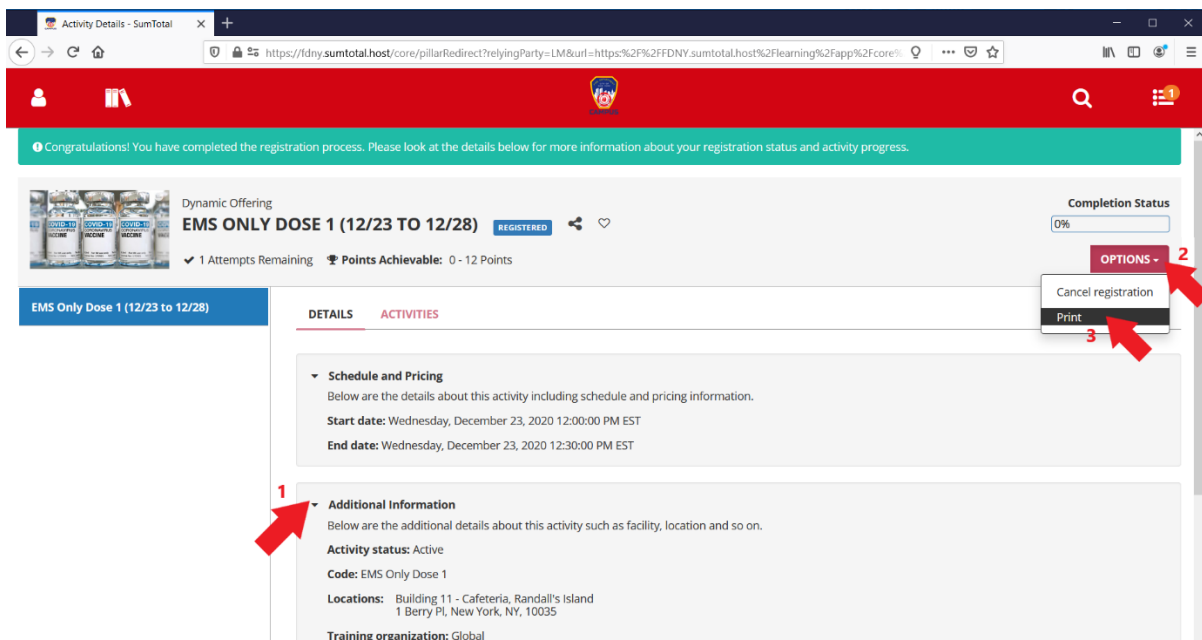


7. **Registration Completion:** Upon completion of registration you will be shown a green “Congratulations” banner across the top of your page. Your scheduled date and time for vaccination is listed below. Click “Additional Information” to bring up information about your scheduled location.



8. Printing Appointment Information

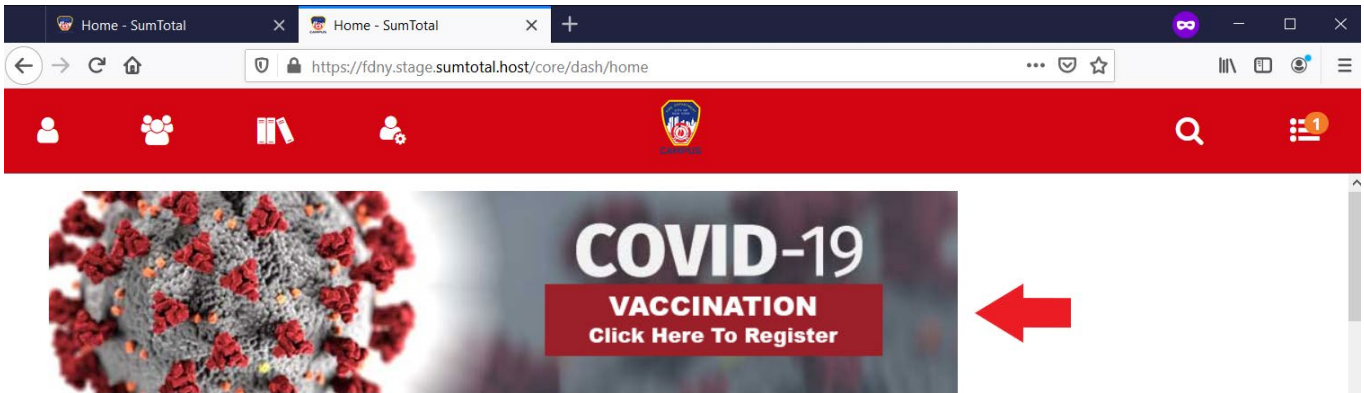
1. Ensure “Additional Information” displays your dose location
2. Click the “Options” drop down
3. Click the “Print” option to bring up the printer options on your computer



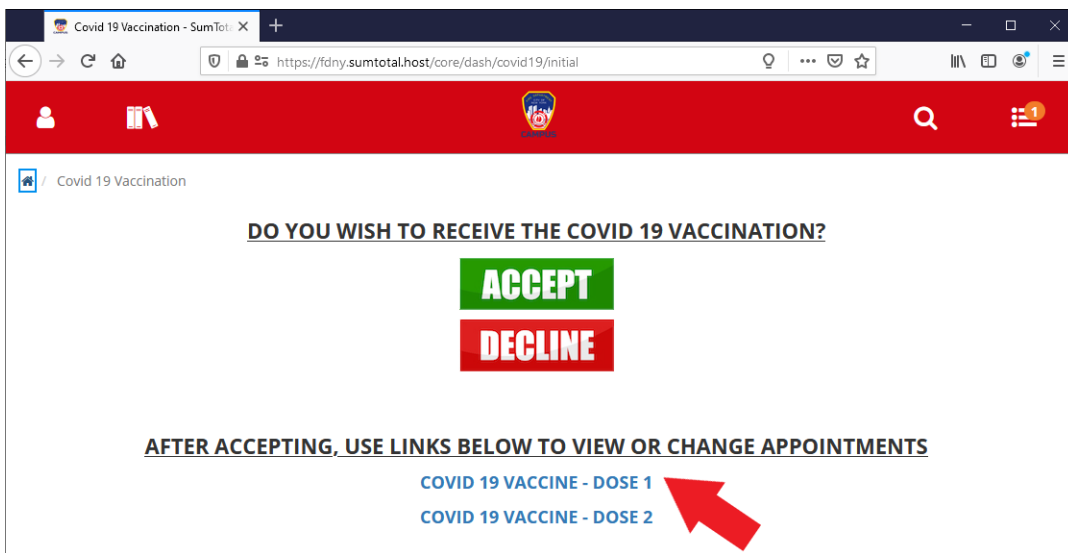
View Scheduled Vaccine Appointment and Cancellation/Rescheduling

View Scheduled Appointment

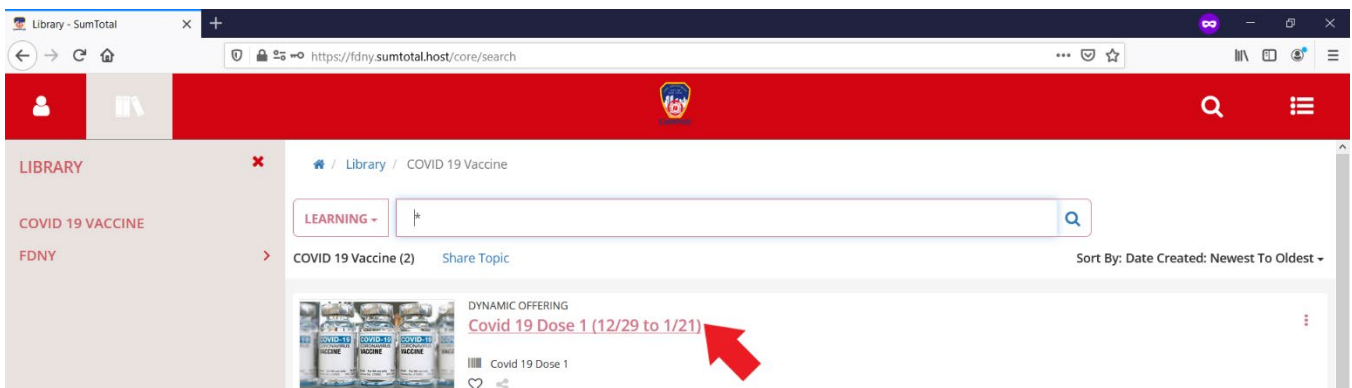
1. On the LMS Home Page – Click on “Click Here To Register”



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.



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

The screenshot displays the LMS interface for a 'COVID 19 DOSE 1' activity. The top navigation bar is red and contains icons for user profile, group, library, and search. The main header area shows the activity title 'COVID 19 DOSE 1' with a 'REGISTERED' status, '1 Attempts Remaining', and 'Points Achievable: 0 - 12 Points'. A 'Completion Status' indicator shows '0%' and an 'OPTIONS' button is visible.

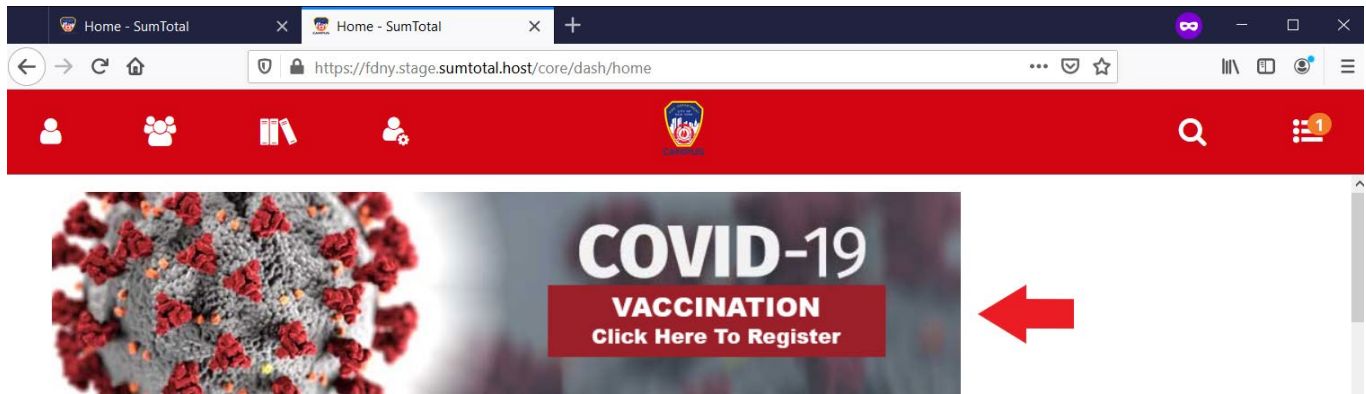
The left sidebar shows the activity name 'Covid 19 Dose 1'. The main content area is divided into two tabs: 'DETAILS' (selected) and 'ACTIVITIES'. Under the 'DETAILS' tab, there are three expandable sections:

- 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:**

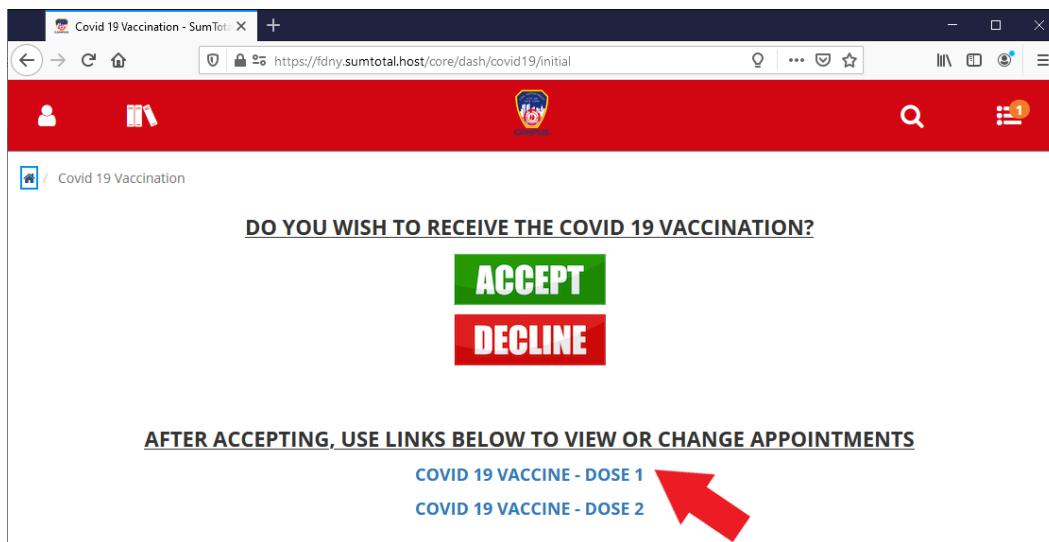
A red arrow points to the 'Additional Information' section header.

Cancellation and Rescheduling

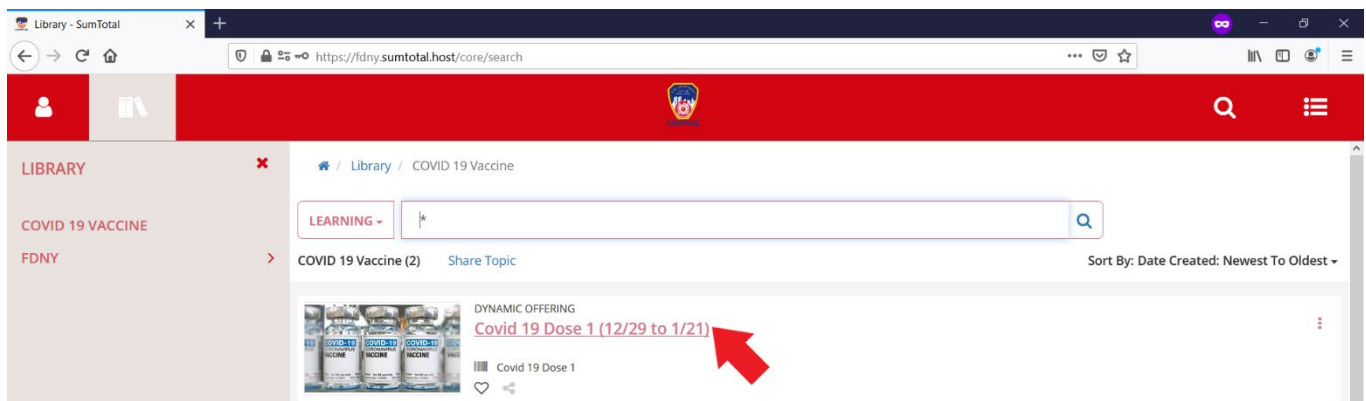
1. On the LMS Home Page – Click on “Click Here To Register”



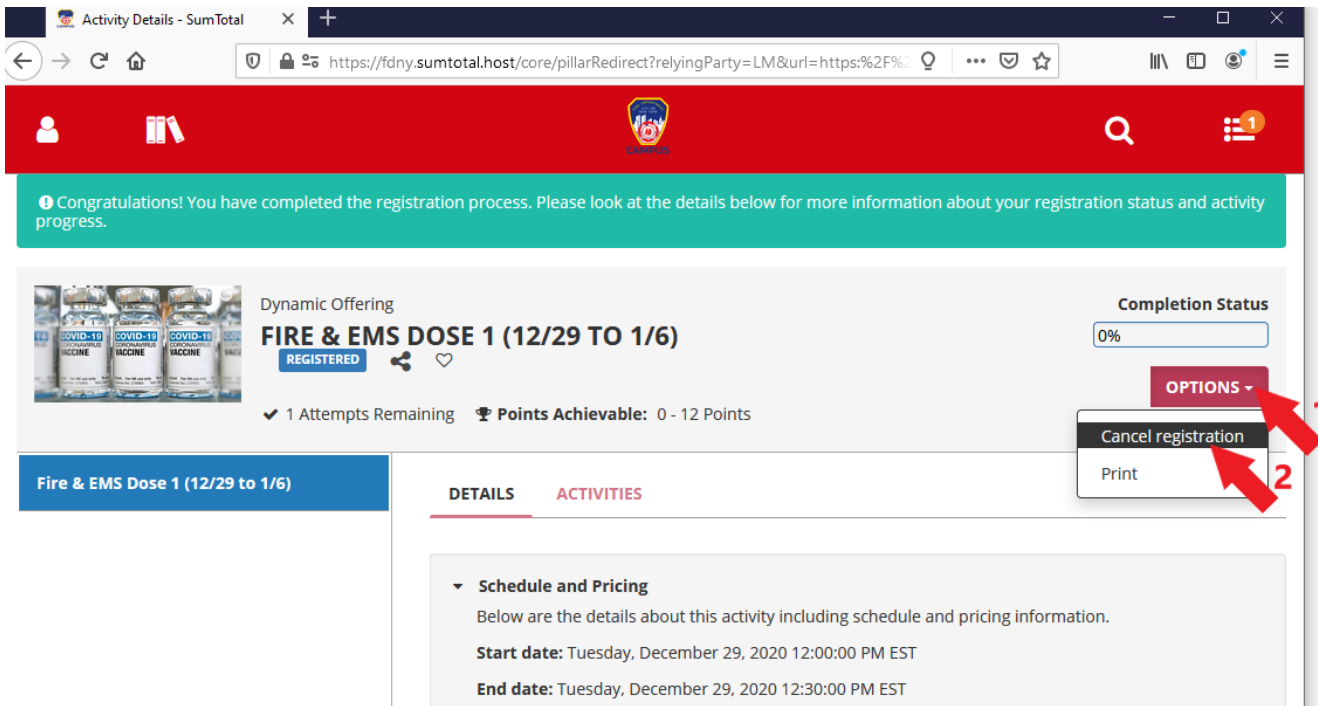
2. Under “Use Links Below to View or Change Appointments”, click on the appropriate COVID-19 Vaccine Dose appointment you would like to cancel or reschedule.



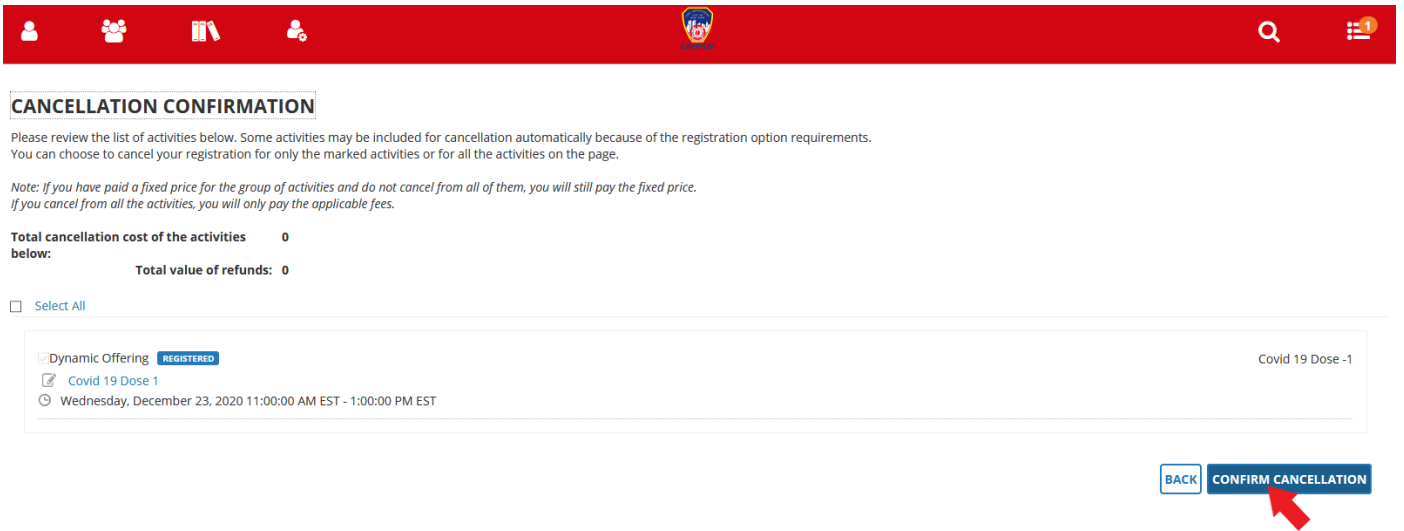
3. Under “Dynamic Offering” – Click the appropriate COVID-19 Vaccine Dose you would like to cancel or reschedule.



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



5. Click "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