

## Launch of Vaccination / Testing Reporting System (VTRS)

Monday, Aug 16, 2021, 12:15PM

Dear Colleagues,

This email serves to provide more details on the Vaccination / Testing Reporting System (VTRS) and to clarify / elaborate on the key points communicated in earlier [announcements](#).

### Launch and Use of VTRS

- The VTRS will be launched **today (August 16) at 2pm for staff's input on their vaccination status while the testing reporting function will be enabled starting August 23**. Here is the link to the system: [vacwecan.hkust.edu.hk](http://vacwecan.hkust.edu.hk), this link will also be accessible through the [Admin Intranet](#) and the [COVID Info Portal site](#).
- To fulfil the reporting requirements, members will need to input their vaccination or testing status and upload relevant records to the system. Up to two image or pdf files are allowed for capturing essential information of your records, please make sure they are clear and readable.
- All uploaded records are in encrypted format, only designated Clinic and HSEO staff will have access to the records.
- Upon satisfying the vaccination / testing and system submission requirements, a link to the **Campus Access Pass (CAP)** will be automatically generated. To receive the link to the CAP via SMS, members will need to click the "Send CAP to my phone" button in VTRS. Members can also obtain the CAP by scanning the CAP QR-code inside VTRS; the CAP is also accessible via the University Staff App.
- Members are reminded to register their family members, helpers, and regular contractors / visitors, i.e. those who come for more than two consecutive days, into the system for receiving the CAP to access campus.
- Engaging units / staff may register entry of ad hoc contractors / visitors who come for two or fewer days using the [Visitors' Pre-Registration Form](#) starting from August 29.

### Vaccination

- The uploaded vaccination record should clearly show your full name, identity (such as ID number), date(s) of vaccination and name of vaccine.
- The University accepts all official vaccination records issued by members' home countries or regions. Electronic vaccination records that contain the information required above, e.g. the one included in the Government iAM Smart App, are also acceptable.

### Testing

- PCR COVID-19 tests, by deep throat saliva samples or nasal swap samples, offered by the Government or private labs, are all acceptable.
- All COVID-19 rapid antigen test kits bought from reputable sources are also acceptable.

- Rapid test kits will be on sale at a discounted price at the Souvenir Shop starting from August 30. Members will need to show their University ID, and there will be a limit on the number of test kits that can be purchased each time.
- For test result submission, members are required to upload an image or pdf file of the PCR test report or a photo of the rapid test kit, and input the **test result (issuance) date**.
- For rapid antigen test kit result, members should take a photo of the test kit at the result reading time specified by the test kit instruction for uploading. The photo should include:
  - the completed test kit with a unique QR code or bar code, either on the package or on the body of the kit, if available;
  - member's name and the date on a piece of paper next to the test kit.
- All test results are considered valid for 14 days counting from the test result (issuance) date as Day 1.

#### Members who cannot take vaccine due to medical reasons

- Members are required to upload relevant medical certificates through VTRS.
- Rapid test kits will be available for free to members who cannot take vaccine due to medical reasons, starting from August 23.
- A counter will be set up outside the LG1 entrance to the Indoor Sports Hall and the Table Tennis Room, the opening hours are 9:30 am to 1 pm, Monday to Friday.

#### Use of CAP

- Starting from September 1, University members will be required to show the CAP when entering campus and accessing campus facilities such as library and sports facilities.
- When you access the CAP using the link in your SMS, it will generate a new time stamp that can verify the authenticity of the CAP, therefore you cannot just show a screenshot of the CAP, and It is advisable to keep the link to your CAP handy, such as keeping it in the web browser bookmark of your mobile device.
- Vehicle permit holders who have fulfilled the vaccination / testing submission requirements do not need to show the CAP at the gates when they drive to campus, as VTRS will be linked to the vehicle entry system to allow entry of authorized vehicles.
- Please be patient as some delays at the campus gates are expected at the beginning of implementation. Opening the CAP before arriving at the gates / boarding the bus will help minimize such delays.

Please view [here](#) (search for Vaccination / Testing Reporting System (VTRS)) a step-by-step video guide on data input, file uploading, as well as obtaining CAP for members' easy reference; videos will be ready today at 2pm.

If you have any questions, please contact the relevant offices:

- Vaccination / testing requirements: [safety@ust.hk](mailto:safety@ust.hk)
- System-related questions: [issupprt@ust.hk](mailto:issupprt@ust.hk)

- Personnel matters: [hroffice@ust.hk](mailto:hroffice@ust.hk)
- General issues on compliance: your supervisor / Department Head

Thank you for your attention and cooperation. Please take care and stay safe.

Warm regards,

TC Pong, Vice-President for Administration and Business  
Samuel Yu, Director of Health, Safety and Environment