

Accessing Blackboard Trainings - ESPARCS and Workplace Violence Modules

Please note that you must have your CUNYfirst login credentials to access the trainings.

1. Turn **off** the pop up blocker in your browser. Please use the links below to access step by step guides to turn your blocker off.

a. Google Chrome:

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

b. Safari:

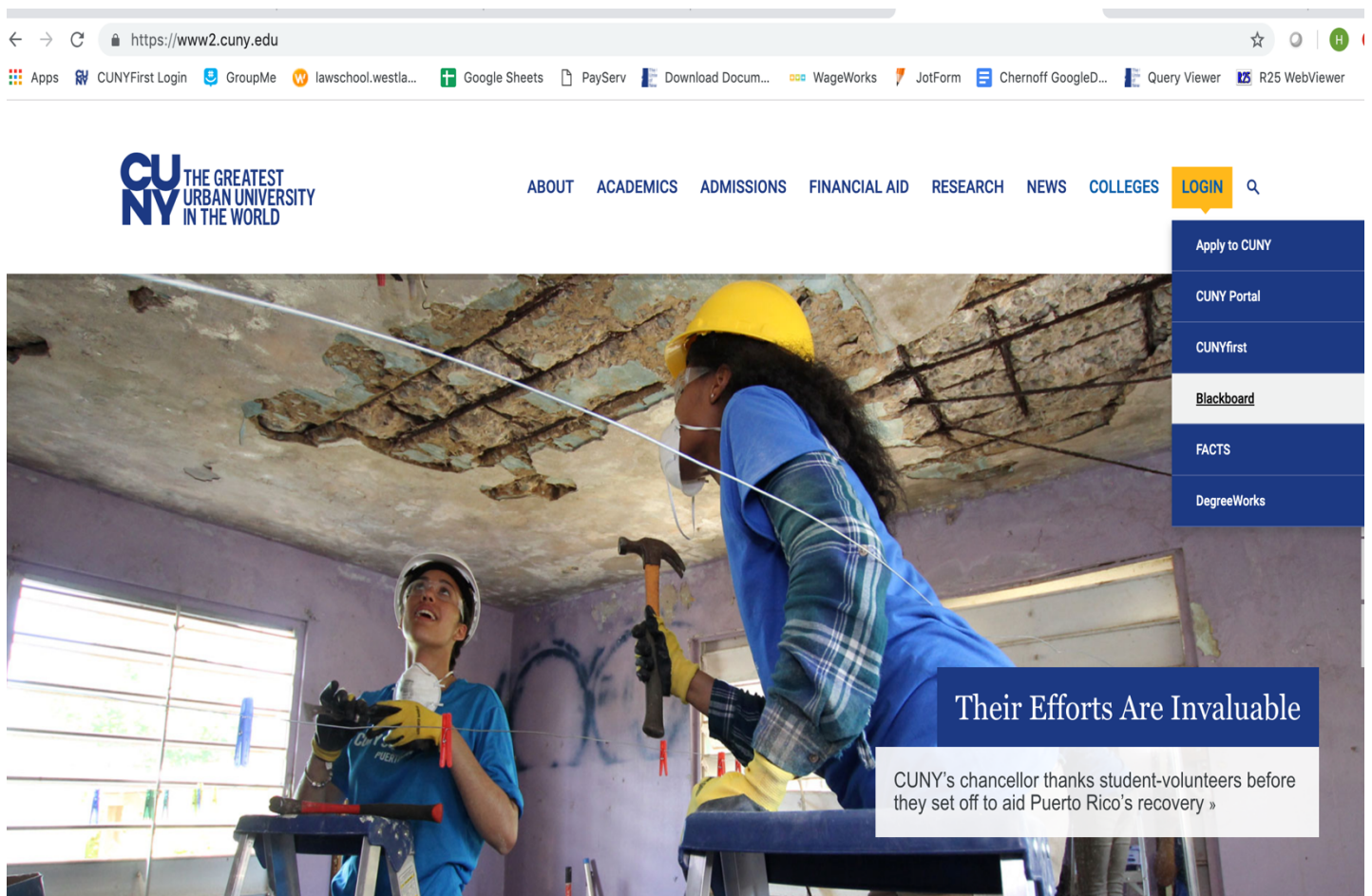
<https://www.technipages.com/safari-popup-blocker>

c. Firefox:

<https://support.mozilla.org/en-US/kb/pop-blocker-settings-exceptions-troubleshooting>

2. Go to "<https://www2.cuny.edu/>"

a. Hover over "Login" and select "Blackboard"



The screenshot shows a web browser window with the URL <https://www2.cuny.edu/>. The browser's address bar and tabs are visible at the top. The website header features the CUNY logo on the left and a navigation menu on the right. The menu items are: ABOUT, ACADEMICS, ADMISSIONS, FINANCIAL AID, RESEARCH, NEWS, COLLEGES, and LOGIN. The 'LOGIN' item is highlighted in yellow, and a dropdown menu is open, showing the following options: Apply to CUNY, CUNY Portal, CUNYfirst, Blackboard (highlighted in white), FACTS, and DegreeWorks. Below the navigation menu is a large banner image showing two student-volunteers in blue shirts and hard hats working on a damaged ceiling. A text box on the right side of the banner reads: "Their Efforts Are Invaluable" and "CUNY's chancellor thanks student-volunteers before they set off to aid Puerto Rico's recovery »".

3. Enter your CUNYfirst username and password on the Blackboard login page. Do not remove the “@login.cuny.edu” portion. Simply insert your username before it.



CUNY Login

New → CUNYfirst | CUNYsmart | Virtual Bookstore
Blackboard | DegreeWorks | FACTS

Log in with your CUNY Login credentials
(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)

Username

Password

Log in

If you do not have a CUNYfirst account, see the [FAQs](#).

Forgot Password | Change Password | New User

Note: Please do not bookmark this page. See [FAQs](#).

4. Once you are on the Blackboard Homepage, scroll down until you locate “My Organizations” on the right side of the page. Select “CUNY Law ESPARC 2018-2019”.

The screenshot shows the Blackboard homepage. At the top, there is a navigation bar with links for Home, Help, Content Collection, Accessibility Training, and Blackboard Resources. Below this is a sidebar with several sections: "CUNY SUMMER SESSION", "Enough is Enough Combating Sexual Misconduct", "CUNYfirst MyInfo", and "Active faculty have free access". The main content area is divided into several sections: "Download Blackboard's Student App Today", "Course Availability", "My Courses", "My Organizations", and "My Announcements". The "My Organizations" section is expanded, showing "CUNY Law ESPARC 2018-2019" and "CUNY Law WVP 2018-2019".

5. The ESPARC homepage that you arrive on will have instructions to disable your pop up blocker if you have not already done so. To enter the module, select the 5th option on the left titled “ESPARC Training Module” and then select “2018-2019 Employee Sexual Misconduct Prevention and Response Course”. The course will pop up and then you may follow the prompts.

The screenshot shows the Blackboard interface for the CUNY Law ESPARC 2018-2019 course. The top navigation bar includes the CUNY Blackboard logo, a user profile for Nia-N'Shae Collins, and a 'Make this website talk' button. Below the navigation bar, the course name 'CUNY Law ESPARC 2018-2019' and 'Announcements' are displayed. The left sidebar contains a navigation menu with options like 'Announcements', 'Information', 'Instructions', 'E-SPARC Training Module', 'E-SPARC Completion Certificate', 'Completion History', 'Resources', 'Your Campus Contacts', and 'How to Disable Pop-Up Blockers'. The main content area features a blue banner with the 'CU NY E-SPARC' logo and the text 'Employee Sexual Misconduct Prevention And Response Course'. Below the banner, there is an 'Announcements' section with a note explaining how announcements are displayed. A 'Create Announcement' button is visible. The main announcement is titled 'Instructions to Complete Employee SPARC Online Training' and is dated Tuesday, March 5, 2019. The instructions are as follows:

1. To complete this training, please **disable your pop-up blocker**. If your pop-up blocker is not disabled, you may receive an error message indicating that the page is not found and the file has been removed. If you need assistance, please review the attachment in the course MENU on the left entitled, How to Disable Pop-up Blockers.
2. Select the "**E-SPARC Training Module**" option from the menu on the left and follow the instructions. The training module is designed to take approximately 30-45 minutes to complete.
3. Once completed, if you wish to print a certificate showing the earliest date you completed the E-SPARC Online Training, select "**E-SPARC Completion Certificate**" from the menu on the left and click the small printer icon on the E-SPARC Completion Certificate.

The announcement is posted by Todd Drantch on Tuesday, March 5, 2019.