Blackboard Learn is CUNY’s enterprise Learning Management System (LMS), centrally supported and managed by the Office of Computing and Information Services (CIS), and staff and instructional leaders on the campuses.

Blackboard is accessed from the www.cuny.edu menu bar and from direct access URLs on campus websites. Access to Blackboard uses your CUNY Login credentials. If you have not claimed your CUNYfirst account on https://home.cunyfirst.cuny.edu/, you must do so before accessing Blackboard. Your CUNY Login username is your CUNYfirst username followed by @login.cuny.edu and your CUNYfirst password. For example, if you log into CUNYfirst as george.washington76, your CUNY Login will be george.washington76@login.cuny.edu.

For more information, see the CUNY Login Frequently Asked Questions at http://www2.cuny.edu/about/administration/offices/cis/cuny-login-faq/

To access Blackboard via the CUNY web site or direct access URL:

1. In your web browser, navigate to www.cuny.edu

   ![Firefox welcome to CUNY](welcome_to_cuny.png)

   www.cuny.edu/index.html

2. From the login drop down menu, select the Blackboard login option.
3. Enter your CUNYfirst username, along with @login.cuny.edu, and password

4. Blackboard page will open with the **Home** tab active. Courses you are taking are displayed in the **My Organizations** module.
5. Click on **E-SPARC Training Module**

6. Click on **2018-2019 Employee Sexual Misconduct Prevention and Response Course**
7. You may see a message similar to this if the web browser’s pop-up blocker is not disabled. Please refer to the next section for help with **Disabling Pop-up Blockers**.

### Popup Blocked

We attempted to launch your course in a new window, but a popup blocker is preventing it from opening. Please disable popup blockers for this site.

Launch Course

We launched your course in a new window but if you do not see it, a popup blocker may be preventing it from opening. Please disable popup blockers for this site.
Disabling Pop-up Blockers

CHROME (WINDOWS)

By default, Chrome will notify you when a pop-up is blocks and give you an option to see it. To turn off pop-up blocker, follow these instructions:

1. Click the **Customize and control Google Chrome** menu (the three dots in the upper right corner)

2. Select **Settings**.
3. Click **Advanced** at the bottom.

4. Under **Privacy and security**, click the **Content Settings** button.

5. Select Pop-ups and redirects.

6. To disable the pop-up blocker uncheck the **Blocked (recommended)** box.

7. To enable pop-ups on specific sites, check **Blocked (recommended)** and click **Add** next to **Allow** and enter the URL(s).

**FIREFOX (WINDOWS)**

1. Select the three horizontal bars in the upper right corner.
2. Select **Options**.
3. Select the **Privacy and Security** tab.
4. To disable the pop-up blocker, uncheck the **Block pop-up windows** box below **Permissions**.

5. To allow specific pop-ups, click **Exceptions** and enter the URL(s).
6. Close the window.
7. Click **OK**.

**INTERNET EXPLORER (WINDOWS IE 8 AND EARLIER)**

1. Click **Tools**.
2. Click **Pop-up Blocker**.
3. Click **Turn Off Pop-up Blocker**.

**INTERNET EXPLORER (WINDOWS IE 9 AND LATER)**

1. Click the **GEAR** icon and select **Internet Options**.
2. Select the **Privacy** tab.
3. Uncheck **Turn on Pop-up Blocker** to disable the pop-up blocker.
4. Click the **Settings** button to disable pop-up blockers for specific sites.
5. Click **OK**.

## CHROME (MACINTOSH)

By default, Chrome will notify you when a pop-up is blocks and give you an option to see it. To turn off the pop-up blocker, follow these instructions:

1. Click the Customize and control Google Chrome menu (the three dots in the upper right corner)
2. Select Settings.
3. Click Advanced at the bottom.
4. Under Privacy and security, click the Content Settings button.
5. Select Pop-ups and redirects.
6. To disable the pop-up blocker uncheck the Blocked (recommended) box.
7. To enable pop-ups on specific sites, check Blocked (recommended) and click Add next to Allow and enter the URL(s).

## FIREFOX (MACINTOSH)

1. Select **Preferences** from the **Firefox** menu.
2. Select the Privacy and Security tab.
3. To disable the pop-up blocker, uncheck the Block pop-up windows box below Permissions.
4. To allow specific pop-ups, click Exceptions and enter the URL(s).
5. Close the window.
6. Click OK.

## SAFARI (MACINTOSH)

1. From the **Safari** menu, select **Preferences**
2. Click **Websites** at the top of the window
3. Select **Pop-up Windows**.
4. To disable the pop-up blocker select **Allow** next to **When visiting other websites**.
5. To allow specific pop-ups, navigate to the web page, follow steps 1-3 and then select **Allow** next to the name of the site.
The email address associated with your Blackboard account is used for communication among Blackboard users. If the email address listed is not your primary email address, you may change it to another CUNY email address.

To change and verify your current email address in Blackboard:

1. Locate the Update Email link in the Tools area on left side of the Blackboard home page.

2. Enter and re-enter your desired CUNY email address. Blackboard only accepts email addresses that are assigned by CUNY (for example, jdoe@campus.cuny.edu)

   NOTE: This will not change the email address used in the CUNY Portal or any other CUNY system. It will only change the address used for email sent through Blackboard.

3. Click Submit to finish and to save changes.