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

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

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. The course will be displayed under My Organizations
5. To complete the training, employees can click on **ESPARC Training** on the menu on the left and then select **ESPARC Training 2021-2022** to begin their course.
6. In order for employee’s to move through the training, they must click on **Mark Reviewed** at the bottom of each page before they will be able to click on the arrow in the right hand corner of the screen to move to the next page of the training. The section also include a Knowledge Check that employees are responsible for completing in order complete their training.