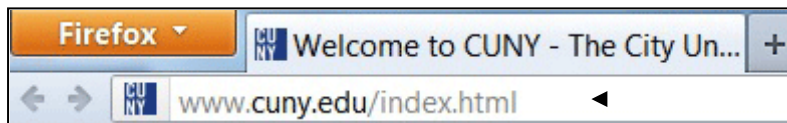
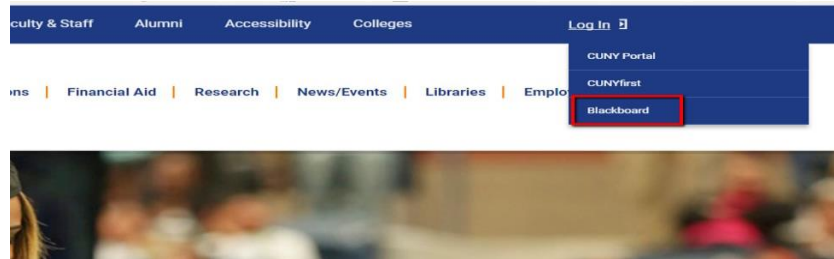


To access Blackboard via the CUNY web site or direct access URL:

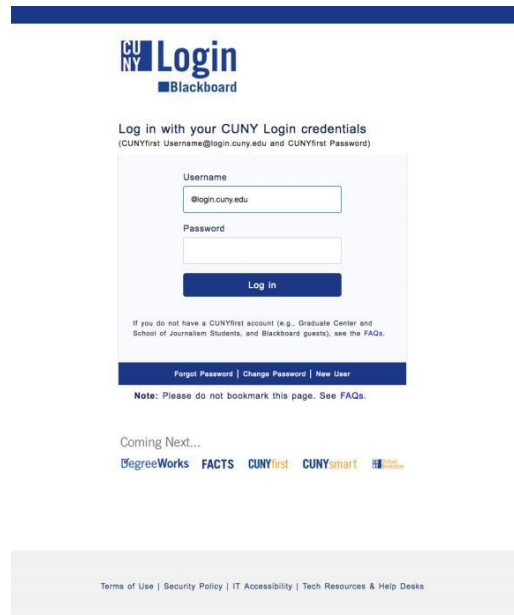
1. In your web browser, navigate to [www.cuny.edu](http://www.cuny.edu)



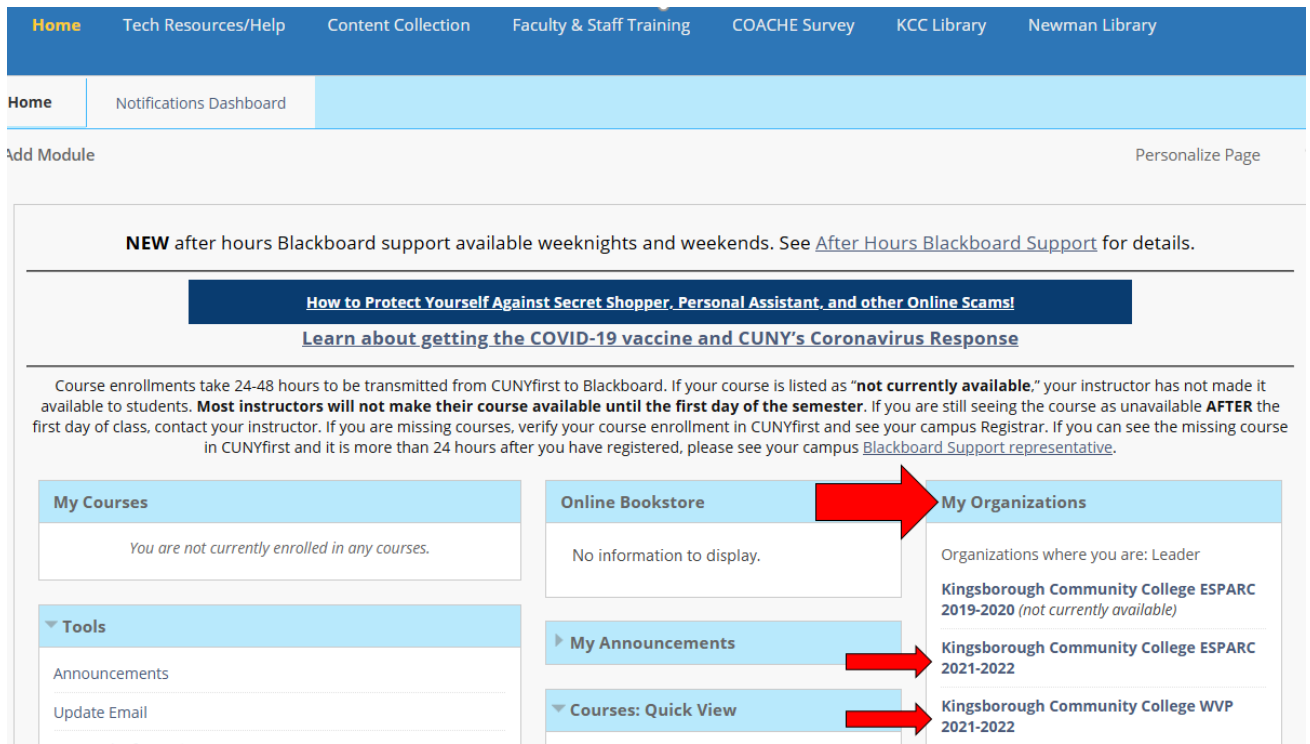
2. From the login drop down menu, select the Blackboard login option.



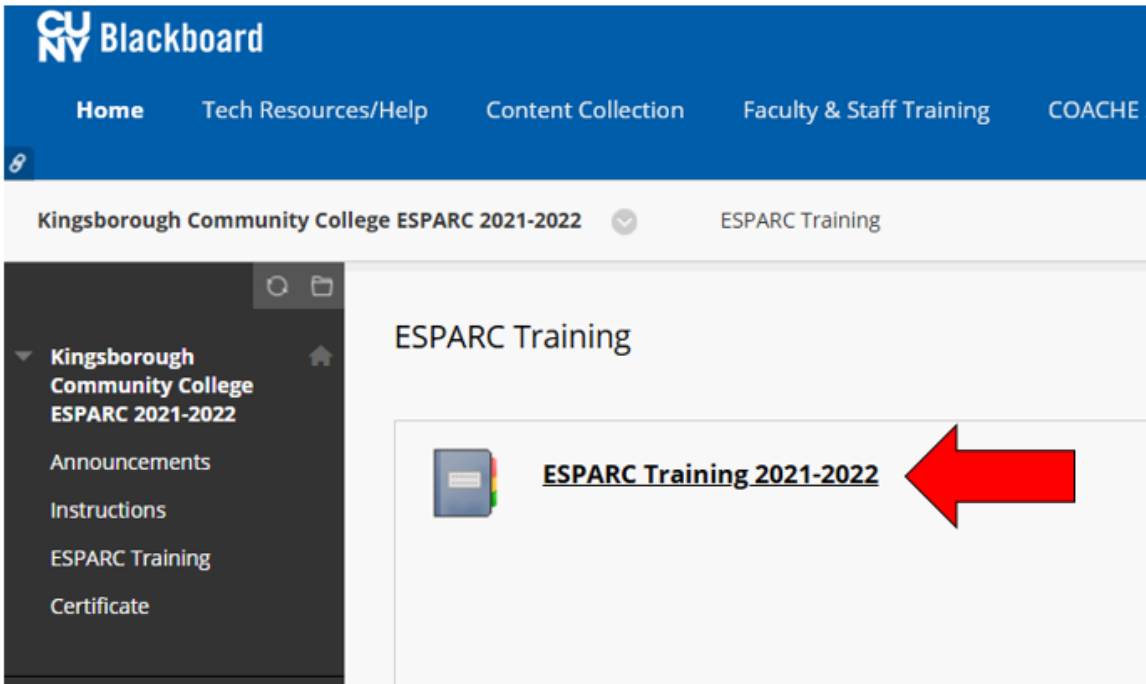
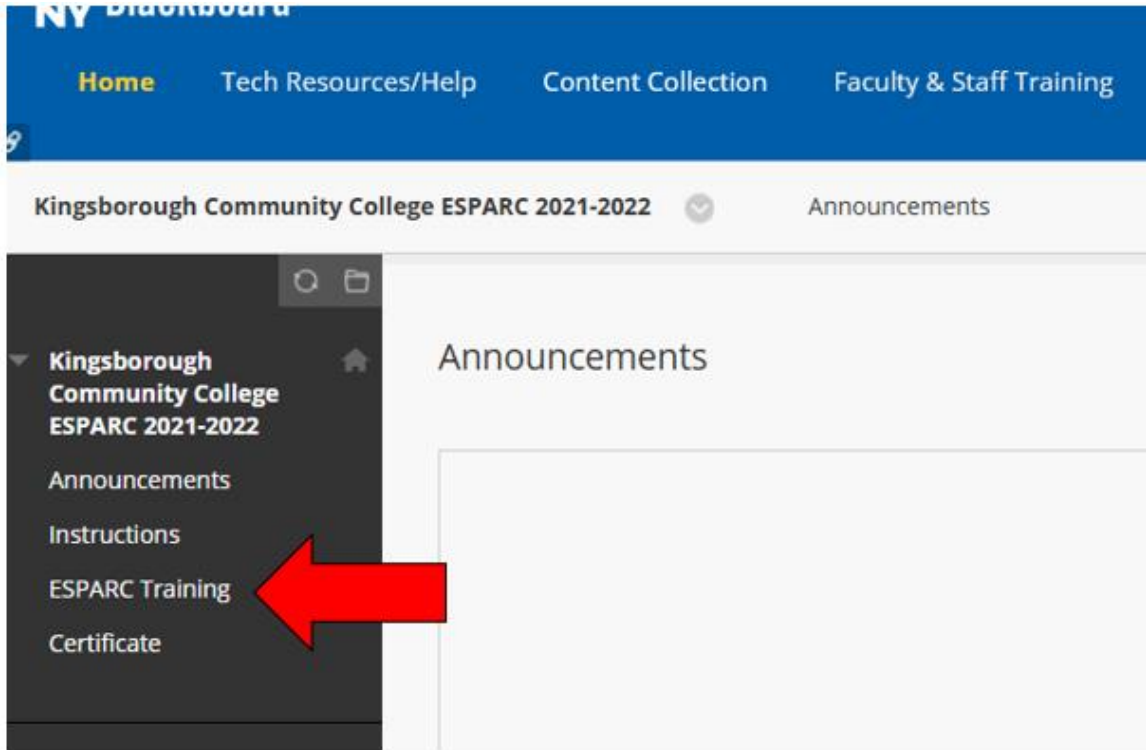
3. Enter your CUNYfirst username, along with @login.cuny.edu, and password



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

The screenshot shows a training page titled "Employee Sexual Misconduct Prevention and Response Training 2021-2022". On the left is a dark sidebar with navigation links: "Kingsborough Community College ESPARC 2021-2022", "Announcements", "Instructions", "ESPARC Training", and "Certificate". The main content area contains the following text:

All CUNY employees are responsible for completing the ESPARC training each academic year.

The training will run from **September 20th, 2021 through July 29th, 2022**. All part-time employees are responsible for completing the training by the end of the current semester to ensure their completion is logged by the University.

All employees should set time aside as soon as possible to complete their training. It is recommended that employees complete their training in one sitting. For any questions or concerns about the training, please reach out to your campus ESPARC Training Administrator.

Below the text is a video player showing a woman speaking. The video player has a "Watch on YouTube" button at the bottom. To the right of the video player, there is a "Page 1 of 27" indicator with a right-pointing arrow. A red arrow labeled "1" points to the "Mark Reviewed" button at the bottom left of the page. A red arrow labeled "2" points to the "Page 1 of 27" navigation arrow.

At the bottom of the page, there is a "Mark Reviewed" button.