

ESPARC INSTRUCTIONS

1. In order to login to the CUNY Blackboard you will need your CUNYfirst user ID and password. **If you have not yet claimed your CUNYfirst account (you do not have one), click on the following link** to get an account: <http://www.hostos.cuny.edu/first/> or the following link for a narrated tutorial: <http://www.hostos.cuny.edu/Administrative-Offices/Information-Technology/CUNYfirst/Staff/Video-Tutorials> If you are having difficulty, you may contact the IT Help Desk at x6646 for assistance.
2. When logging into the CUNY Blackboard (#3 below), its best to use another browser such as Mozilla Firefox instead of Internet Explorer to avoid compatibility issues.
3. To **login to the CUNY Blackboard**, click on the following link: <http://www.cuny.edu/> then on the top right-hand side click **“Login”** and select **“Blackboard”**. After using your CUNYfirst credentials to **login**, go to the right side of the Blackboard home page and you will see **“My Organizations”**. Click on **“Hostos Community College ESPARC 2022-2023”** to start the training. It may take a few minutes for the “My Organizations” module to load.

The screenshot displays the Blackboard dashboard interface. On the left, there are sections for 'My Courses' (showing 'You are not currently enrolled in any courses.'), 'Tools' (with links for Announcements, Personal Information, My Grades, Send Email, Calendar, Tasks, Goals, Update Email, and Application Authorization), and 'Course Search'. The main content area is divided into three columns. The middle column, 'Online Bookstore', shows 'No information to display' and a 'Hostos Community College' banner. Below the banner is a section for 'Hostos Student SPARC Online Training' with a blue banner for 'SPARC Sexual & Interpersonal Violence Prevention And Response Course' and a link that says 'CLICK HERE TO TAKE THE TRAINING'. The right column, 'My Organizations', lists various organizations where the user is a leader, including 'Hostos Community College ESPARC 2018-2019' through '2022-2023', and 'Hostos Community College New York State COVID-19 Response' programs. An orange arrow points to the 'My Organizations' header, and a yellow arrow points to the 'Hostos Student SPARC Online Training' link.

4. It is recommended to set aside 30-40 minutes for each training.
5. When you have completed the training, print out a certificate as proof of compliance by clicking “completion certificate” on the left side of the Blackboard dashboard.

If you have any difficulty, you may email Human Resources at humanresources@hostos.cuny.edu