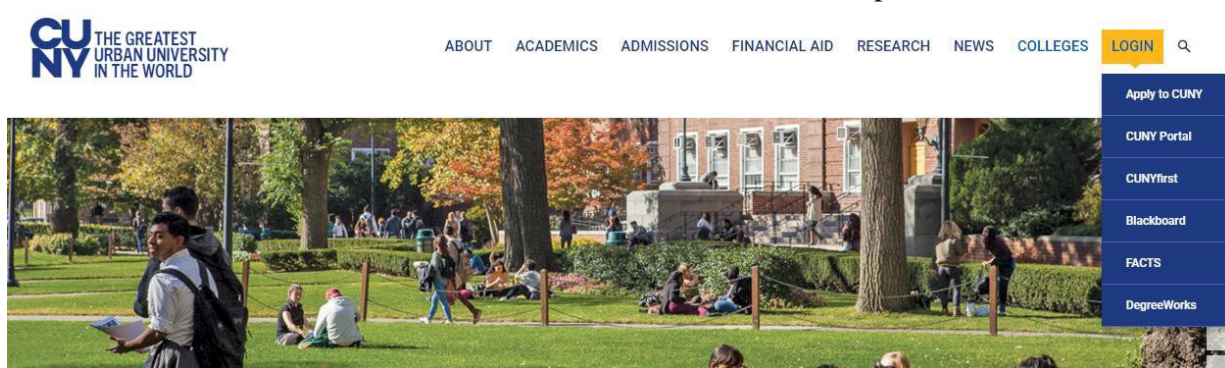


CUNY Employee Mandatory Training Instructions

Step 1. Log in to Blackboard

1. Go to www.cuny.edu
2. On the menu bar under LOGIN click on the **Blackboard** option



3. Use your CUNYfirst login credentials to log in to Blackboard

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.

Step 2. Disable Pop-up Blocker

To complete any of the CUNY mandated trainings, you will have to [disable your pop-up blocker](#). If your pop-up blocker is not disabled, you will receive an error message indicating that the page is not found and the file has been removed. For assistance disabling your pop-blocker, please click [here](#).

Step 3. Access & complete the trainings under “My Organizations”



1. Read all instructions
2. Click on the specific Training Module listed on the blue MENU on the left side of the screen and complete the training program.