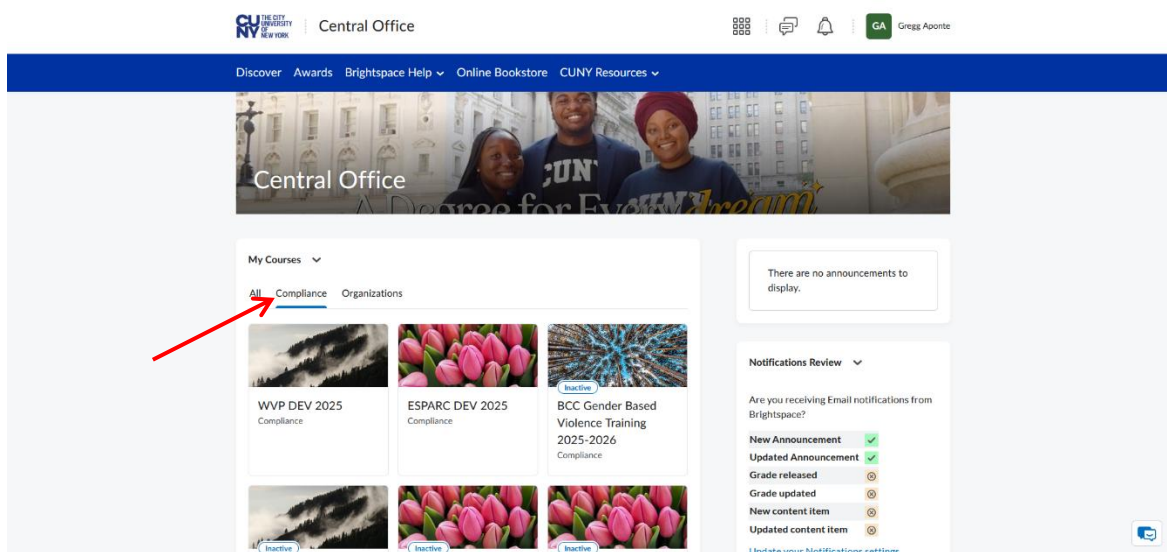


Compliance Course Navigation

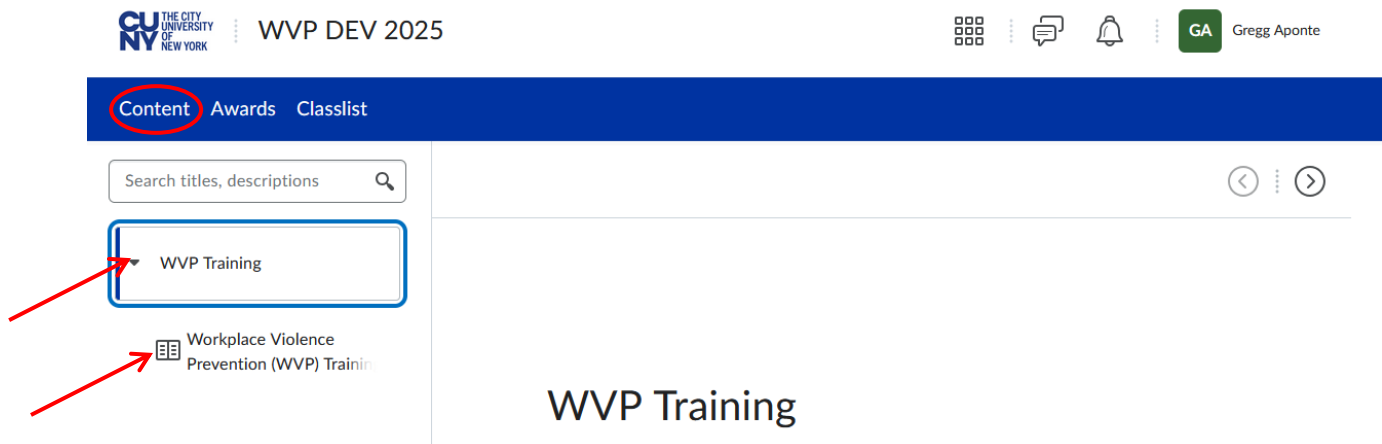
All three compliance courses (GBVT, ESPARC and WVP) are located on Brightspace. To access these courses, please navigate to brightspace.cuny.edu. Login using your CUNYFirst credentials.

1. Once you are logged in, navigate to the **Compliance** tab, which is where you will find the compliance courses you are enrolled in.

Please note that unless you are an HR professional or a manager with at least one direct report, you do not need to complete the Gender-Based Violence Training (GBVT).

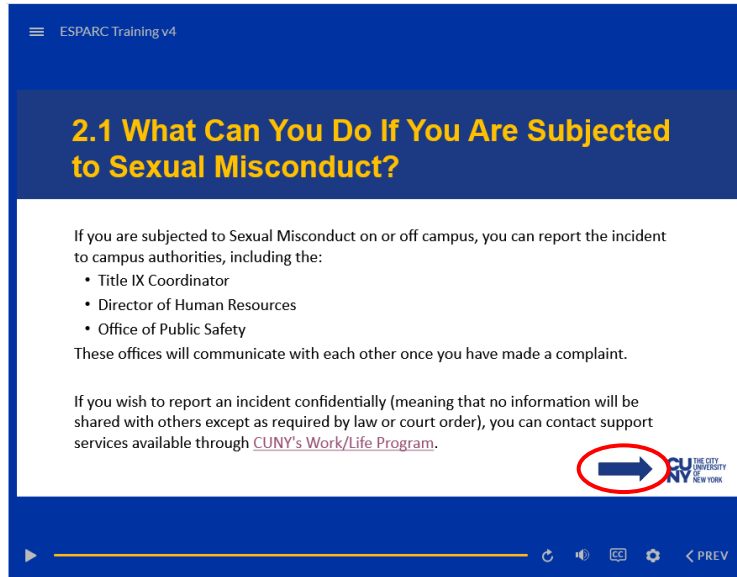


2. Once you select the Compliance course you want to complete, press the **Content** link on the top of the page.
 - a. Click on the arrow next to the name of the course and then select the book icon underneath. The course content will begin automatically for ESPARC and WVP.



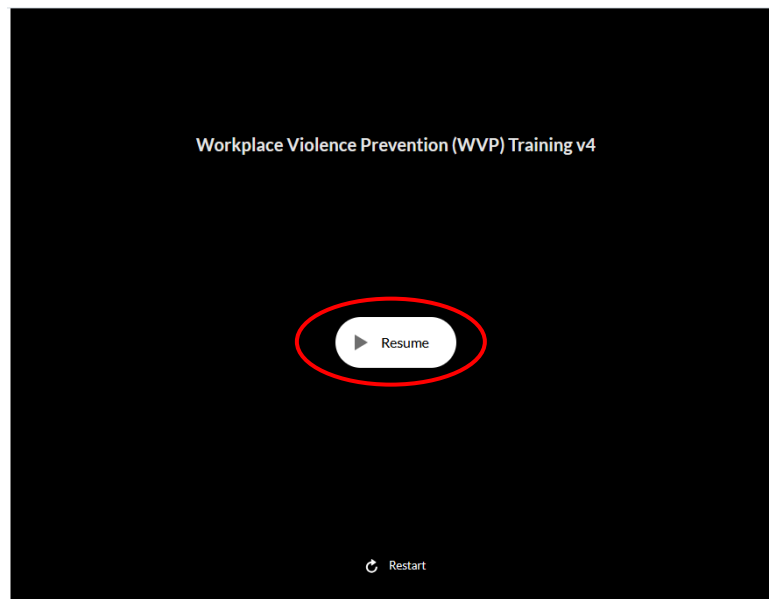
ESPARC and WVP

3. The ESPARC and WVP trainings have been updated for Brightspace. The navigation through the course is automatic and includes narration. Each page will move forward on their own, unless you reach a page with a blue arrow on the bottom right-hand corner of the screen (as shown below). In these cases, you must click that blue arrow to proceed onto the next page. You can also pause the narration at any time.

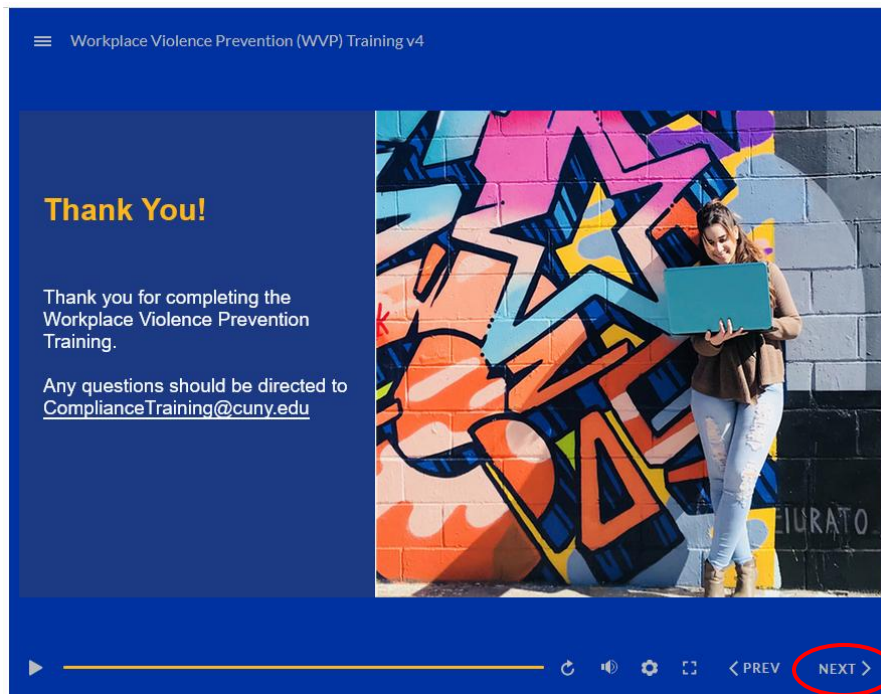


4. If you open a new tab while the training is in progress, it will pause. **You must keep the tab open for the training to proceed.** You can also resume where you left off if you close the tab and need to step away from completing the training for any reason.

When you revisit the training, you will see the window shown below and you can press **Resume** and the training will pick up from the page you last visited. You can also choose to Restart the training from the beginning.



5. In order for the certificate to generate for both the ESPARC and WVP courses, you must press **NEXT** on the final *Thank You* page of each of the training courses as shown below.



6. You will then see a screen that says, **The activity is complete**, as shown below. This will register the course was completed, triggering the certificate to generate. Employees will also receive an email acknowledging their completion.

