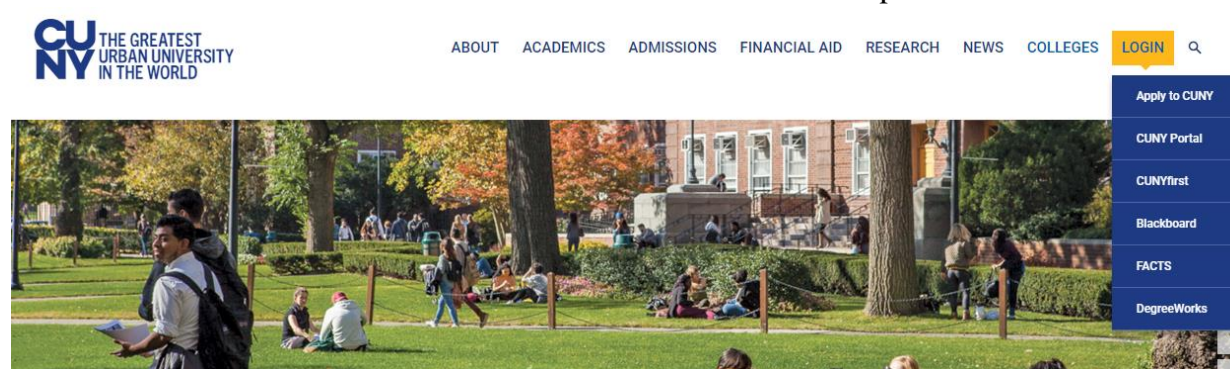


Employee Sexual and Interpersonal Violence Prevention and Response Course (“ESPARC”) Instructions

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 login to Blackboard

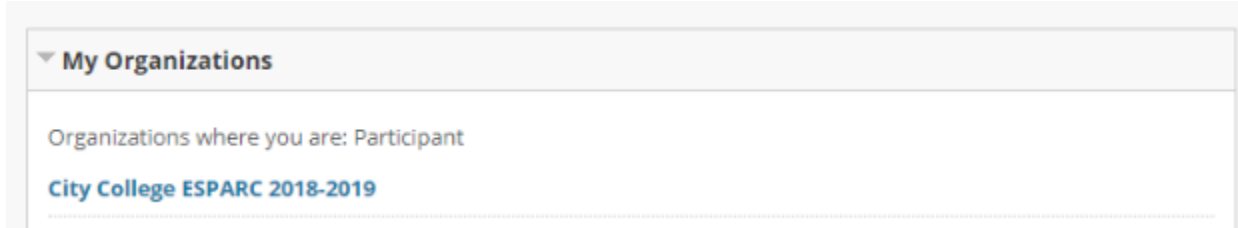
If you have not claimed your CUNYfirst account on <https://home.cunyfirst.cuny.edu/>, you must do so before accessing Blackboard. Your CUNY Login username is your CUNYfirst username followed by @login.cuny.edu and your CUNYfirst password. For example, if you log into CUNYfirst as george.washington76, your CUNY Login will be george.washington76@login.cuny.edu.

Step 2. Disable Pop-up Blocker

To complete the Employee Sexual and Interpersonal Violence Prevention and Response Course (“ESPARC”), 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 Employee Sexual and Interpersonal Violence Prevention and Response Course (“ESPARC”)

1. Under the **My Organizations** module click on “City College ESPARC 2018-2019” or “CUNY Medical School ESPARC 2018-2019”



2. Read all instructions
3. Click on E-SPARC Training Module on the blue MENU on the left side of the screen and complete the training program