

Dear Colleagues,

In accordance with New York State Law, the *Employee Sexual and Interpersonal Violence Prevention and Response Course (ESPARC)* provided by The City University of New York is now available and accessible to CUNY employees on Blackboard. New York State Law requires employees to complete this training upon hire, and annually thereafter.

All employees must complete this course by **June 30, 2022**, for the 2021-2022 academic year. The course is provided via CUNY Blackboard. Once in Blackboard, the link to complete the training can be found in the *My Organizations* section. Please follow the instructions below to login to CUNY Blackboard and complete the course.

See Quick Guide to Blackboard Log-in Instructions below, on pages 2 to 5.

In order to receive credit for completing this training at CUNY, please ensure that your email address in your CUNY email address within Blackboard. If your email address is not a CUNY business email, an update can be made in *Tools*. To access Tools, click on the down arrow icon located next to your name and select the *Update Email* link to update your business email.

Please note that ESPARC training is distinct from Workplace Violence Prevention Training, which is also completed via CUNY Blackboard. If you have any questions about the course, please contact your campus ESPARC Administrators.

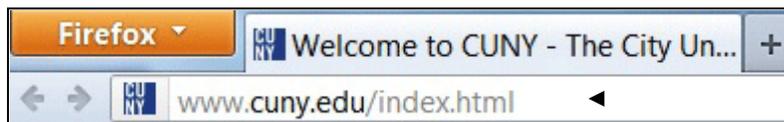
We thank you in advance for your cooperation.

Sincerely,

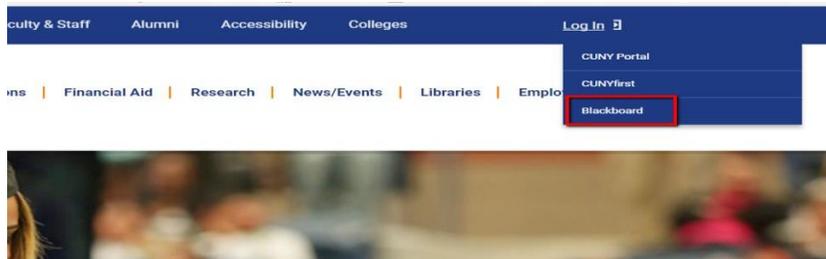
Office of Human Resources
Kingsborough Community College
2001 Oriental Blvd
Brooklyn, NY 11235
Phone: (718) 368-5436
Fax: (718) 368-5612
Email: Human.Resources@kbcc.cuny.edu

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

1. In your web browser, navigate to www.cuny.edu



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



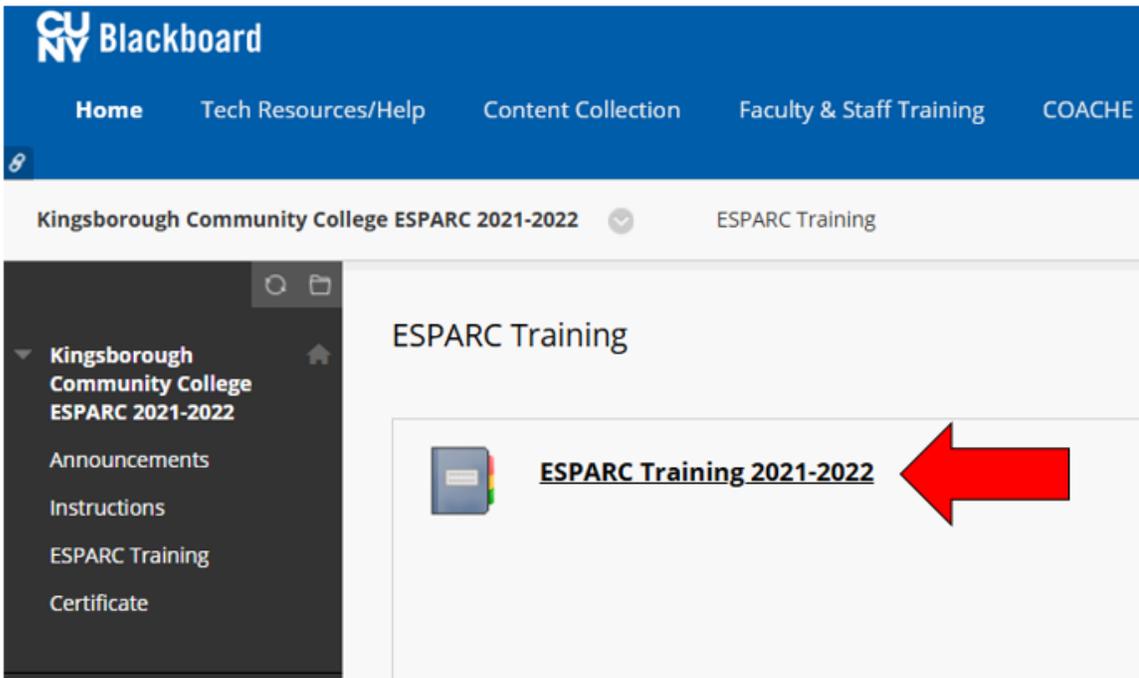
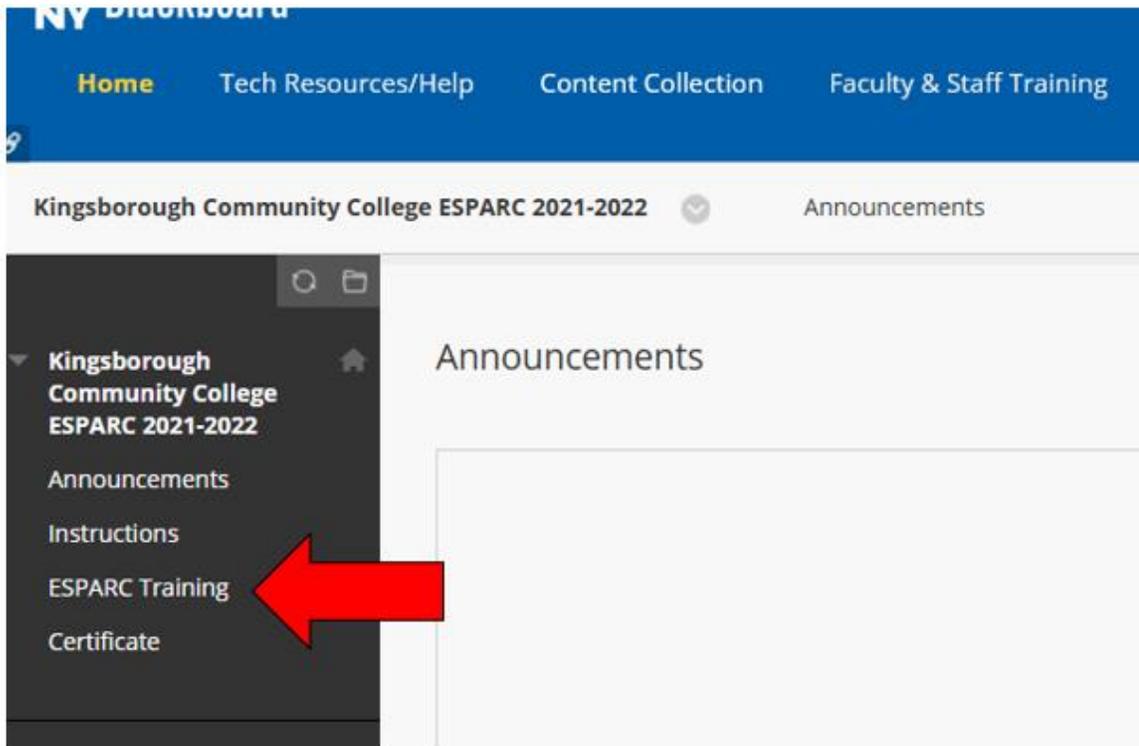
3. Enter your CUNYfirst username, along with @login.cuny.edu, and password

A screenshot of the CUNY Blackboard login page. The page features the CUNY Blackboard logo at the top. Below the logo, there is a section titled "Log in with your CUNY Login credentials" with a sub-note "(CUNYfirst Username@login.cuny.edu and CUNYfirst Password)". The login form includes a "Username" field with the text "@login.cuny.edu" entered, a "Password" field, and a "Log in" button. Below the form, there is a link for "Forgot Password | Change Password | New User" and a note: "Note: Please do not bookmark this page. See FAQs." At the bottom, there is a "Coming Next..." section with links for "DegreeWorks", "FACTS", "CUNYfirst", "CUNYsmart", and "CUNY". The footer contains links for "Terms of Use | Security Policy | IT Accessibility | Tech Resources & Help Desk".

4. Blackboard page will open with the **Home** tab active. The course will be displayed under **My Organizations**

The screenshot displays the Blackboard Home page interface. At the top, a blue navigation bar contains the following tabs: Home (active), Tech Resources/Help, Content Collection, Faculty & Staff Training, COACHE Survey, KCC Library, and Newman Library. Below this, a secondary navigation bar includes Home and Notifications Dashboard. The main content area features a 'Personalize Page' link on the right and a 'NEW after hours Blackboard support available weeknights and weekends. See [After Hours Blackboard Support](#) for details.' notification. A dark blue banner with white text reads: 'How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!'. Below the banner, a link states: 'Learn about getting the COVID-19 vaccine and CUNY's Coronavirus Response'. A paragraph of text explains course enrollment timing: 'Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as "not currently available," your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus [Blackboard Support representative](#).' The main content is organized into a grid of widgets. The 'My Courses' widget shows 'You are not currently enrolled in any courses.' The 'Online Bookstore' widget shows 'No information to display.' The 'My Organizations' widget lists 'Organizations where you are: Leader' and includes two entries: 'Kingsborough Community College ESPARC 2019-2020 (not currently available)' and 'Kingsborough Community College ESPARC 2021-2022'. The 'My Announcements' widget shows one announcement: 'Kingsborough Community College ESPARC 2021-2022'. The 'Courses: Quick View' widget shows one course: 'Kingsborough Community College WVP 2021-2022'. Red arrows point from the 'Online Bookstore', 'My Announcements', and 'Courses: Quick View' widgets to the 'My Organizations' widget.

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 web interface for training. On the left is a dark sidebar with the following menu items: Kingsborough Community College ESPARC 2021-2022, Announcements, Instructions, ESPARC Training, and Certificate. The main content area is titled "Employee Sexual Misconduct Prevention and Response Training 2021-2022". It contains three paragraphs of text, a video player, and a "Mark Reviewed" button at the bottom. A red arrow labeled "1" points to the "Mark Reviewed" button. Another red arrow labeled "2" points to the "Page 1 of 27" navigation arrow in the top right corner. The video player shows a woman speaking and has a "Watch on YouTube" button at the bottom.