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.

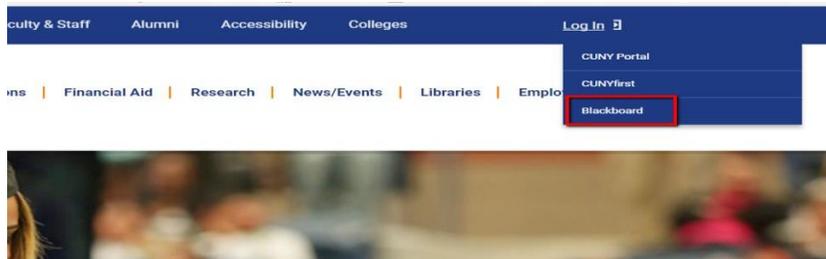We thank you in advance for your cooperation.

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

![CUNY Blackboard logo]

Log In
Instructions

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

1. In your web browser, navigate to www.cuny.edu
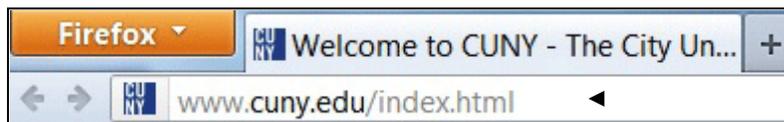
2. From the login drop down menu, select the Blackboard login option.

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

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

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
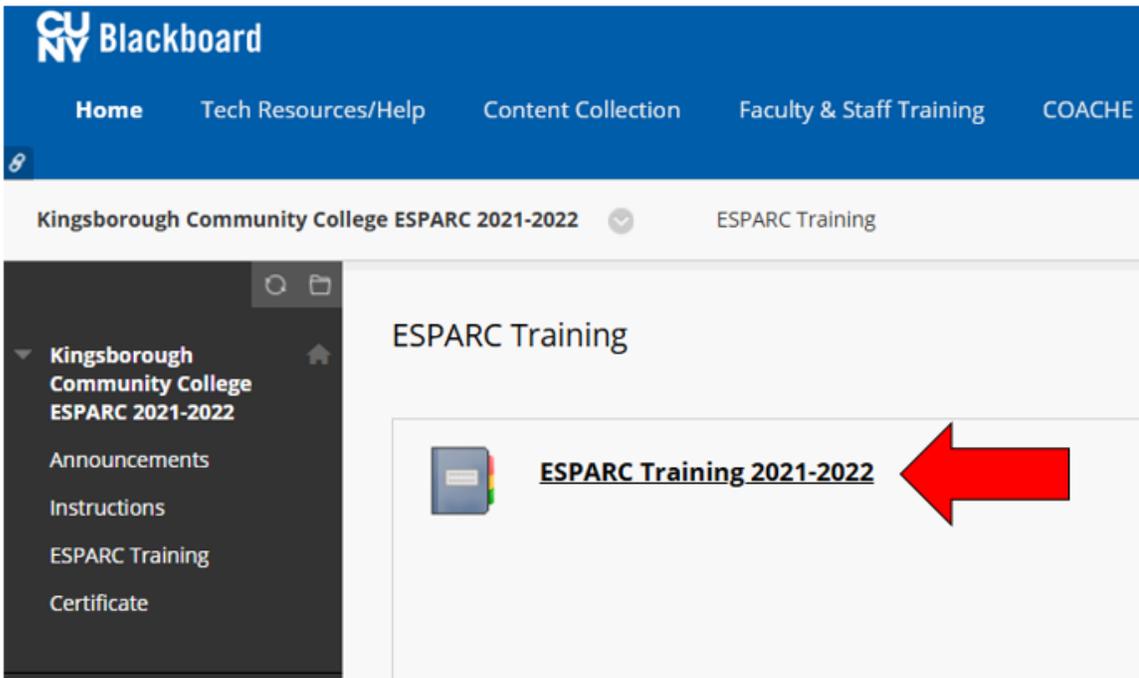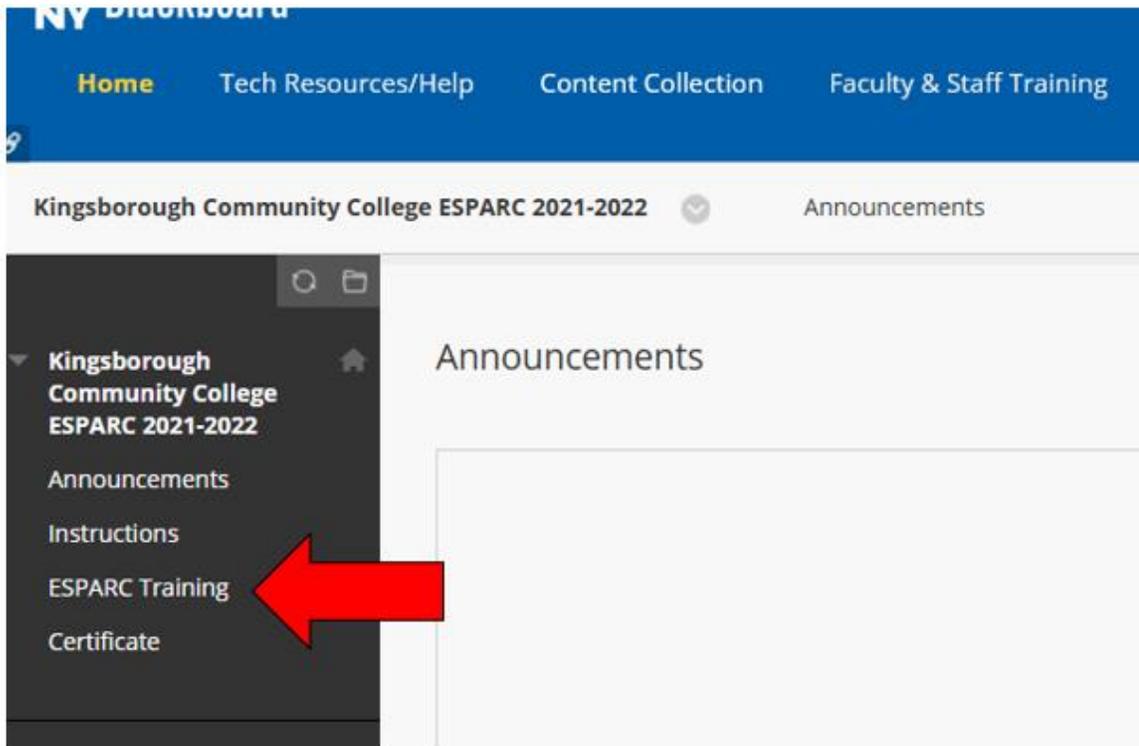
6. In order for employee's to move through the training, they must <u>click on **Mark Reviewed** at the bottom of each page before they will be able to click on the arrow in the right hand corner of the screen to move to the next page of the training</u>. The section also include a Knowledge Check that employees are responsible for completing in order complete their training