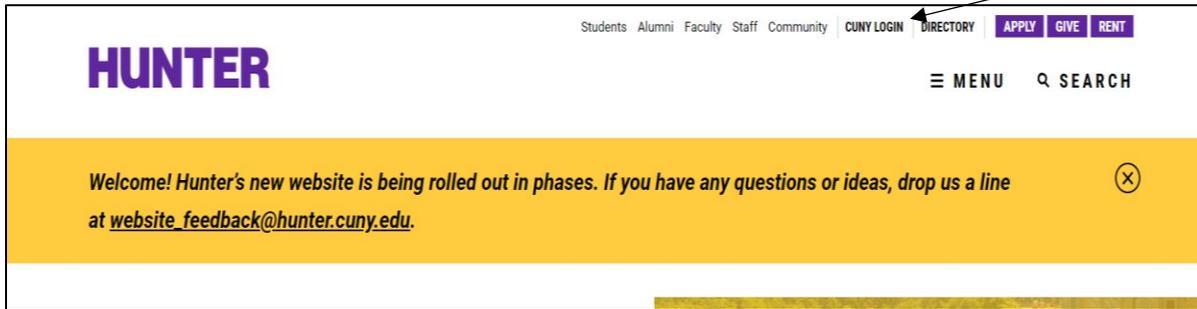


How to Navigate E-SPARC

Please make sure pop-up blockers are disabled and that you are accessing this training on Chrome or Firefox web browser.

1. Go to Hunter College's website <https://hunter.cuny.edu/> and click on the tab that says "CUNY LOGIN"



2. You will see a page to select the system you want to log into, please click "Blackboard"

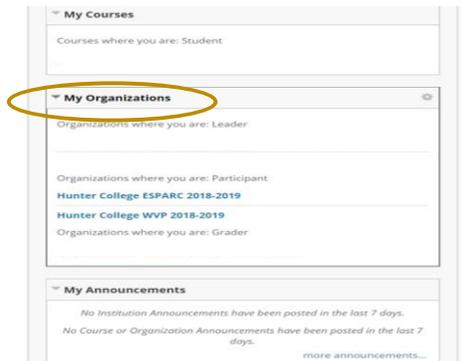


3. Log into your Blackboard account with a username and password. Please click [here](#) for more detailed login instructions including how to access your log in information if you are unsure of your username or password

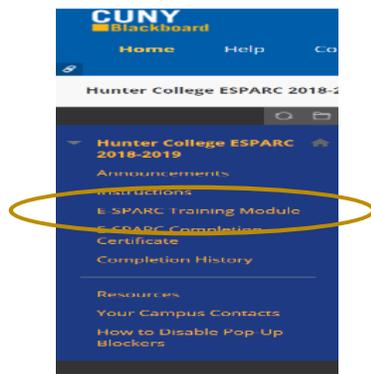


If you forgot your password or are a new user please click on the corresponding link here

4. On the right hand side of your Blackboard homepage there is a section called “My Organizations” this is where you will see the “Hunter College ESPARC” training program listed.



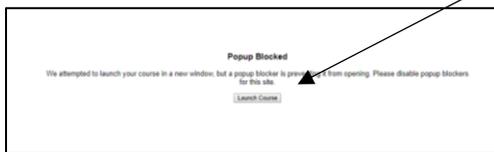
5. Once you click on the training you will be brought to the CUNY E-SPARC homepage. To begin the training click on “E-SPARC Training Module” located on the left hand side



6. On the next screen, click on the underlined training title to launch the E-SPARC course



7. If you see this screen, press “launch course”



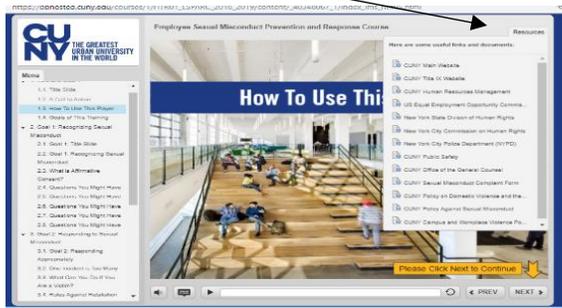
8. The E-SPARC training will begin on a separate screen. You should see the following screen:



This page explains how to turn on closed captioning and explains how you can click “next” when prompted to proceed, as well as, press the “prev” button to return to a slide. Slide 1.3 further explains how to navigate the training.

Slide 1.2 states that if at any point you feel triggered or need assistance you may contact Rodney Pepe-Souvenir at CUNY Central Office to discuss your options.

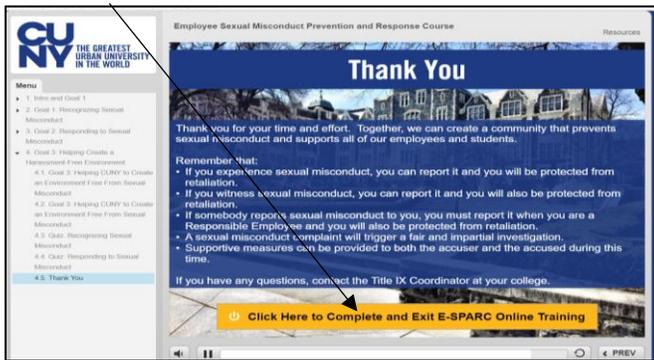
9. There is a resource page drop down located in the upper right corner of the training.



If you want to find out more about resources on Hunter's Campus please click [here](#)

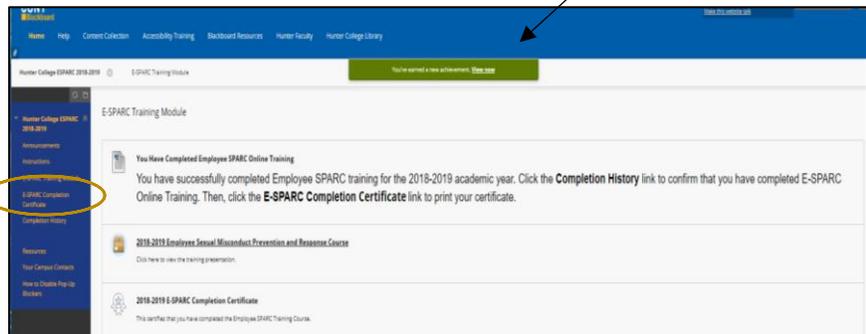
10. Please note that slide 3.6 mentions "Responsible Employee" please click [here](#) for a reporting flowchart and a full list of titles that are qualified as a mandated reporters.

11. Once you have completed the training you will see a Thank You slide with key takeaways. Please click the highlighted yellow bar to exit the training.



12. Once you exit you will be directed back to Blackboard where you will see a green popup to indicate you have completed the training.

To access your certificate you can click on "E-SPARC Completion Certificate"



This is what you should see when you click on the "E-SPARC Completion Certificate."



You can print you certificate by clicking on the printer icon