Hunter College Self-Enrollment Guide

NOTE: any difficulty you may have enrolling yourself in SPARC, please contact the Title IX Team at TitleIX@Hunter.cuny.edu. Please include your EMPL ID, why you need to complete SPARC, and the issue you are having. All technical issues after you are enrolled, should be addressed to the Student Helpdesk studenthelpdesk@hunter.cuny.edu

1. Click on the **following link** which will bring you to BlackBoard/CUNYfirst log in page:
   https://bbhosted.cuny.edu/webapps/blackboard/execute/courseMain?course_id=_1795683_1

2. This is what you will see when you click the link. Enter your log-in information:

3. Once you log in you will be taken to the Hunter Students SPARC homepage on BlackBoard which looks like this:

4. Please click the "enroll" button located on the left hand side of your screen:

SPARC
Sexual & Interpersonal Violence
Prevention And Response Course
State University of New York   City University of New York

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5. Once you click "Enroll" you will be asked to enter an access code. The **access code is 111**

6. Once you enter the access code, click "Submit" in the lower right corner:

7. Once you hit "Submit" you should see the following:

Please click the "Ok" bottom in the lower right corner

8. After you hit "Ok" you should be enrolled in SPARC. You will see the following page with instructions on how to proceed:

9. Click on "SPARC Training Module Selection Page" on the left hand side bar.

10. SPARC has 4 modules which you must complete and validate in order to get credit for completing the training. Once you click on "SPARC Training Module Selection Page" the page below will appear with Module 1:

11. To access Module 1 and begin the training please click on "CUNY SPARC Online Training- Module 1"

12. Make sure popups are not blocked, otherwise you will see a screen that looks like this:

If you see this page that says "Popup Blocked," click
"Launch Course"
or
"Allow Once"

13. Once you "Launch Course" you will be taken to Module 1 of the training in a separate window.

14. Module 1 of the SPARC Training should automatically begin. If it doesn't, please click "Module 1-Welcome and Instructions" on the left hand side

15. Once you begin Module 1 you will see a slide with instructions to click a "validation" button at the end of watching each module to ensure you completed it. The slide will explain how to complete the validation :

16. At the end of each module there is a brief quiz (usually consisting of questions based on what you watched). Once you complete the quiz you will be reminded about the validation portion. Please click "Return to Module Selection Page"

17. Once you click "Return to Module Selection Page" you will notice a new graphic which is titled "SPARC Module 1 Validation." Click this title to validate you completed Module 1.

18. Once you click the "SPARC Module 1 Validation" you will see the following screen, click the button that says "Begin"

19. The Validation screen will appear and ask you to certify that you viewed the module and understood it. Select "yes" to validate and then click the bottom that says "Save and Submit"

20. If you see the following popup please click on "OK"

21. You should then see a confirmation page for the Module validation, which will look like this:

Click "OK"

22. You will then see a submission certification page, please click on the "OK" button in the lower right corner

23. Once you submit the validation to Module 1, you will be sent back to the "SPARC Training Module Selection Page" where you will see the next Module listed, click the title to begin the next Module:

24. Once you complete Module 1 and click on the "CUNY SPARC Online Training-Module 2, you will be redirected to the main training and it will show you completed Module 1 and can click to begin Module 2

25. Repeat these steps for each Module. This includes watching the slides and validating that you comprehend what they discuss.

26. Once you complete the SPARC training, you will see on the left hand side something that says "SPARC Completion Certificate." Please save your certificate for your records. If you need to hand it in to a specified individual please print it out and hand it in, if you need to email it to someone please save it and send it via email as a PDF.

27. If you have any questions please email TitleIX@hunter.cuny.edu and provide your EMPL ID. You can also review the SPARC Online Training FAQs on the following website: http://www.hunter.cuny.edu/diversityandcompliance/title-ix

The SPARC Team is managed by **Sharmeen Ahmed,** *Associate Director of Student Conduct* and **Laura Nelson**, *Deputy Director of Diversity and Title IX Compliance*