

WORKPLACE VIOLENCE INSTRUCTIONS

1. In order to login to the CUNY Blackboard you will need your CUNYfirst user ID and password. If you have not yet claimed your CUNYfirst account (you do not have one), click on the following link to get an account: <http://www.hostos.cuny.edu/first/> or the following link for a narrated tutorial: <http://www.hostos.cuny.edu/Administrative-Offices/Information-Technology/CUNYfirst/Staff/Video-Tutorials> If you are having difficulty, you may contact the IT Help Desk at x6646 for assistance.
2. When logging into the CUNY Blackboard (#3 below), its best to use another browser such as Mozilla Firefox instead of Internet Explorer to avoid compatibility issues.
3. To **login to the CUNY Blackboard**, click on the following link: <http://www.cuny.edu/> then on the top right hand side click **“Login”** and select **“Blackboard”**. After using your CUNYfirst credentials to login, go to the right side of the Blackboard home page and you will see **“My Organizations”**. Click on **“Hostos Community College Workplace Violence Prevention 2022-2023”** to start the training. It may take a few minutes for the “My Organizations” module to load.

The screenshot displays the Blackboard dashboard with three main columns. The left column contains 'My Courses' (with a message 'You are not currently enrolled in any courses.'), 'Tools' (listing Announcements, Personal Information, My Grades, Send Email, Calendar, Tasks, Goals, Update Email, and Application Authorization), and 'Course Search'. The middle column has 'Online Bookstore' (No information to display) and 'Hostos Student SPARC Online Training' (featuring a SPARC logo and text: 'SPARC educates students about topics relating to sexual misconduct and is MANDATORY for all freshmen, transfer students, student athletes, student leaders and any student groups traveling off-campus. CLICK HERE TO TAKE THE TRAINING'). The right column is titled 'My Organizations' (indicated by an orange arrow) and lists various organizations where the user is a leader, including 'Hostos Community College ESPARC 2018-2019', 'Hostos Community College ESPARC 2019-2020', 'Hostos Community College ESPARC 2021-2022', 'Hostos Community College ESPARC 2022-2023', 'Hostos Community College New York State COVID-19 Response: Daily Screening Program Information for Screeners', 'Hostos Community College New York State COVID-19 Response: Return to Work Training', 'Hostos Community College WVP 2019-2020', 'Hostos Community College WVP 2021-2022', and 'Hostos Community College WVP 2022-2023'. A yellow arrow points to the 'CLICK HERE TO TAKE THE TRAINING' link in the SPARC section.

4. It is recommended to set aside 30-40 minutes for each training.
5. When you have completed the training, print out a certificate as proof of compliance by clicking “completion certificate” on the left side of the Blackboard dashboard.

If you have any difficulty, you may email Human Resources at humanresources@hostos.cuny.edu