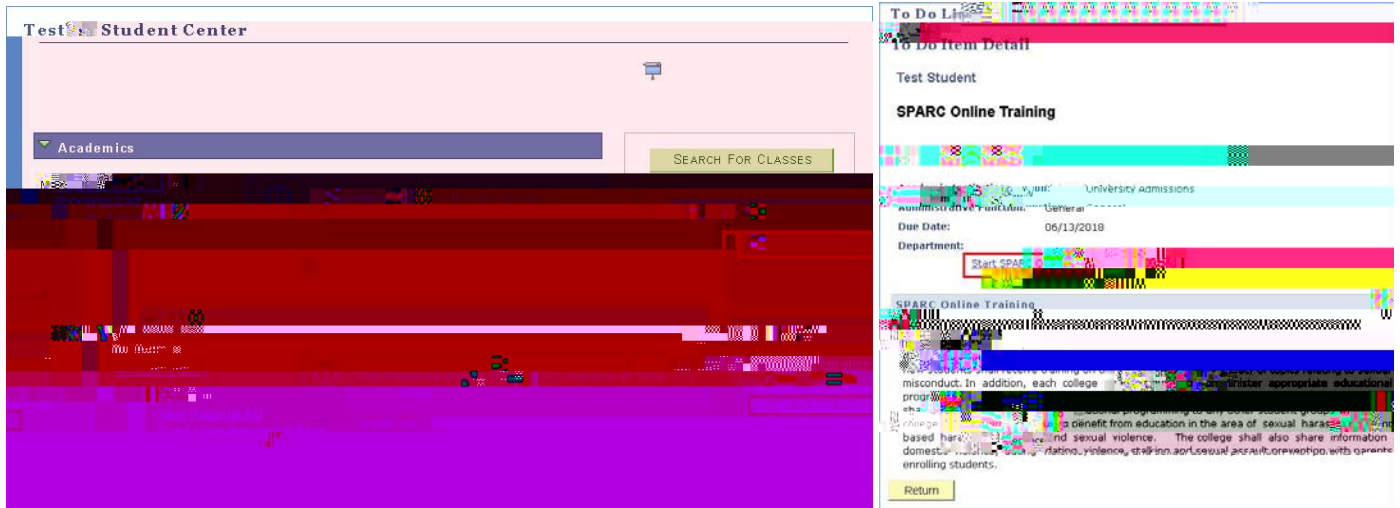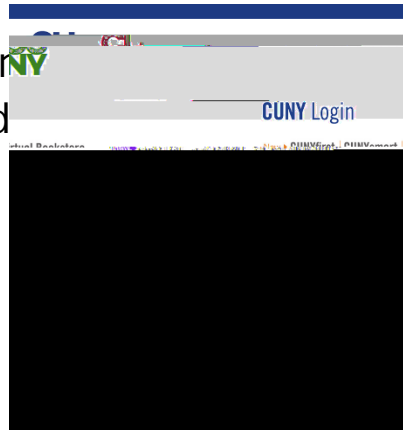# How to Enroll in SPARC Online Training
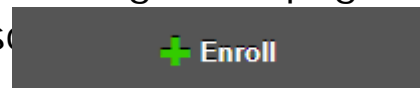
1. Click the SPARC Online Training link in your CUNYFirst To Do List and then click Start SPARC Online Training

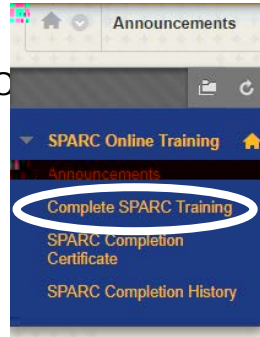
2. Sign into your Blackboard account if requested to do so

3. Once you are on the CUNY SPARC Online Training Homepage, click the green Enroll link on the left side of the screen
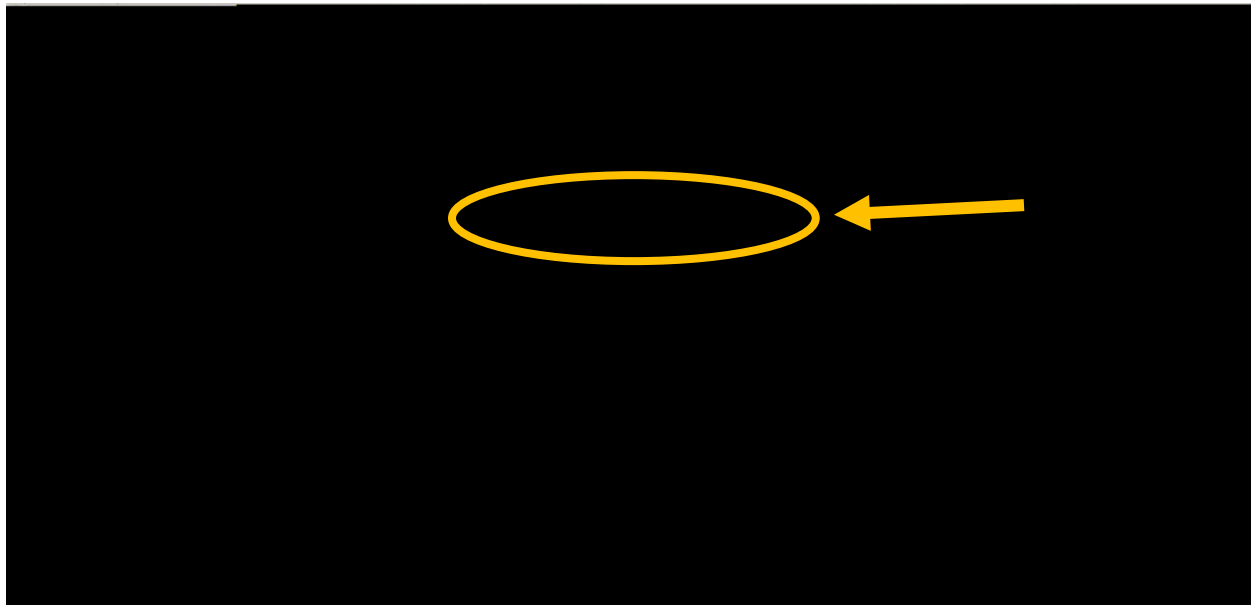
4. Follow the prompts, clicking submit and ok, enroll in the training

1. Once you have enrolled, click the
   Complete SPARC Training link on
   the left side of the screen.

2. Click on the SPARC Online Training link to start the module.


3. Once you have completed the training and viewed all of the slides, the
   program will automatically exit and record your completion.

4. If you need to resume the training
   at another time, simply follow
   steps 1 and 2 of this section and
   the module will give you the option
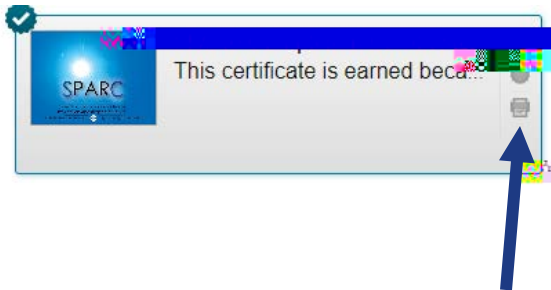   of resuming where you left off.
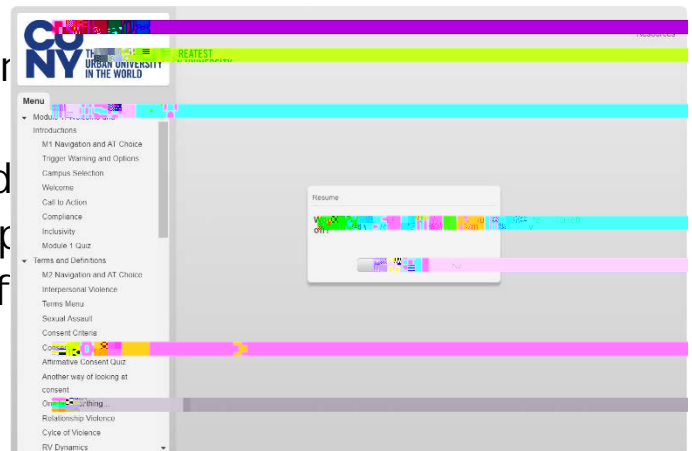
How to Print a Certificate When You Have Comp

1. Once you have completed
   SPARC Online Training, clic
   SPARC Completion
   Certificate
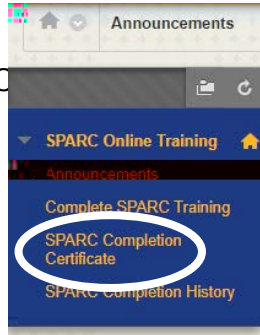
2. Click on the printer icon on the achievement and follow the instructio
   print your certificate.

   This certificate is earned beca...

   S uden

How to View the Most Recent Date You Comp

1. If you have completed SPARC multiple times, certificate will only display the first date com If you need to show proof of the most recen click SPARC Completion History.
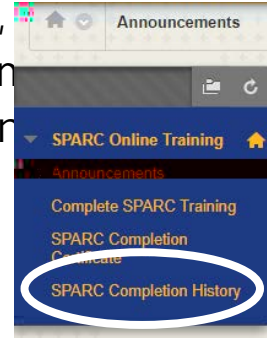
2. The Last Activity column will show the most recent date you comp SPARC Training. Please print this page if you need to show proof of completion within a certain date.