ATTENTION: All New, Transfer and Readmitted Students

# Know your part. Do your part.

SEXUAL HARASSMENT AWARENESS & PREVENTION TRAINING

# Complete the mandatory **SPARC** online training

to help BMCC maintain a safe and welcoming college community.

- 1. Visit www.bmcc.cuny.edu
- 2. Select 'Blackboard' from the 'Log in' drop down on the top right of page
- 3. Log into your Blackboard account (use your CUNYfirst login)
- 4. On the Blackboard home page, go to the 'My Organizations' section
- **5.** Click the SPARC link to complete the training
- **6.** Print your certificate and save for your records

Physical Harassment
Mental Intimidation Illegal
Behavior Attention Verbal Dignity
Campus Unwanted Verbal Dignity
Campus Unwanted Verbal Dignity
Campus Unwanted Verbal Dignity
Campus Unwanted Verbal Dignity
Attention
Inappropriate Problem Discrimination
Behavior Girlfriend Young
Emotional Cyber Abuse Student
Aggression Victims Scared Dignity
Stress Policy Domestic Violence
Prevention Conduct Health Trauma
Promise Education Boyfriend
Advances Student Innocent
Bullying Dignity
Coercion Discrimination
Employer Survivors Depression

Survivors Campus

# **Questions:**

Contact Student Affairs at (212) 220-8130 or studentaffairs@bmcc.cuny.edu

Physical Bullying
Unwanted Inappropriate
Intimidation Harassment
Cyber Abuse
Stress Illegal Prevention Jokes
Promise Policy Conduct Education
Employee Advances Health Professor
Victims Employer Dignity Aggression
Discrimination Coercion Survivors Force
Innocent Gesturing Depression Student
Emotional Trauma Girlfriend
Campus Scared Boyfriend
Verbal Attention Behavior
Professor Social
Cyber Abuse
Mental
Coercion Young
Harassment Force
Employee

# Frequently Asked Questions

### 1. What is the SPARC training?

SPARC is an online training that educates you about the college's sexual misconduct policies, how to report incidents and helpful resources available on campus. The training is **required** by New York State Education Law 129-b.

### 2. How do I know if I am required to take the SPARC training?

All new, transfer, readmitted students, and specific co-hort groups (Club officers, Student Government Association members, Study Abroad students, Student-Athletes, students traveling for overnight trips) must complete the training within their first semester at BMCC.

Please check your CUNYfirst 'to do list' for more info. If you took the SPARC training already at another institution, you must complete it at BMCC as a transfer student.

### 3. How do I access the SPARC training?

- Visit www.bmcc.cuny.edu
- Select 'Blackboard' from the 'Log in' drop down on the top right of page
- Log into your Blackboard account (use your CUNYfirst login)
- On the Blackboard home page, go to the 'My Organizations' section
- Click the SPARC link to complete the training
- Print your completion certificate and save for your records

All new transfer and readmitted students are automatically enrolled in SPARC. If the SPARC training does not appear on your CUNYfirst 'to do' list or on Blackboard, please contact Student Affairs at (212) 220-8130 or studentaffairs@bmcc.cuny.edu with your EMPLID.

If you are a member of a specific cohort (ex. athlete, club officer, etc.), please contact your administrator or coach about accessing the training.

### 4. How long is the SPARC training?

The training should take 30 minutes. We recommend completing in one sitting. You must read ALL the slides to successfully complete the training. Please print and/or screenshot the Certificate of Completion for your records.

### 5. What if I need assistance?

It's best that you complete the training on a laptop or desktop computer. If you use a Mac, you should either use Google Chrome or Firefox as your web browser. Please ensure that pop-up blockers are disabled. If you need help, contact Student Affairs at (212) 220-8130 or studentaffairs@bmcc.cuny.edu.

### 6. What happens if I do not complete the SPARC training?

Failure to complete the training **will prevent** your registration for the next semester so it's important that you complete the training as soon as possible.

### 7. Who do I contact if I want to report sexual harassment?

To report sexual harassment, please contact the Office of Compliance and Diversity at (212) 220-1236 or olevy@bmcc.cuny.edu.

### 8. Who do I contact if I need to request an accommodation regarding SPARC?

To request an accommodation, please contact Student Affairs at (212) 220-8130 or studentaffairs@bmcc.cuny.edu with your EMPLID.



