

How to Enroll in SPARC Online Training

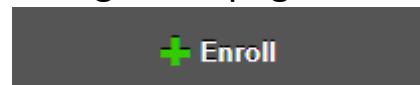
1. Click the “SPARC Online Training” link in your CUNYFirst To Do List and then click “Start SPARC Online Training”

The screenshot displays the 'Test's Student Center' interface. On the left, there are navigation menus for 'Academics' and 'Finances'. The 'Academics' menu includes links for 'My Class Schedule', 'Shopping Cart', and 'My Planner'. The 'Finances' menu includes 'My Account', 'Account Inquiry', and 'Financial Aid'. A message states 'You are not enrolled in classes.' and another states 'You have no outstanding charges at this time.' The 'To Do List' section on the right contains links for 'NY State Voter Registration', 'Scholarship-Guttman Transfer', and 'SPARC Online Training', with the latter highlighted in red. A 'SEARCH FOR CLASSES' button is also visible. On the far right, the 'To Do List' section shows 'To Do Item Detail' for 'SPARC Online Training', with a 'Start SPARC Online Training' link highlighted in red. A 'Return' button is located at the bottom right of the 'To Do Item Detail' section.

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

The screenshot shows the 'CUNY Login' page. The CUNY logo is at the top left. The page title is 'CUNY Login'. Below the title, there are links for 'New CUNYfirst', 'CUNYsmart', 'Virtual Bookstore', 'Blackboard', 'DegreeWorks', and 'FACTS'. The main content area contains the text 'Log in with your CUNY Login credentials (CUNYfirst Username@login.cuny.edu and CUNYfirst Password)'. Below this text is a login form with two input fields: 'Username' (containing '@login.cuny.edu') and 'Password'. A 'Log In' button is positioned below the password field. At the bottom of the form, there is a link: 'If you do not have a CUNYfirst account, see the FAQs'. Below the form, there are links for 'Forgot Password', 'Change Password', and 'New User'. A note at the bottom states: 'Note: Please do not bookmark this page. See FAQs.'

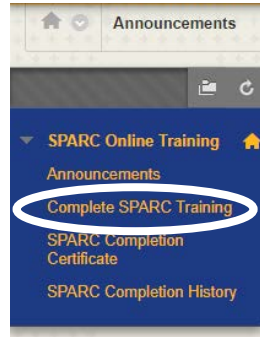
3. Once you are on the CUNY SPARC Online Training Homepage, click the green “Enroll” link on the left side of the screen.



4. Follow the prompts, clicking submit and ok, to enroll in the training.

How to View and Complete SPARC Online Training

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

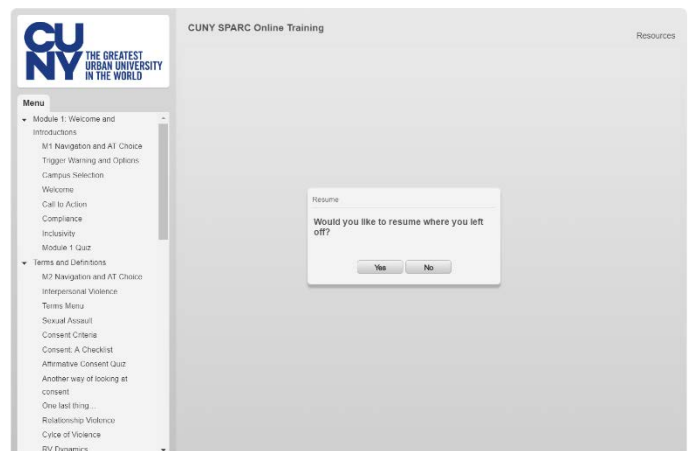


2. Click on the “SPARC Online Training” link to start the module.



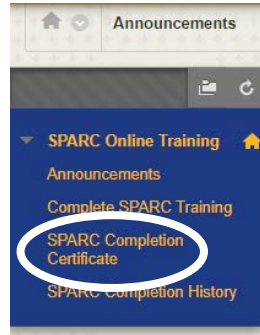
3. Once you have completed the training and viewed all of the slides, the program will automatically exit and record your completion.

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.

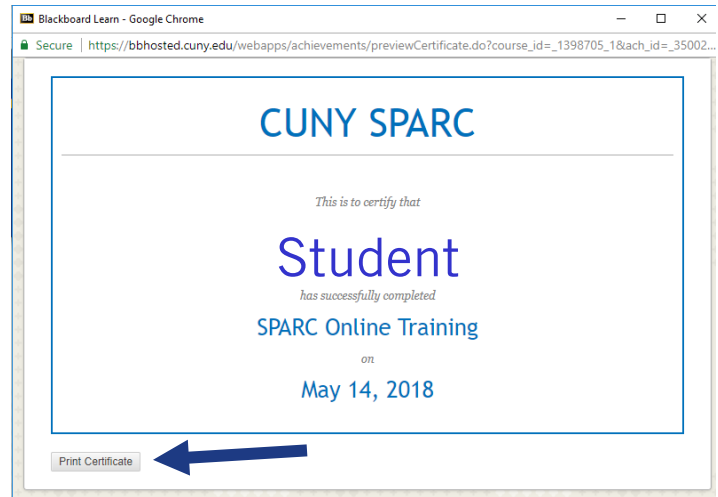


How to Print a Certificate When You Have Completed SPARC

1. Once you have completed SPARC Online Training, click SPARC Completion Certificate.

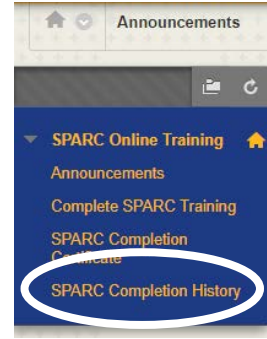


2. Click on the printer icon on the achievement and follow the instructions to print your certificate.



How to View the Most Recent Date You Completed SPARC

1. If you have completed SPARC multiple times, your certificate will only display the first date completed. If you need to show proof of the most recent date, click SPARC Completion History.



2. The “Last Activity” column will show the most recent date you completed SPARC Training. Please print out this page if you need to show proof of completion within a certain date.

My Grades				
All	Graded	Upcoming	Submitted	Order by: Course Order
ITEM	LAST ACTIVITY	GRADE		
CUNY SPARC Online Training View Description	May 14, 2018 2:44 PM GRADED	✓		