

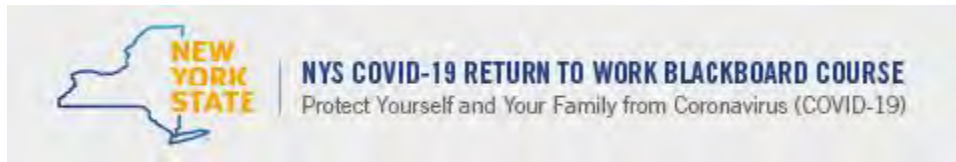
Paul A. Wyatt
Director of Performance Development
Office of Human Resources
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July 15, 2020

Dear Colleague,

As per the directive issued by New York State, training is required for all employees who will be in the City University of New York offices/facilities going forward. This includes all Human Resources employees, those employees returning to work according to approved plans and employees deemed essential already working onsite.

To facilitate this training, you have been registered for *New York State COVID-19 Response: Return to Work Training*. This training is provided via CUNY Blackboard.



This training is mandatory and you must complete this training to be allowed to work onsite.

Please log into CUNY Blackboard to complete the course.

Access to Blackboard

1. Please use a laptop, desktop or tablet with Chrome or Microsoft Edge browsers. There are reported compatibility issues with Firefox and Safari. You will not be able to view the video on a cellphone.
2. Blackboard can be accessed at www.cuny.edu, using the "login" link located on the drop-down menu to the far right of the horizontal navigation bar.
3. Click on "Blackboard"
4. Log into Blackboard with the same username and password you use for CUNYfirst. This is your firstname.lastnameXX@login.cuny.edu username and password.
5. Since the training is hosted within a Blackboard organization, scroll down to "My Organizations" and click on the "John Jay College New York State COVID-19 Response: Return to Work Training" link.
6. For technical issues please reach out to John Jay's Blackboard Support Team at blackboard@jjay.cuny.edu.

We thank you in advance for your cooperation.

Sincerely,

Paul Wyatt