Go to: https://csp.blackboard.com

Log in to Blackboard using student credentials

Then, scroll down and click on the Time Reporting link.

As part of our dual authentication for security purposes, enter your University credentials again and click Sign In.

Select the appropriate date range from the pull-down menu and click the Time Sheet button.
Enter any hours worked as well as any hours taken as ESSC into the Earned Sick and Safe category by clicking on the Enter Hours blue link under the appropriate date.

Be sure to click Next to get to the following week for submission.

When complete, hit Submit for Approval.

Finally, enter your pin (Human Resources provided this to you via email) and click Submit.

Double-check to make sure that your record reflects as submitted before logging off. You are done!