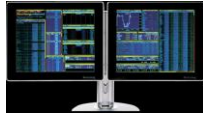


Goizueta Business Library

Creating Bridges to Knowledge



Bloomberg Essentials Online Training Program

What is Bloomberg Essentials Online Training Program?

Formerly known as Bloomberg University Certification Program, it is Bloomberg's online introduction to its service.

Where do I take my training?

At the Bloomberg terminal in the Goizueta Business Library; the terminal is accessible anytime the Woodruff Library is [open](#). You can not remote into the Bloomberg terminal.

What classes will I take?

You must take a minimum of 5 sessions in order to receive a Bloomberg Acknowledgement of Completion (certificate); there are a total of 8 sessions.

Getting Started: Bloomberg 4 Core Videos – everyone must complete these 4 videos first; they introduce basic bloomberg functionality, such as the keyboard, navigating the site, and using the launchpad.

Market Sectors: Equity, Fixed Income, Commodities, Foreign Exchange (FX) – to receive a certificate, you must take at least 1 Market Sector, along with the 4 Core videos, for a total of 5 minimum videos and exams.

You can come back to take additional market sector sessions at any time

How long will it take to complete the program?

Each video runs approximately 30-40 minutes; combined with completing the exam for each video, it takes approximately one 1 hour per video:

Four Core Videos plus one Market Sector Video = 5 hours

At this time, Bloomberg does not require that you complete the training program within any set timeframe.

How do I get started?

1. Create a personal username and password

- At the Bloomberg terminal, hit the red CONN/DEFAULT key (upper right on keyboard)
- When the username/password option appears, you will see to the right, in blue, a flashing message telling you how to set up your own username/password – by leaving the fields blank and hitting the <GO> key (green enter key on the keyboard)
- You will be prompted for your name and to create a username/password. Bloomberg must validate you before you can proceed. Choose how you want to receive your validation code: SMS Text Message (preferred option, very fast); you can also select to be contacted by mobile phone (not preferred as cell phones often don't work in the building).
- Once you receive your validation code, enter it in Bloomberg; once it is successfully received, you will be prompted to complete a few additional informational questions.
- Each time you use Bloomberg to take a session, you will need to log in using your personal username/password; **DO NOT USE THE EMORY USERNAME/PASSWORD** located in the Passwords folder for this purpose.

2. Begin watching a video

- Type: BESS <GO> in the upper left corner. This takes you to the online training program screen.
- Begin with 2) Getting Started – to complete the 4 Core Videos.

How do I take the exam after each video?

BESS <GO>, and then select 6<GO>

You must make 75% or greater on each exam to pass. You are not allowed to re-take any exams.

- TIP: take advantage of the double screens to look up answers to the exam questions while taking the exam.

It is highly recommended that you take the exam immediately after completing the video rather than waiting.

How do I request my Acknowledgement of Completion (certificate)?

BESS <GO>, select 6<GO>. Your certificate will be emailed to you in .pdf; no paper/hard copies are mailed.

Questions?

HELP HELP – click the green HELP key (upper left, keyboard) twice and chat live with Bloomberg Support

