

The Burridge Center for Securities Analysis & Valuation

Bloomberg Essentials On Line Training (BESS)

This guide will walk you through the steps necessary to create a Bloomberg login and access the set of Bloomberg certification courses. If you are new to Bloomberg, this course will be a good basic introduction to the functions available on this machine. If you decide to take the test, you can also demonstrate basic Bloomberg proficiency as a job seeker. The Bloomberg terminal is located in the Leeds Business Library, Room 100K. The access key to enter the room is located at the circulation desk.

Step 1: Before starting the certification program, you first need to create your own login name. After starting the Bloomberg, hit the red <DEFAULT> key to get to the login screen. Leave the fields blank and hit the green <GO> key. Follow the instructions to create your own login. **Once you have an account, it will need to be validated before use. Bloomberg will call or text your mobile phone with a validation code. After you enter the validation code, you will receive a login name. Please write this down as you may not see it again.**

Step 2: Type BESS <GO> to access Bloomberg Essentials On Line Training Program. There are two sets of videos including audio (there is a speaker on the Bloomberg, but you may wish to bring headphones for better audio performance).

- Bloomberg Core Videos – Getting Started, Bloomberg News, Market Monitors and Launchpad and API (Bloomberg Data in Excel). One exam for all four parts.
- Bloomberg Market Sector Videos- Equity Essentials, Fixed Income Essentials, FX Essentials & Commodity Essentials. Four separate exams.

Step 3: After viewing the video, request an exam by pressing 10 <GO>. You should take the exam within 24 hours of completing the video. You will need to score 75% or higher on all exams in order to receive a certification. You can request acknowledgement of BESS training completion from Bloomberg. You are allowed to retake each exam one time.

BLOOMBERG ESSENTIALS ON LINE TRAINING PROGRAM

Course Overview

The Bloomberg Essentials Online Training Program is your introduction to the Bloomberg Professional Service. Four Bloomberg Core videos will familiarize you with basic Bloomberg functionality. Market Sector videos will introduce you to market fundamentals.

Bloomberg Core Videos

- 2) Getting Started
- 3) Bloomberg News
- 4) Market Monitors and Launchpad
- 5) API (Bloomberg Data in Excel)

After viewing the 4 Core Videos you will automatically be enabled to take the Core Exam.

Bloomberg Market Sector Videos

- 6) Equity Essentials
- 7) Fixed Income Essentials
- 8) FX Essentials
- 9) Commodity Essentials

After viewing a Market Sector video you will be automatically enabled for the exam.

Exams and Acknowledgement of Completion

- 10) View and Take Exams

- 11) Request Your Acknowledgement of Completion

Once you have completed the Core exam and a Market Sector exam with a score of 75% or higher for each, you may request acknowledgement of BESS Training completion. You may retake each exam one time.

Bloomberg

Frequently Asked Questions

CONTENT/VIDEOS

What level of user are the videos intended for?

The videos are intended to teach NEW users to Bloomberg the basics of the system and some basic functionality within each of the primary market sectors.

How often will the content be updated?

The content will be reviewed quarterly to ensure that it contains the latest Bloomberg functionality and updated as necessary.

Can I download these videos off of Bloomberg?

No, these videos are the property of Bloomberg L.P. and can only be accessed through a Bloomberg terminal.

EXAMS & EXAMS ENABLEMENT

What exams must I take in order receive an acknowledgment of completion?

You will need to take the CORE EXAM (After watching the 4 Core Videos) and ONE of the Market Sector exams. You will need to pass each one with a 75% score in order to receive the completion acknowledgment.

How many exams can I complete?

You can complete all 5 (1 Core and 4 Market Sector) exams if you would like to receive acknowledgment in the 4 sectors.

How do I get enabled for the exams?

Users will automatically be enabled to take the exam once you have viewed a video. To view the exams please select 10<GO> Exams & Exam Summary to take the test.

Are there retakes?

Yes, you can have 1 retake.

Bloomberg

Can I transfer tests taken on the CERT<GO> program to this one?

No, the content is different and users were provided ample notice regarding the previous online training program and the exams.

Once I have passed the Core Exam and one of the Market Sector Exams, how do I receive my Acknowledgment Document?

Once you've completed the Core Exam and a Market Sector exam with a score of 75% or better, you can request acknowledgement of completion. Exams must be taken under your own login. One retake of each exam will be allowed.

Please select "11<GO> Request Your Acknowledgement of Completion" -> fill out and submit the detailed question page.

How long will it take for me to receive my acknowledgment of completion?

Your acknowledgement will be sent to the specified email address within the hour. In keeping with Bloomberg's environmental efforts, no paper/hardcopies will be sent out.