

## Bloomberg Certification

Step 1: Before starting the certification program, you must first create your own login name. After starting Bloomberg, hit the red <DEFAULT> key to get to the login screen. Leave the fields blank and hit the green <GO> key. Follow the prompts provided to create your own login. **NOTE: Once you create your login it needs to be validated before it can be used. You will need to have access to your mobile phone. Bloomberg will call and/or send you an email with a phone # to call. Once they validate your login in name you should no longer use your cellphone in the FSL.**

Once you have activated your Login you can start the certification program. The program consists of 2 parts – the core videos and the market sector videos.

- **Core Videos:** Getting Started, Bloomberg News, Market Monitors, and Launchpad/API
- **Market Sectors:** Equity, Fixed Income, FX, and Commodity

There will be one exam to cover the Core and each Market Sector has an exam. You do not need to follow any specific order (i.e. there is no requirement to complete the Core first). To pass a course, you must score at least 75% on the exam. **There are no re-takes – plan accordingly.**

**Note: You will be watching videos so you will need to bring your own headphones which can be plugged into the back of the Bloomberg keyboard.**

To start the process:

1. Type BESS <GO> {See page 2 for an image of the screen you should now see}
2. Select the video you want to watch (i.e. Getting Started)
3. After viewing all the required video, you will need to request an exam. It is recommended that you take the exam within 24 hours of completing the video. To get an exam:
  - a. Type BESS <GO>
  - b. Type 6 <GO> {Exams Enablement}

Once you have completed and passed the core exam and the market sector exams, contact the HelpDesk to request the Acknowledgement of Completion. [**Note: you should keep track of the date you take the exam and your score so that you have a record that you can provide if requested**].

If you have questions about the procedure, please contact Anne Anderson at x85936 or [ama6@lehigh.edu](mailto:ama6@lehigh.edu).

**NOTE: Please notify Professor Anderson when you both start and finish the certification. Also, send her a copy of your Acknowledgement of Completion when you receive it.**

## 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, while supplemental Market Sector videos will introduce you to major market fundamentals. Test your knowledge by taking the Core Exam along with any of the Market Sector exams, and earn an Acknowledgement of Completion with an 75% grade or better. (Re-takes are not provided.)

#### Bloomberg Core Videos

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

#### Bloomberg Market Sector Videos

- 8) Equity Essentials
- 9) Fixed Income Essentials
- 10) FX Essentials
- 11) Commodity Essentials

#### Exams Enablement and Exams

- 6) Exams Enablement
- 7) Exams & Exam Summary

# 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?

Select 6<GO> off of the Essential Home Page and request that you get enabled for the Core, Equity, Fixed Income, Commodity, or FX Exam.

Once enabled, come back to the Essential Home Page and you can access the tests under menu option 7<GO>.

#### Are there retakes?

No, retakes will not be offered.

# Bloomberg

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

No, the content is different and users will have until November 1<sup>st</sup> 2009 to complete the old program which can be accessed after November 1<sup>st</sup> through CERTOLD<GO>.

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

Select 6<GO> off the menu and provide how you would like your name displayed on the document and the email address you would like it sent to along the Market Sector you completed.

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

Please allow 2 weeks for us to create and email your document. In keeping with Bloomberg's environmental efforts, no paper/hard copies will be sent out.

FRANKFURT    HONG KONG    LONDON    NEW YORK    SAN FRANCISCO    SÃO PAULO    SINGAPORE    SYDNEY    TOKYO  
+49 69 9204 1210    +852 2977 6000    +44 20 7330 7500    +1 212 318 2000    +1 415 912 2960    +55 11 3048 4500    +65 6212 1000    +612 9777 8600    +81 3 3201 8900



Press the <HELP>  
key twice for instant  
live assistance.

The BLOOMBERG PROFESSIONAL service, BLOOMBERG Data and BLOOMBERG Order Management Systems (the "Services") are owned and distributed locally by Bloomberg Finance L.P. ("BFLP") and its subsidiaries in all jurisdictions other than Argentina, Bermuda, China, India, Japan and Korea (the "BLP Countries"); BFLP is a wholly-owned subsidiary of Bloomberg L.P. ("BLP"). BLP provides BFLP with all global marketing and operational support and service for the Services and distributes the Services either directly or through a non-BFLP subsidiary in the BLP Countries. The Services include electronic trading and order-routing services, which are available only to sophisticated institutional investors and only where the necessary legal clearances have been obtained. BFLP, BLP and their affiliates do not provide investment advice or guarantee the accuracy of prices or information in the Services. Nothing on the Services shall constitute an offering of financial instruments by BFLP, BLP or their affiliates. BLOOMBERG, BLOOMBERG PROFESSIONAL, BLOOMBERG MARKETS, BLOOMBERG NEWS, BLOOMBERG ANYWHERE, BLOOMBERG TRADEBOOK, BLOOMBERG BONDTRADER, BLOOMBERG TELEVISION, BLOOMBERG RADIO, BLOOMBERG PRESS and BLOOMBERG.COM are trademarks and service marks of BFLP, a Delaware limited partnership, or its subsidiaries.