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SCHOOL OF BUSINESS

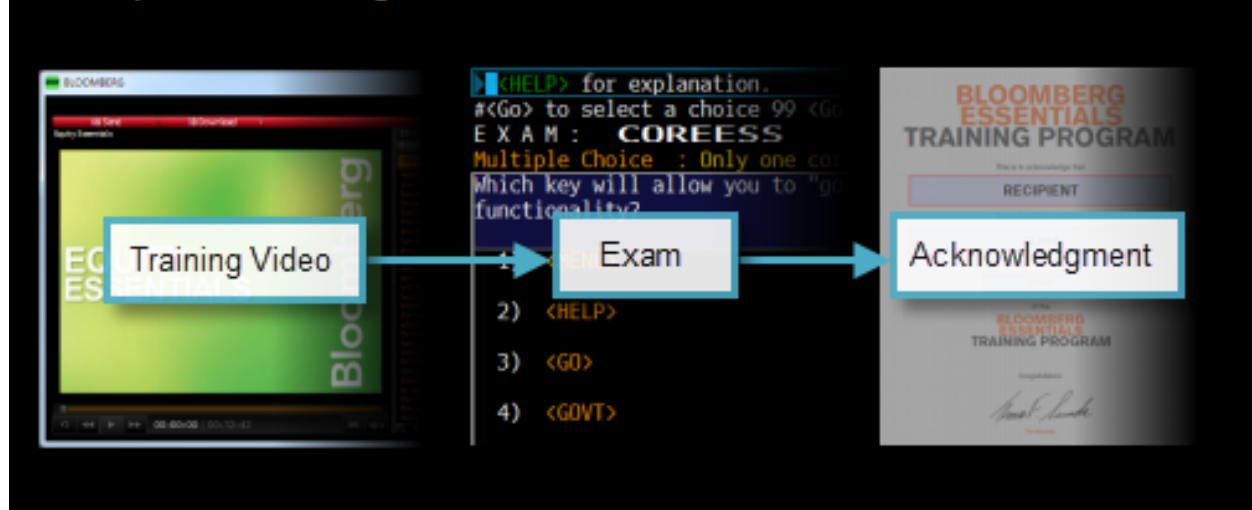
Bloomberg



Bloomberg Essentials
Online Training
Program for Bloomberg
Certification

What is the Bloomberg Essentials Online Training Program (BESS)?

The Bloomberg Essentials Online Training Program (BESS) is a training portal that helps you quickly learn core Bloomberg functionality and key market fundamentals. The training process includes three phases: training videos, exams, and acknowledgments.



The Bloomberg Essentials Online Training Program is critical for new users to really learn and master the basic Bloomberg capabilities. After watching the four Core Training videos, you will have a better sense on how to effectively navigate and utilize the software. Then, you will be eligible to watch the four Market Sector Training videos (Equity, Fixed Income, FX, and Commodity). Not only will this help you become more aware of all the core functionalities Bloomberg has to offer, but if you successfully pass the four 30 question exams, you will earn an official Acknowledgement of Completion (Certificate) from Bloomberg for each market sector exam.

How Do I Earn My Certificates?

Begin by watching all four Core Training videos for an orientation to the basics of using the Bloomberg. Then, take the Core Exam to test your proficiency. Once you know how to navigate the Bloomberg, you can watch Market Sector Training videos, so you can understand the depth and breadth of Bloomberg's data, news, and analytics. When you finish each Market Sector Training video, you can take the corresponding Market Sector Exam to test your newly acquired knowledge. If you achieve a score of 75% correct (or higher) on any Market Sector Exam, you can request an [Acknowledgment of Completion](#).

Core Training

Training Video	Prerequisite	Corresponding Exam
Getting Started (18:15)	None	Core Exam*
Bloomberg News (19:58)	None	Core Exam*
Market Monitors and Launchpad (31:13)	None	Core Exam*
API (Bloomberg Data in Excel) (27:35)	None	Core Exam*

Market Sector Training

Training Video	Prerequisite	Corresponding Exam
Equity Essentials (32:42)	Core Training Videos (above) and Core Exam	Equity Exam**
Fixed Income Essentials (23:31)	Core Training Videos (above) and Core Exam	Fixed Income Exam**
FX Essentials (34:49)	Core Training Videos (above) and Core Exam	FX Exam**
Commodity Essentials (26:28)	Core Training Videos (above) and Core Exam	Commodity Exam**

**Completing a market sector training video automatically enables you to take the corresponding exam.

Note: Videos are in English only.

Each video takes approximately 30-40 minutes to watch. You can pause, go back, or go forward during the video stream at any time. You should plan around 6-8 hours to complete the entire Bloomberg Essentials program. However, there is no set time limit to complete the program so you may proceed at your own pace. You can also complete one exam and return at a later time for the others. Remember to bring headphones.

Acknowledgement of Completion

Once you have completed the core exam and one or more market sector exams with a score of 75% or higher, you can request an acknowledgment of completion (sent via e-mail) so you can demonstrate your proficiency in Bloomberg core skills.

Note: You may retake each exam one time. Acknowledgment is not issued for the Core Exam.

To request an acknowledgment of completion:

1. Click [here](#) to begin your acknowledgment request.

The *BESS Training Acknowledgment* window appears.

2. For each recipient of the acknowledgment e-mail, in the *Email address(es) to which the acknowledgment should be sent* field at the bottom of the screen, enter an email address, then click **Add**.

The email address(es) appear(s) in the list beneath the field.

3. On the toolbar, click the **Submit** button.

	Mnemonic	Description	Date	Grade	Qualified*
11)	COREESS	Core Essentials	09/2013	76.67	Yes
12)	<input checked="" type="checkbox"/> COMMESS	Commodity Essentials	09/2013	100.00	Yes
13)	<input checked="" type="checkbox"/> EQYESS	Equity Essentials	09/2013	93.75	Yes
14)	<input checked="" type="checkbox"/> FIESS	Fixed Income Essentials	09/2013	100.00	Yes
15)	<input checked="" type="checkbox"/> FXESS	FX Essentials	10/2013	95.00	Yes

BESS training acknowledgement requested

Name displayed on the acknowledgement.
ALEXANDER KENT

Email address(es) to which the acknowledgement should be sent.(max 10)

akent10@bloomberg.net

50 Add

51 Delete

If you are eligible for certification, the specified recipients receive an e-mail message acknowledging your completion of the exams.

How Do I Start The Training Program On Bloomberg?

1. Login to the Bloomberg Terminal using your own login name and password (If you do not have a login yet, see “Creating a Bloomberg Login”).
2. Type the Bloomberg mnemonic “BESS” followed by <GO> into the command line located in the upper right corner.
3. You should now be at the Bloomberg screen titled “Training Videos.” Follow the Bloomberg steps provided above or on your terminal screen in order to complete the training program.