Bloomberg Certification Program

You must register for and attend the Bloomberg Basics Workshop before beginning the Bloomberg Certification program.

To complete the certification, you will need headphones (use your own or check out a pair from the BIC front desk with your SMU ID) and a cell phone.

1) Check out a Bloomberg computer from the BIC front desk with your SMU ID.

2) Using the Bloomberg keyboard, press the red <CONN DEFAULT> key (the same one you use to log in).

3) Do not log in using the SMU Cox-login. Press <GO> to create a personal login.
   a. Enter your first name and last name. Create a password. Press <Enter> and then type 1 <GO> to continue.
   b. Enter your cell phone number to receive a validation code by SMS or by automated voice call. Press <Enter> and then type 1 <GO> to send the code.
   c. Once validation code is received, type it in and press <Enter> (will timeout and you will need to start again if not entered promptly). Then type 1 <GO> to validate.
   d. Once your code is validated, type 1 <GO> to continue.
   e. Complete your Bloomberg profile; anything in an amber field is required (job title, work number, mobile number and alternate e-mail). Press <Enter>, then type 1 <GO> to complete the registration process.
   f. The next screen will show you your login name. Write this down. If you want to change your login name, you must contact Bloomberg within 48 hours or you will not be able to change your login name.
   g. If you do not log in for 45 days after your last use, you will need to contact Bloomberg to reinstate your account.
   h. A personal login created at the BIC will only work at the BIC - not transferrable to your place of work.

4) Press the red <CONN DEFAULT> key to return to the login screen. Press the red <CONN DEFAULT> key again to login with your personal Bloomberg login.

5) To get to the certification screen in Bloomberg, type BESS <GO>.

6) You will need headphones to watch the videos. Video durations range from 17-35 minutes. You may pause and rewind the videos as needed. Each video has a written transcript you can follow. Pay attention and take notes to be prepared for the exam.

7) You must watch all four of the Core videos and then pass the Core exam before you can view the Market Sector videos. After passing the Core exam, you can watch any of the four Market Sector videos and then take the corresponding exams.

8) Exams are a mixture of multiple choice and true/false questions but are fairly detailed in the types of information that you will need to apply from the videos. Use your other Bloomberg monitor to search for the answers. A passing score of 75% is required for all of the exams. You may retake each exam once.

9) After you pass the Core exam and the Market Sector exams of your choosing, you may request an acknowledgement of Bloomberg Essentials (BESS) training.

***** REMEMBER TO LOG OUT ONCE YOU ARE FINISHED!!! *****
Press the red <CONN DEFAULT> key