FLC Quick Start Guide

Bloomberg Certification

What is Bloomberg?
The Bloomberg Terminal (Bloomberg Professional) is a powerful tool used widely in the finance industry to access real-time and historical data, news, and research. Bloomberg also provides a certification program called Bloomberg Market Concepts (BMC).

BMC
BMC is a self-paced e-learning course that provides a video-based introduction to the essentials of the capital markets. BMC comprises 4 modules with 120 assessment questions. The modules are:

- **Economic Indicators** focuses on the primacy of GDP, monitoring and forecasting of GDP.
- **Currencies** includes currency valuation, risk and market mechanics.
- **Fixed Income** covers the roots of the bond market, bond valuation drivers, central bankers & interest rates and the yield curve.
- **Equities** introduces students to the stock market and cover the nature of equities, equity research, absolute valuation and relative valuation.

Students who are interested in a career in the financial markets are encouraged to complete the BMC certification program as early in their studies as possible.

To access the BMC certification program, you will need a Bloomberg Terminal account (available to UofT students with an active UTORiD) and a separate Bloomberg Institute account (available for free).

Accessing Bloomberg

- Bloomberg can only be accessed in the FLC. There are 3 terminals located near the teaching podium with distinct Bloomberg keyboards.
- Log into the terminal using your UTORid credentials.
- From the start menu, navigate to the 1-LKCFLC Applications folder, and select Bloomberg.

Create your Bloomberg Login

- On the welcome screen, click on the “Enter” link or hit the green <Go> key, then click Create a New Login.
- Follow the prompts. Use your cell phone number for both the work & mobile number fields. Use your UofT student email address as the work email. To activate your Bloomberg account, request the verification code to be sent to your email. **Note: Your phone number and email will be kept confidential.**

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**Bloomberg Help**

Bloomberg offers extensive online help, as well as a Help tool where a Bloomberg staff member will be able to assist you with any questions you may have.

To access the help guide for an active screen or function, press the “Help” <F1> key once. To open a Help window, press the Help (F1) key twice, then click “Bloomberg Help Desk” at the bottom of the page. A window will launch and you can submit your question along with your email. Bloomberg will respond to your question within 24 hours.

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**Ready to start your BMC certification? Log into the terminal NOW!**

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**BMC (8 hours to complete)**

1) Find the toolbar located at the top of the screen and type in BMC followed by the green ENTER/GO key.

2) Review the ‘About BMC’ section. Make sure to complete your BMC certification before your access expires (*Access to BMC is only available for 1 year from the initial access date*).

3) If you already have an account with Bloomberg Institute, skip to step 4.
   - Select ‘Sign Up’ and enter your information, using your@mail.utoronto.ca address in the ‘non-Bloomberg email’ field.
   - Create a password. Note: your BMC account is separate from your Bloomberg Terminal account.
   - Leave the checkbox ‘Are you taking BMC as part of a group…” unchecked.
   - Check the box after reading and agreeing to the BMC Terms of Service and select Sign Up.

4) Select Login and enter your account information. After successfully logging in, you will jump to Home page. Click on ‘Access Course’. A browser window will open allowing access to BMC.

**Important note:** Once the browser window is closed, students must use a Bloomberg Terminal again in order to log in through BMC <GO> and select ‘Access Course’.

Students are not able to log into BMC directly from a web browser.

**Workshops**

The FLC hosts the FLC Tools Workshop series. There are two Bloomberg focused workshops: Bloomberg Basics and Bloomberg Intermediate. Check our website and our social media for updates. Attendees can earn 1 Management PSDP point for each workshop attended and attendees can also earn 1 Library 101 certification credit.

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**Need Assistance?**

For help, please email us or see our online resources available on our website. FLC staff are also available during open lab hours.

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**Li Koon Chun Finance Learning Centre**

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