

STEP-BY-STEP:

HOW TO SIGN UP AND COMPLETE BLOOMBERG MARKET CONCEPTS (BMC) TRAINING

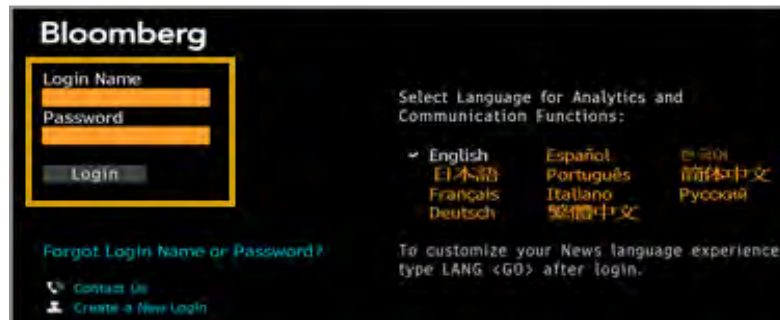
Use this document to sign up for and complete comprehensive training on financial markets through the Bloomberg terminal.

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HOW TO SIGN UP FOR BMC TRAINING

Bloomberg Market Concepts (BMC) is an 8 hour, self-paced, eLearning course that provides a comprehensive introduction to financial markets. BMC consists of 5 modules – Introduction, Economic Indicators, Currencies, Fixed Income and Equities – woven together from Bloomberg data, news, analytics and television.

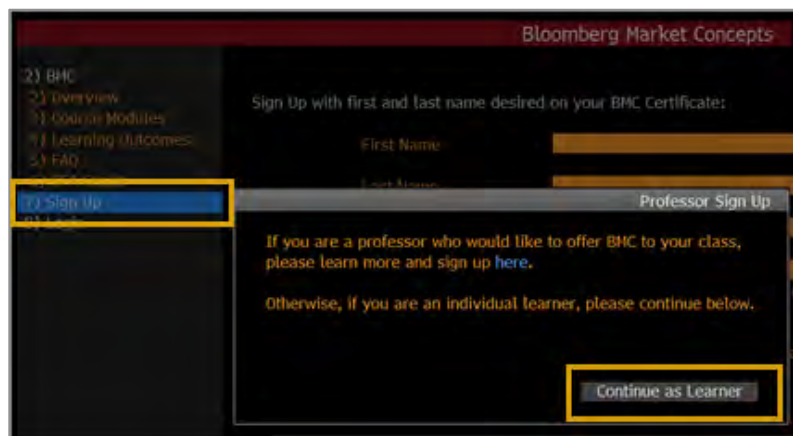
- At the Bloomberg terminal, login with your **personal** Bloomberg account. Click **Login**.
 - Tip:** If you do not have a Bloomberg login, consult our **How to create a Bloomberg Login** guide.



- Use the mouse to click the blue command line at the top of the screen. Enter **BMC** in the command line and press **Enter**.



- Select option 7) **Sign up** and click **Continue as Learner** in the pop-up screen.



- 4** Enter your **Personal Information** as you would like it to appear on your BMC Certificate of Completion. Please use an easily accessible, non-Bloomberg email. Create and confirm a secure **Password** for the course. Check off that you have read and agree with the **Terms of Service**. Click **1) Sign Up**.

- 5** Bloomberg will send the **Activation Code** to your email. Enter the code in the yellow box and click **1) Activate Account**. You are now signed up for BMC!
- **Tip 1:** A web version of BMC is available (for a fee) if you would like to access the course outside of the Bronfman Library.
 - **Tip 2:** You have one year to complete all of the BMC modules. The course can be paused and resumed at any point within the year.

Type	Expires	Class Code (Add)	Access Course
Terminal User	Mar 28, 2019	-	

Module	Status	% Correct
Introduction	Not Started	-
Economic Indicators	Not Started	-
Currencies	Not Started	-
Fixed Income	Not Started	-
Equities	Not Started	-
Overall		-

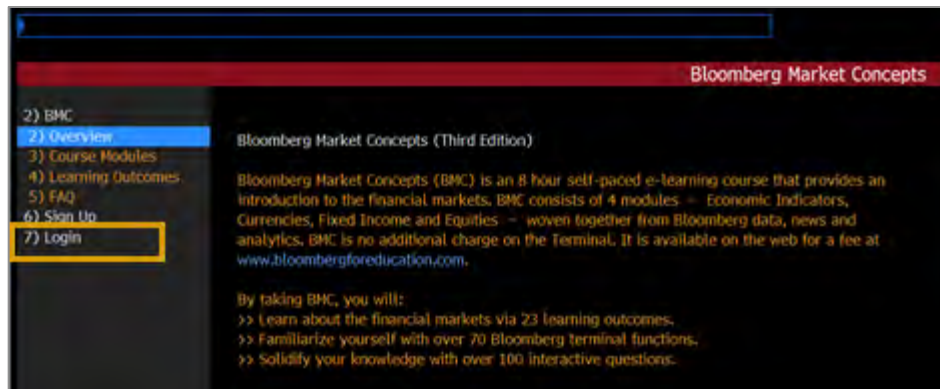
HOW TO COMPLETE BMC TRAINING

Once you have signed up for BMC training, you have one year to complete the modules. Follow the steps below to get started or continue BMC modules.

- 1 At the Bloomberg terminal, login with your **personal** Bloomberg account. Click **Login**. Type **BMC** in the blue command line and press **Enter**.

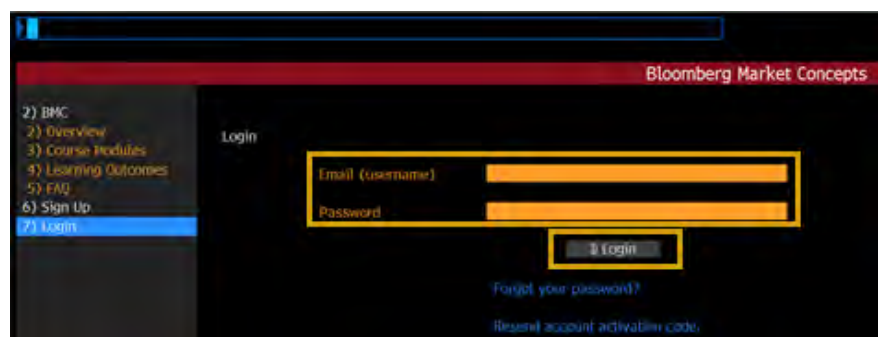


- 2 Click on 7) **Login**.



- 3 At this point, Bloomberg will prompt you to login again. Use the login you created specifically for BMC. Click **1) Login**.

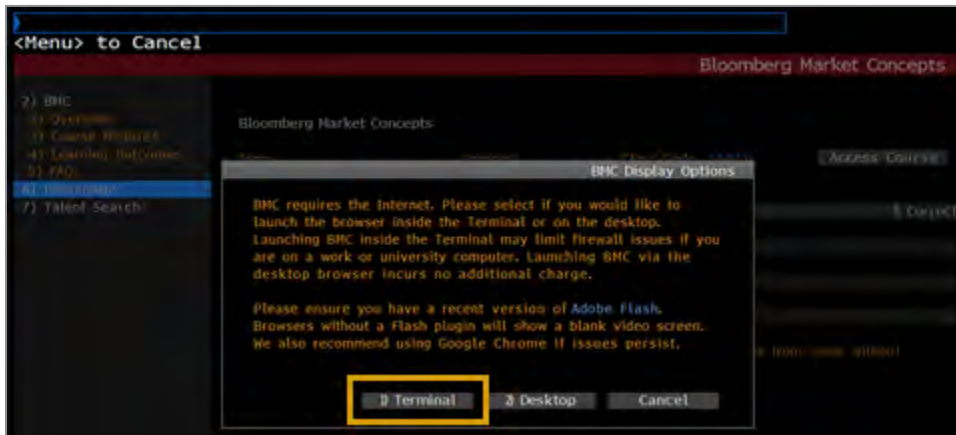
- **Tip:** The email for the BMC will be a non-Bloomberg email.



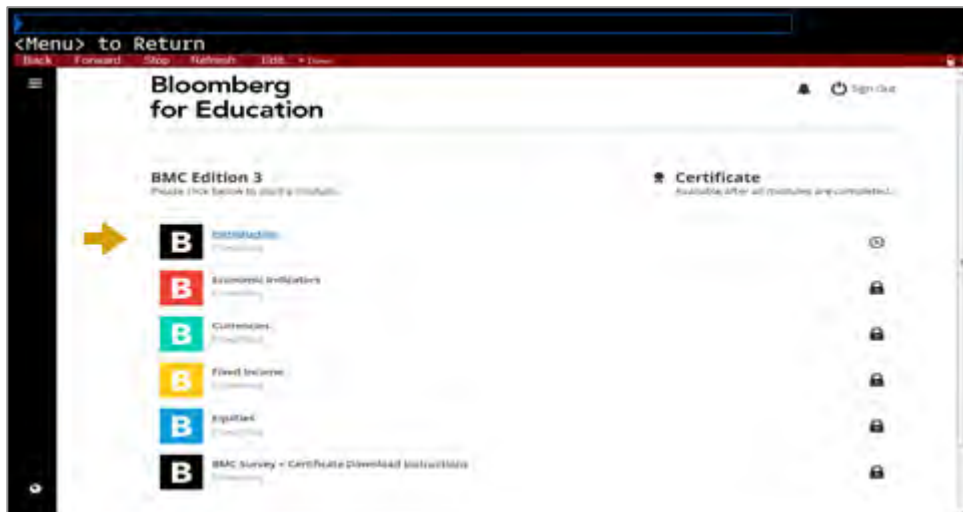
4 Click on **Access Course**.



5 Bloomberg will launch a pop-up window, click on **1) Terminal**.



6 You can now begin or continue with the BMC modules. Click on the appropriate module.



7 BMC modules require you to use headphones. The jack to plug in your headphones is located on the back of the Bloomberg keyboard. The volume can be adjusted by clicking on the volume icon located on the desktop.

- **Tip:** If you have forgotten to bring your own headphones, there are a limited number of sets available to borrow at the Bronfman library's circulation desk.

