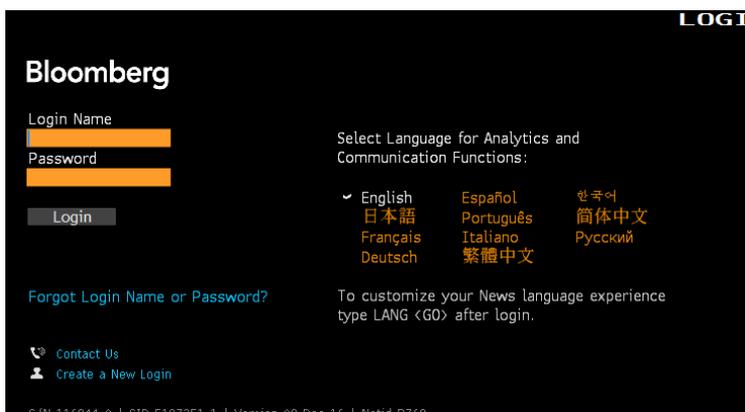


Signing Up For The Bloomberg Market Concepts Course

1. Log onto the PC in the usual way using your MWS login details



2. Double click on the BLOOMBERG icon on the desktop and wait for it to launch
3. Press Enter/Go
4. Type in your (Bloomberg) Login Name and Password and click on the LOGIN button. **Do not use your University of Liverpool username and password!**

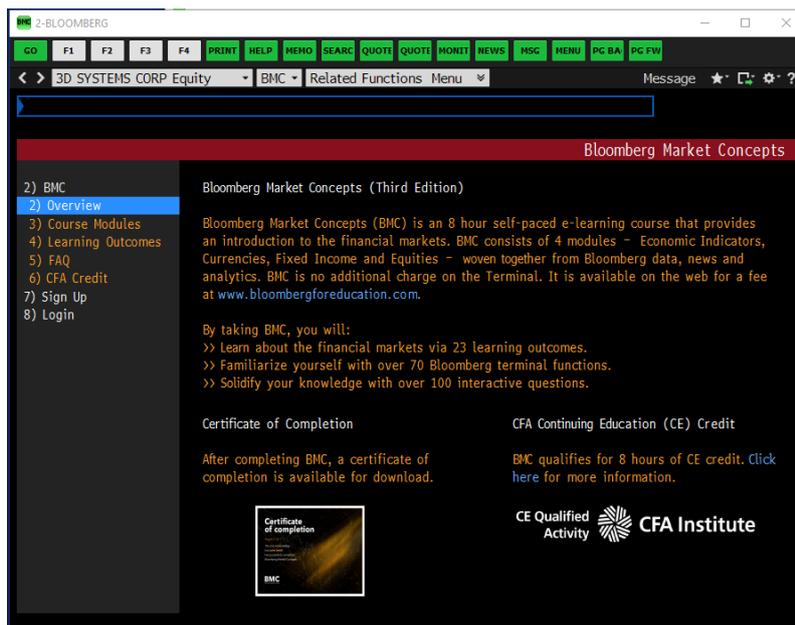


5. Bloomberg will start and up to four windows (“panels”) will open. Each window is divided into sections. At the top is the TOOLBAR. Below it is the COMMAND LINE. The FUNCTION AREA is the main body containing information. Click on any of the four windows. Enter BMC in the COMMAND LINE. As you type you will notice that the FUNCTION AREA changes.



6. Select BMC (Bloomberg Market Concepts) and press ENTER/RETURN or use you mouse and click on the green GO icon. The following window should appear:

Signing Up For The Bloomberg Market Concepts Course



7. Choose "7) Sign Up". The registration form for the Bloomberg Market Concepts course appears. Ignore the question if you are asked "Are you a Professor who would like to..." and click CONTINUE AS LEARNER. Fill in all your personal detail ensuring you also tick the check box at the bottom left (indicating you have read and agree to the terms and conditions of use). Leave the other check box "Are you taking BMC as part of a group (e.g. university class..)" as it is (i.e. unchecked.)

The completed form should look similar to that below.

Click on "1) SIGN UP" to complete this part of registration.

8. The ACTIVATION screen now appears. It informs you that an activation code has been sent to your email address and that you are required to enter it into the form with the space of 24 hours.

Signing Up For The Bloomberg Market Concepts Course

Bloomberg Market Concepts

An account activation link has been sent to your email. You must activate your account within 24 hours, otherwise you will no longer be able to log in.

Enter activation code [Resend Code](#)

Bloomberg Market Concepts

Type	Expires	Class Code (Add)	Access Course
Terminal User	Oct 6, 2018	-	<input type="button" value="Access Course"/>

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

[Click here to buy the web-version of BMC and access your course modules from home without losing your current progress.](#)

Are you a CFA Institute member? BMC qualifies for 8 hours of CFA Continuing Education (CE) credit. [Click here](#) for more information.

Australia 61 2 9777 8600 Brazil 55 11 2395 9000 Europe 44 20 7330 7500 Germany 49 69 9204 1210 Hong Kong 852 2977 6000 Japan 81 3 3201 8900 Singapore 65 6212 1000 U.S. 1 212 318 2000 Copyright 2017 Bloomberg Finance L.P. SN 513308 EDT GMT+1:00 H02-5906-0 05-Oct-2017 06:51:37

9. Either cut and paste or type the activation code from the email sent to you into the form and then click on “1) Activate Account”. If you are successful you will see the following screen:

Your account is activated

Bloomberg Market Concepts

Bloomberg Market Concepts

Type	Expires	Class Code (Add)	Access Course
Terminal User	Oct 6, 2018	-	<input type="button" value="Access Course"/>

Module	Status	% Correct
Introduction	Not Started	-
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Australia 61 2 9777 8600 Brazil 55 11 2395 9000 Europe 44 20 7330 7500 Germany 49 69 9204 1210 Hong Kong 852 2977 6000 Japan 81 3 3201 8900 Singapore 65 6212 1000 U.S. 1 212 318 2000 Copyright 2017 Bloomberg Finance L.P. SN 513308 EDT GMT+1:00 H02-5906-0 05-Oct-2017 06:54:55

10. If you want you can decide to buy the web-version of BMC. It is not recommended as it costs £'s and you can complete the course free of charge in the Management School!
11. You have 12 months to finish the 8 hour self-teach course and get a certificate on successful completion. You do not have to complete the course all in one go and can dip in and dip out as you want. All you need to remember is that to access it you type BMC into the command line when Bloomberg is open!

If you have a problem or need any assistance please email ulmstech@liv.ac.uk