## 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!

				LOGI
Bloomberg				
Login Name Password	Select Languag Communication	e for Analytics Functions:	and	
Login	✓ English 日本語 Français Deutsch	Español Português Italiano 繁體中文	<sup>한국어</sup> 简体中文 Русский	
Forgot Login Name or Password?	To customize ; type LANG <g0;< th=""><th>your News lang &gt; after login.</th><th>uage experience</th><th></th></g0;<>	your News lang > after login.	uage experience	
<ul> <li>Contact Us</li> <li>Create a New Login</li> </ul>				
S/N 116944-0   SID 5187351-1   Version 08 Dec	: 16   Netid P769			

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:

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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.)

		Bloomberg Market Concepts
2) BMC 2) Overview 3) Course Modules 4) Learning Outcomes 5) FAQ 6) CFA Credit 7) Sign Up 8) Login	Sign Up with first and last name desired	on your BMC Certificate:
	First Name	Simon
	Last Name	Blackman
	Non-Bloomberg Email	blackman@liv.ac.uk
	Password +	******
		<ul> <li>Must contain at least one letter and one number.</li> <li>8 characters minimum.</li> </ul>
	Are you taking BMC as hire group at a bar Terms of Service	part of a group (e.g. university class or new $nk)?$
	Bloomberg Institute Terms of	Service 🛓
	PLEASE READ ALL OF THE FOLLO	WING TERMS AND CONDITIONS OF SERVICE
	I signify that I have read and agree	to the Terms of Service.
Australia 61 2 97 Japan 81 3 3201 8	77 8600 Brazil 5511 2395 9000 Europe 44 20 7 900 Singapore 65 6212 1000 U.S. 1 ;	130 7500 Germany 49 59 9204 1210 Hons Kons 652 2277 6000 Copyright 2017 Bloomberg Finance L.F. SN 513608 EDT GHT⊸100 H682=5906⊸0 05–0ct–2017 05:50।

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.

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			Bloomber	g Market Concepts	
2) BMC 2) Overview 3) Course Modules 4) Learning Outcomes 5) FAO	An account activation lin within 24 hours, otherwis Enter activation code Bloombern Market Concepts	k has been sent to e you will no longe	your email. You must activ er be able to log in. I Activate Account Rese	ate your account	
6) CFA Credit					
7) Homepage	Туре	Expires	Class Code (Add)	Access Course	
8) Talent Search	Terminal User	Oct 6, 2018			
	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 9 Japan 81 3 3201 4	777 8600 Brazil 5511 2395 9000 Eu 8900 Singapore 65 6212 1000	rope 44 20 7330 7500 G U.S. 1 212 318 20	ermany 49 69 9204 1210 Hong Kong 00 Copyright 2017 Bloomber SN 513808 EDT GMT++00 H682-	852 2977 6000   Finance L.P. 5906-0 05-0ct-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 a	ctivated				
			Bl	loomberg Marl	ket Concepts
2) BMC 2) Overview	Bloomberg Market Concepts				·
4) Learning Outcomes 5) FAQ	Type Terminal User	0ct 6, 2018	-	(Add)	Access course
6) CFA Credit	Module		Status		% Correct
7) Homepage	Introduction		Not Started		
8) Talent Search	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.				
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- 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 <u>ulmstech@liv.ac.uk</u>