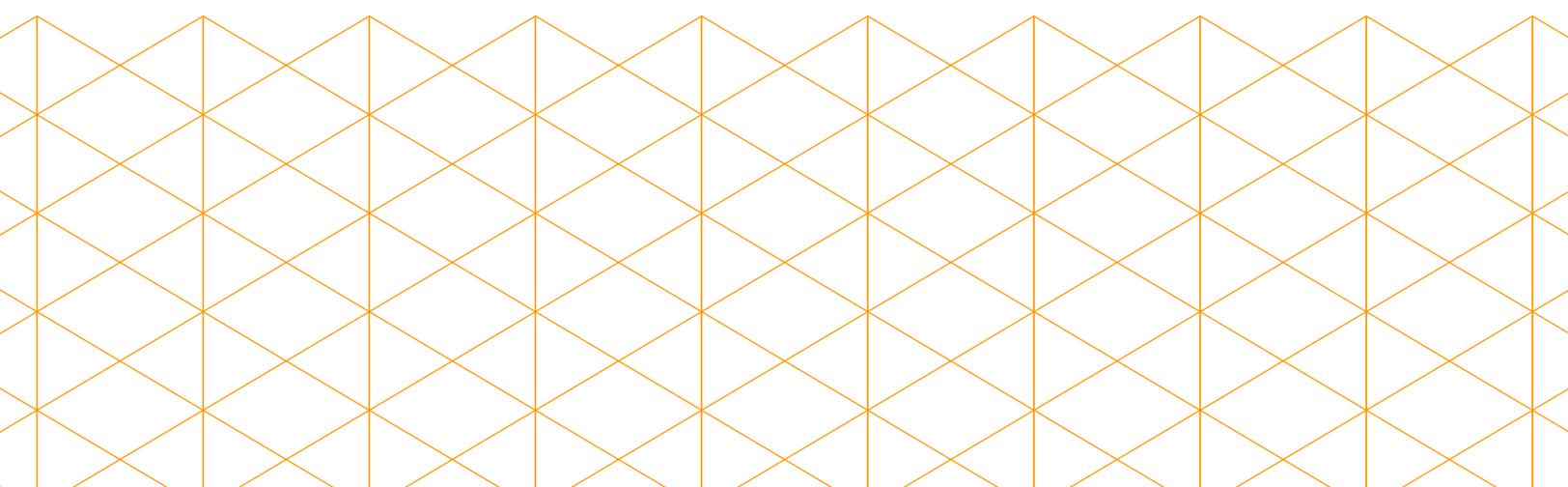


# PORTAL WORKFLOW

## Students Guide

# Summary

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# 1 Student Sign Up

There are 2 ways students can create a BFE account.

## Method 1

If you have Bloomberg Terminal access please run the function `{BCER<GO>}`, click on the Sign Up in the upper left of the page.

**Make sure you add your university email domain if you have one.**

The screenshot shows the Bloomberg Certificates Sign Up page. The page title is "Bloomberg Certificates". The main heading is "Sign Up with first and last name desired on your BMC Certificate".

**Navigation Menu (Left):**

- Login
- Sign Up** (highlighted with a blue bar)
- BBG for Education
- FAQ
- Certificates
- BMC
  - Overview
  - Course Modules
- ESG
  - Overview
  - Course Modules

**Form Fields:**

- First Name
- Last Name
- Non-Bloomberg Email
- Password \* (with a callout: \* Must contain at least one letter and one number. 8 characters minimum.)

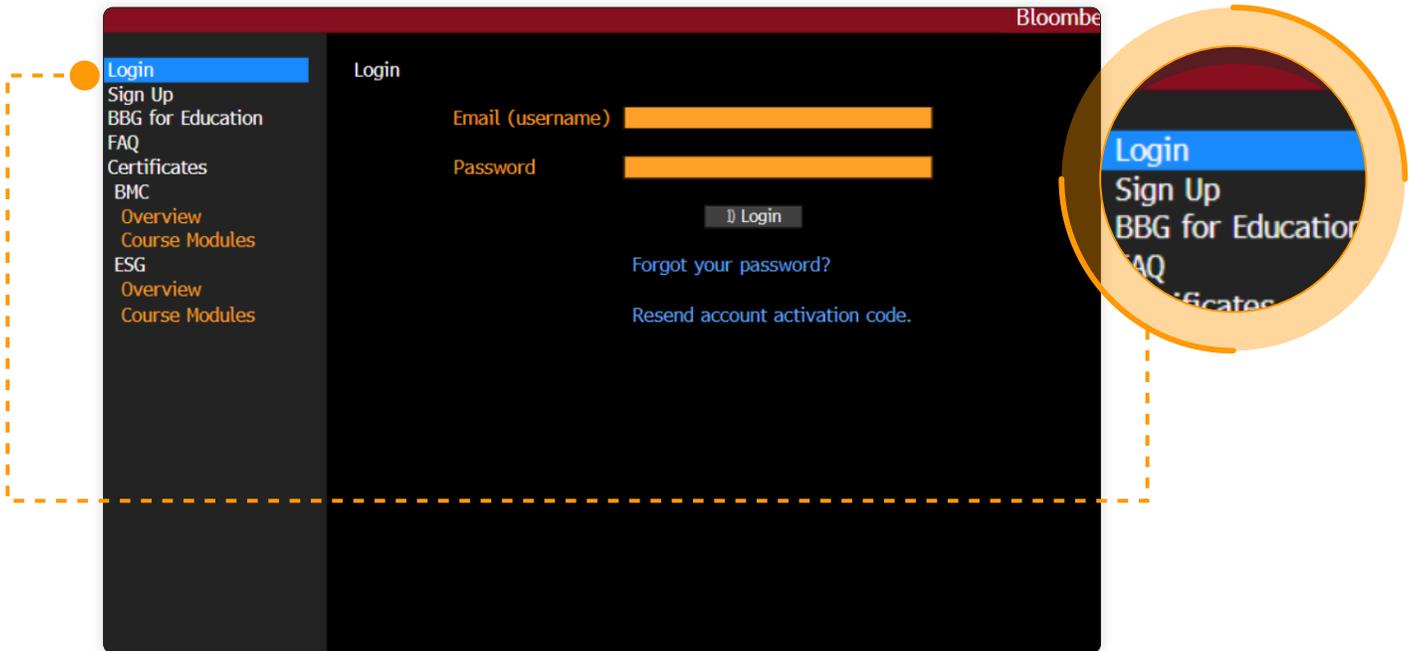
**Terms of Service:**

- Bloomberg Institute Terms of Service
- PLEASE READ ALL OF THE FOLLOWING TERMS AND CONDITIONS OF SERVICE ("TOS")
- I signify that I have read and agree to the Terms of Service.
- Keep me updated about BMC courses, webinars, student offers and promotions.

**Callouts:**

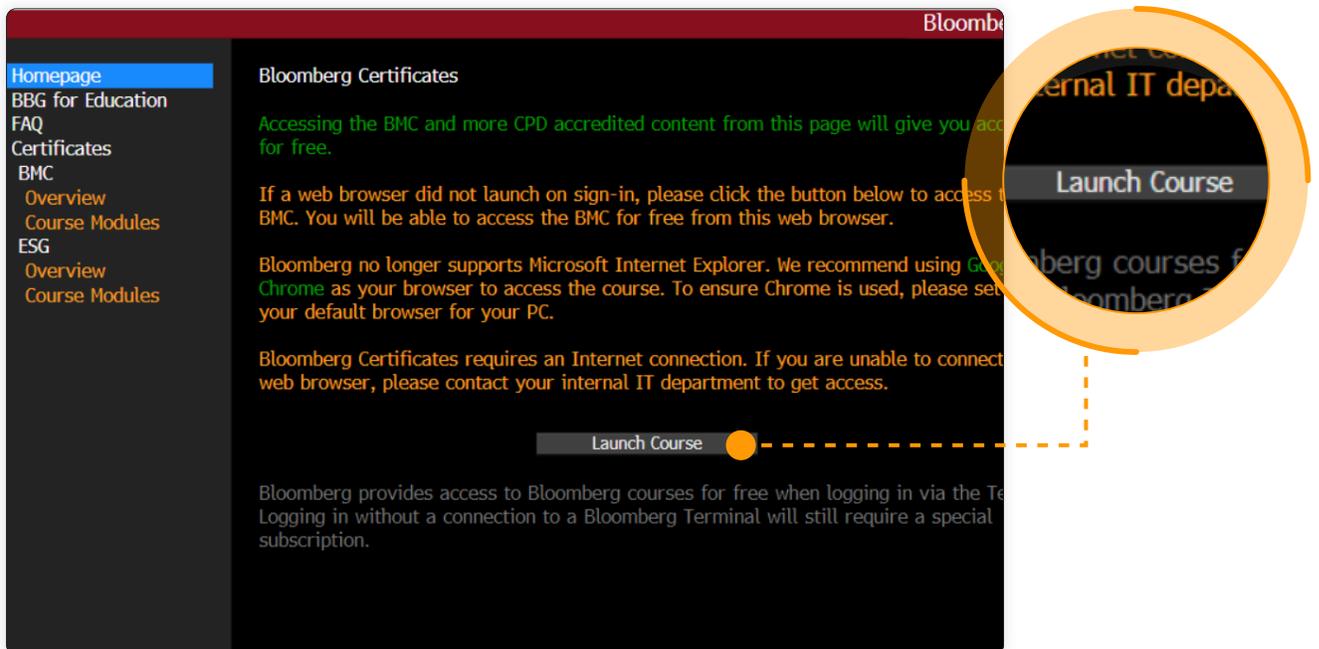
- A circular callout highlights the "Sign Up" option in the navigation menu.
- A circular callout highlights the "First Name", "Last Name", "Non-Bloomberg Email", and "Password \*" fields.

Once you validate your email, click on login in the upper left corner of the BCER<GO>.



Once you have logged in, click on the Launch Course button in the middle of the page. This will launch a web browser.

**Note: we no longer support Internet Explorer.**



## Method 2

If you have access to a web account or if you wish to purchase web access, you can create an account by signing up via:

[https://portal.bloomberforeducation.com/sign\\_up](https://portal.bloomberforeducation.com/sign_up)

and navigating to the Learner tab.

Bloomberg for Education

Certificates Continuous Learning ▾

## Bloomberg for Education Sign Up

Learner  Professor

LEARNER: I am interested in taking Bloomberg Market Concepts and learning from other Bloomberg for Education materials.

Enter your institution email address if you have one, otherwise enter your personal email address

Password SHOW

First Name Last Name

Enter first and last name as you want them to appear on your BMC certificate.

Keep me updated about new BMC courses, webinars, student offers and promotions.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

By clicking "Sign Up" I signify that I have read and agree to the [Terms of Service](#) and [Privacy Policy](#).

Once you validate your email and log in, you will land in the Bloomberg for Education home page.

Bloomberg for Education
🔍 👤

Home
Certificates
Continuous Learning ▾

## Welcome Demo,

### Discover how to use Bloomberg in new, creative and exciting ways.

Class Enrollments
👤
Add Class

ID	Name
2VFT7GCWQ6	Demo Class

### New Videos



**Bloomberg Legacy API**  
January 2022

6 min

Not Started



**Islamic Capital Markets Origination**  
December 2021

9 min

Not Started

### Webinars

Experience our upcoming educational webinars and explore our webinar library.
📺 Watch

### Keep Watching

 **Fixed Income** 🏆
In Progress

Discover the bond market and all of its unique complexities. Please note that all questions in this module count towards your final score.

**Bloomberg ESG Certificate** 🏆
In Progress

Bloomberg ESG is a self-paced, interactive e-learning course that provides an introduction to

### Demo Learner

Bloomberg University

---

Courses watched	2
Videos watched	0

## 2 Adding a Class Code

If you have a class code. You can add it via the home page or via the certificates page.

### Home Page

Click on the add Class button in the Class Enrollments widget on the left hand side of the screen.

**Bloomberg for Education**

Home Certificates Continuous Learning

**Welcome Demo,**  
Discover how to use Bloomberg in new, creative and exciting ways.

**Class Enrollments** Add Class

ID	Name
2VFT7GCWQ6	Demo Class

**Webinars** Watch

Experience our upcoming educational webinars and explore our webinar library.

**Demo Learner**  
Bloomberg University

Courses watched	2
Videos watched	0

**New Videos**

**Bloomberg Legacy API**  
January 2022  
Not Started

**Islamic Capital Markets Origination**  
December 2021  
Not Started

**Keep Watching**

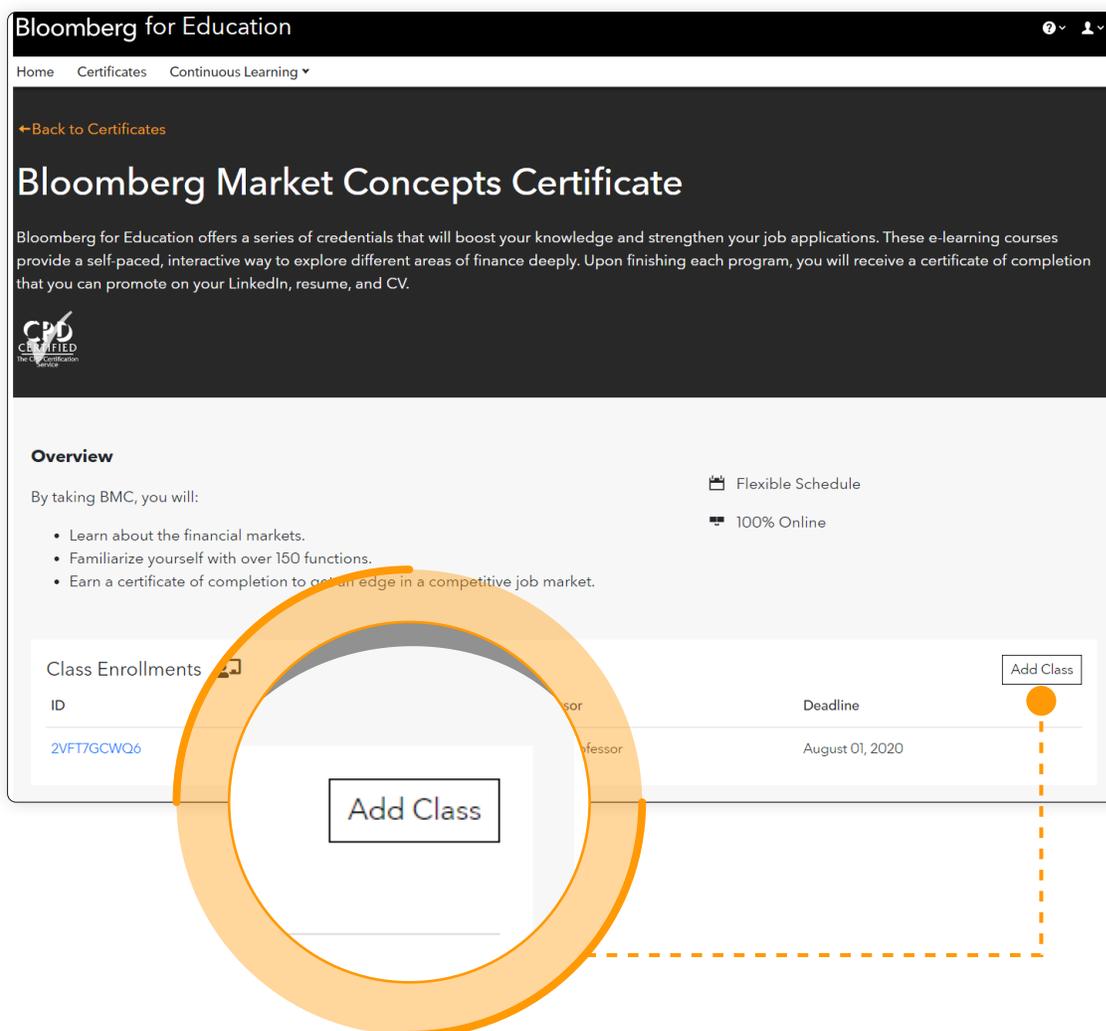
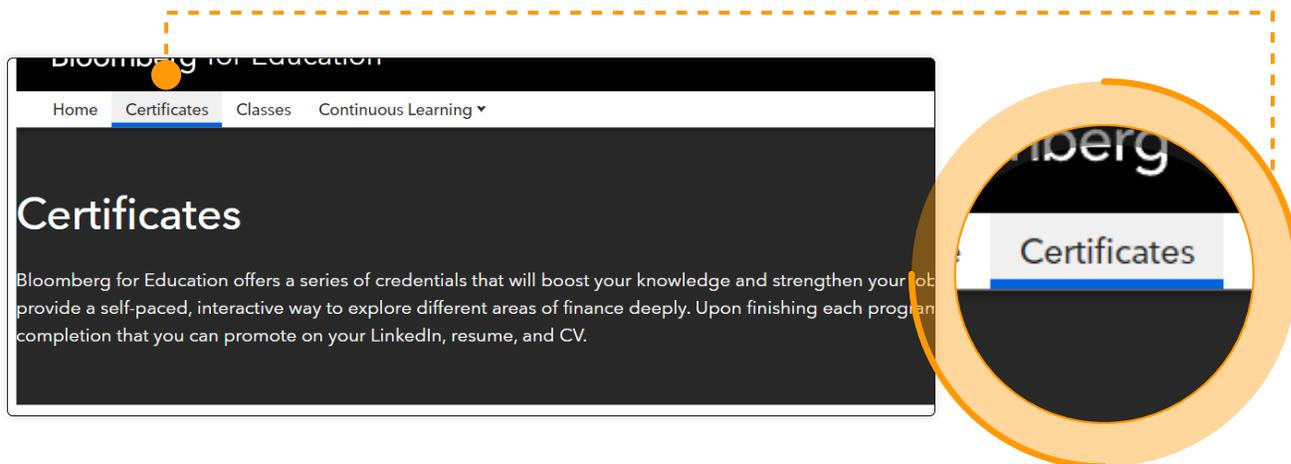
**Fixed Income** In Progress

Discover the bond market and all of its unique complexities. Please note that all questions in this module count towards your final score.

## Certificates Tab

Click on the Certificates tab and then on any certificate course available.

Once on the description of the certificate, you will see the Add Class button on the right hand side of the page.



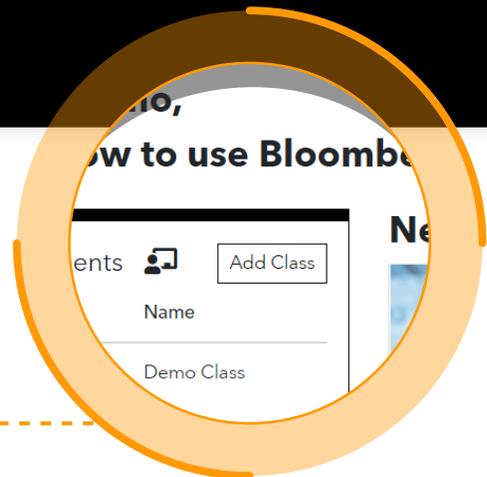
### 3 Downloading Your Certificate

In the Certificates tab, you can click on the card of the course you completed.

The screenshot shows the 'Certificates' section of the Bloomberg for Education website. The navigation bar includes 'Home', 'Certificates', 'Classes', and 'Continuous Learning'. The main heading is 'Certificates', followed by a descriptive paragraph. Below are two course cards:

- Bloomberg Market Concepts**: Includes a 'WALL ST' graphic, a description, the date 'July 2022', and an 'In Progress' status button.
- Environmental Social Governance**: Includes a graphic with 'E', 'S', and 'G' icons, a description, the date 'July 2022', and a 'Completed' status button.

A callout box with a dashed orange line points to the 'Completed' button on the ESG course card.



Next to the Certificate image, you will be able to download the certificate, obtain the verification link to be shared with employers/professors and **also add it to your LinkedIn page.**

[← Back to Certificates](#)

## Environmental Social Governance Certificate

The Bloomberg ESG Certificate is a self-paced, interactive e-learning course that shows learners how to implement ESG strategies and prepare ESG reports for regulators through the lens of a fictitious buy-side asset management firm.



### Overview

By taking ESG, you will:

- Describe ESG trends and common ESG investment strategies.
- Analyze how asset managers integrate ESG considerations into their investment decision-making process.
- Explain how shareholder activism influences corporate behavior.
- Practice tasks within various stages of the investment process.

Flexible Schedule

100% Online

Class Enrollments  [Add Class](#)

No results found

ID	Name	Professor	Deadline



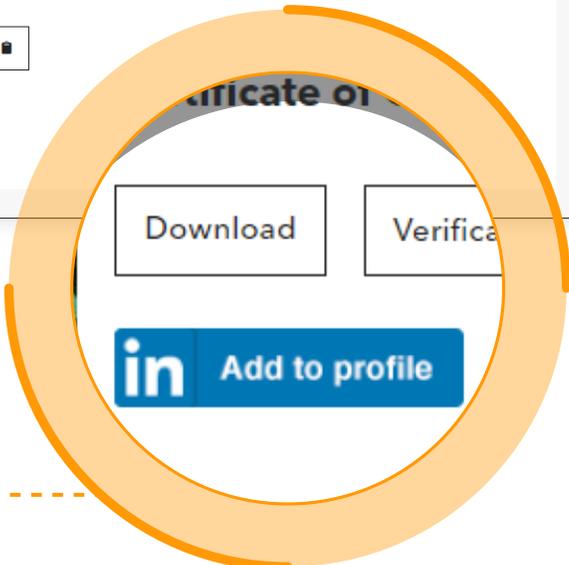
**Certificate of Completion**

Bloomberg for Education ESG

**Certificate of Completion**

[Download](#) [Verification Link](#) 

 [Add to profile](#)



[Download](#) [Verification Link](#)

 [Add to profile](#)

## 4 Student FAQ

- **Does my institution have access to free web access?**

Institutions with 5+ paid Bloomberg Terminals have unlimited web access. Institutions with 4 paid Bloomberg Terminals have 300 web access per calendar year.

Institutions with 3 or less paid Bloomberg Terminals can access for free via the {BCER<GO>} terminal function. Alternatively, students can purchase web access for \$149 each.

If you are not sure how many paid Bloomberg terminals there are in your institution please reach out to us via [bbg.edu@bloomberg.net](mailto:bbg.edu@bloomberg.net) or reach out to your terminal representative.

- **I was given a class code granting web access, where do I put it?**

If you were given a class code that had web access associated with it you will need to add it in the login page. Right after you sign up you will see the option to add a class code as per image below.

**Bloomberg for Education**

Home Certificates Classes Continuous Learning

### Purchase Access to Bloomberg for Education Content

**Professional Rate \$249.00**  
Access to all Bloomberg Market Concepts content. No refunds.

**Student Rate \$149.00**  
@men.com is not registered in our database as an academic e-mail domain. Contact us to register your school's domain.

Class Code

Promo Code

Bloomberg Market Concepts	\$249.00
<b>Subtotal</b>	<b>\$249.00</b>

**Class Code**

- **Can you reset a student's score?**

No. Bloomberg follow's a no reset policy, unless there is a technical glitch that has affected the user.

If the student had a technical issue and needs to reset a module please send evidence to us via [bbg.edu@bloomberg.net](mailto:bbg.edu@bloomberg.net) .

# Bloomberg for Education

 [portal.bloombergforeducation.com](https://portal.bloombergforeducation.com)

