

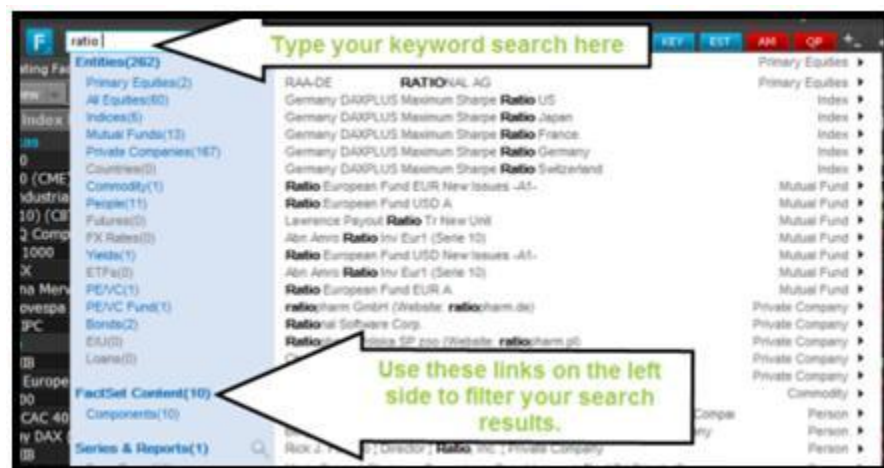
Welcome to FactSet - your **FactSet Connect** account has been requested! Please note, your access to FactSet should be used for academic purposes only.

Logging On

- + You will receive a separate email within 30 minutes (please check your SPAM folder) with your @factset.net ID and [instructions](#) to log on to FactSet Launch.
 - Navigate to <http://launch.factset.com>
 - Type in your @factset.net ID and click the “First Time User” link to set your password
 - Once you are logged on, simply click the icon for FactSet Connect
 - You will need to download Citrix Client in order to run FactSet Connect - the link for your operating system is available when you click on the “Launch” button
 - *Please make sure to add https://*.factset.com to your Trusted Sites (Internet Options > Security) if you’re using Internet Explorer*
- + For assistance logging on to FactSet Connect, call our 24/7 support line at **877.FACTSET** and press 1.

Online Training: How to get started on FactSet

- + Watch this [8-minute video](#) to learn about FactSet's key features and functionality to help you get started. Browse the [Catalog](#) for more short videos on specific applications.
- + To search for a particular data item, security, report or application, start typing keywords into **FactSearch** – the search box located at the top of your workstation.
 - Results labeled “Component” will take you to a FactSet report or application
 - Results for different security types will broadcast the identifier to applicable reports
 - Example: To find a report on financial ratios, type “ratios” into the search box, then limit results to reports by clicking “Components” on the left-hand panel



- + In addition to our online eLearning videos, you can find **other sources of online help** by clicking on the question mark (?) on our top toolbar. When using any FactSet application, click the ? icon to learn more about the report you are currently on.
 - Online Assistant is a searchable help function which covers functionality, data specifics, calculations, etc
 - Tipsheets quickly highlight navigation and functionality of reports
- + For specific questions or help on functionality, FactSet Consultants are available 24/7 on our support line - **877.FACTSET**. Helpdesk consultants will NOT complete projects or homework assignments for you.

Knowledge Base

- + Sharpen your financial analysis skills with FactSet's Financial Analysis Knowledge Base. Through this interactive learning program you will build a spreadsheet model while learning key finance concepts, create integrated financial statements using Excel best practices, and perform scenario, transaction, DCF, and comp analysis. Knowledge Base is included when you receive your FactSet ID.
 - Once you are within FactSet Launch, select the [Client Learning](#) icon to access the Learning Portal or type @LRN into FactSearch from your workstation.
 - Click the 'Knowledge Base' link under 'Featured eLearning Courses'.
 - Click Register to add all the courses to your Home page, under the 'To Do' section.
 - Once you complete all 19 Chapters, you will see a new course under your 'To Do' list, which is the Final Certification.

If you have any questions, please call our helpdesk at 877.FACTSET.