Bloomberg Terminal Access: How-To Guide

First-Time Users: Students without a Bloomberg Terminal login

1. **Student Creates a Bloomberg for Education Account**

   Step 1: Student navigates to Bloomberg for Education's web portal ([https://portal.bloombergforeducation.com/register](https://portal.bloombergforeducation.com/register)) and select the "Signup as a Learner" button.

   Step 2: Student enters contact information with the **school approved email** (must use CSUN student email address) domain and select the "Sign Up" button. If a student creates an account with a personal email domain, they will not be linked with their academic institution and be unable to create a Terminal login.

   Step 3: Student verifies their identity with the verification email. A BMC subscription is not required for Terminal access. Students solely interested in accessing a Bloomberg Terminal can ignore the BMC paywall by clicking the Terminal Access tab.

2. **The Department of Finance will need to authorize their account for access to a Bloomberg Terminal login.**

   The department will authorize accounts every Monday *(see Bloomberg Account Creation examples below)*. If you create an account between Monday to Sunday, your account will be authorized the following Monday. **Note that you will not be notified by the department when your account has been authorized. You are responsible for signing in to your Bloomberg for Education account after the authorization date to proceed to Step 3.**

   **BLOOMBERG ACCOUNT CREATION EXAMPLES**

<table>
<thead>
<tr>
<th>Bloomberg for Education Account Creation Date</th>
<th>Authorization Date</th>
<th>Bloomberg Terminal Login Creation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, June 13th</td>
<td>Monday, June 14th</td>
<td>Beginning Tuesday, June 15th</td>
</tr>
<tr>
<td>Monday, June 20th</td>
<td>Monday, June 21st</td>
<td>Beginning Tuesday, June 22nd</td>
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   **The last day to create a new account is Sunday, August 15th**. New accounts created on or after Monday, August 16th will not be authorized.

3. **Student Creates a Bloomberg Terminal Login**

   Step 4: Once your account has been authorized, student navigates to the Terminal Access tab on the Bloomberg for Education web portal and follows the account creation wizard to create a shared Bloomberg Terminal login.

   Step 5: Once the Bloomberg Terminal account is created, students follow the instructions in the section titled Students with an Existing Shared Bloomberg Terminal Login.
Returning users: Students with an Existing Bloomberg Terminal Login

When using Bloomberg's Disaster Recovery service, users with an existing shared Bloomberg Terminal can access a Terminal through Bloomberg's remote access portal.

Step 1: Navigate to https://bba.bloomberg.net

Step 2: Enter Bloomberg Terminal username and password

Step 3: Verify your identity with a code sent to your enrolled e-mail or mobile phone

Step 4: Click the down arrow to the right of the "Launch" button and select "Launch within the browser"

Help: Ignore all Citrix warning messages when logging in as they are not necessary for access to the Terminal. If there are no shared Bloomberg Terminals available, the user will be informed that a Terminal is not available and cannot access Bloomberg until a Terminal becomes available. For additional help, please refer to https://bba.bloomberg.com/help

IMPORTANT: Your account will be automatically deactivated if there has been no activity for more than 90 days. To reactivate your account, please call (415) 912-2960. Once your account has been reactivated, you may proceed by following the steps under "Returning users: Students with an Existing Bloomberg Terminal Login". Note that the department does not need to re-authorize your account.