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) 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 monthly (see Bloomberg Account Creation Deadlines below). If students miss the authorization date for the month, they will need to wait for the next one to begin using Bloomberg. Students should note their class deadlines to finish BMC.

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

   Step 4: Once authorized (see Bloomberg Account Creation Deadlines below) 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.

### BLOOMBERG ACCOUNT CREATION DEADLINES

<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>Now through Sunday, September 27th</td>
<td>Monday, September 28th</td>
<td>Beginning Tuesday, September 29th</td>
</tr>
<tr>
<td>Monday, September 28th through Sunday, October 25th</td>
<td>Monday, October 26th</td>
<td>Beginning Tuesday, October 27th</td>
</tr>
<tr>
<td>Monday, October 26th through Sunday, November 22nd</td>
<td>Monday, November 23rd</td>
<td>Beginning Tuesday November 24th</td>
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New accounts created on or after Monday, November 23rd will no longer be authorized.
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