Bloomberg Terminal
Virtual Desktop

ACCESS GUIDE

ACCESS THE VIRTUAL DESKTOP AT HTTP://VIRTUAL-DESKTOP.CSUN.EDU USING AN INTERNET BROWSER SUCH AS CHROME, EDGE OR SAFARI.

USE A DIFFERENT BROWSER IF IT DOES NOT WORK.
Sign in with your CSUN email address and password. This will take you to the CSUN log-in page.
Login with your CSUN username and password. It is the same login you use to access your CSUN portal.
The Department of Finance must register your CSUN email address with IT in order for you to see the Bloomberg Terminal icon. All students enrolled in Finance courses in the summer have been automatically registered.

If you have access, you will be directed to the page below.

If you DO NOT have access, you will be directed to the page below. Please email finance@csun.edu to request your access.

Once you have access, click on the Bloomberg Terminal icon. There are a limited number of Bloomberg terminals. If you click on the icon and it gives you an error, try again in a few minutes. The system opens up the terminals one by one.

If you tried again and it still gives you an error, please come back in 30 minutes or one hour. This means that all terminals are currently in use.
If you have successfully been connected to a Bloomberg terminal, your desktop should appear as follows. Enter your CSUN username and password again. It is the same login you use to access your CSUN portal.
Once you are signed in, your desktop should appear as follows. Click on the Bloomberg icon.
Your desktop should appear as follows. Click on the **Enter or Go** text to begin.
You will be prompted to enter your Bloomberg username and password. For first time users, click on “Create a New Login”.

[Image of Bloomberg Terminal login screen]
Welcome to the Bloomberg Terminal

Bloomberg logins are firm specific. If you are new to the firm, you will need to create your new Bloomberg Terminal Login.

Who are you creating this login for?
- Myself
- Someone else

Have you ever been a Bloomberg Terminal User?
- Yes
- No
Fill out your information. You are required to fill out all your information except for “Your Bloomberg Profile”. You may use the same phone number for the company and mobile phone. Important: You must enter your **CSUN email address** under company email or you will not receive access to the terminal. Click “Next”.
You will be prompted to verify your account. You must verify by using your CSUN email address. Click “Next”.

![Verification Code Selection Screen](image)
Check your CSUN email address for the verification code. Note: You cannot copy and paste the verification code. You must type it. The code expires within 10 minutes. Click “Next”.

An email message has been sent to @csun.edu

Verification Code

If you have not received the code after 2 minutes, please select one of the options below.

2) Resend me the code. (46 sec)
3) Have a representative call me directly.
You will be prompted to create a password.
You will be redirected to the log in page again. Sign in with the Bloomberg login name and password you just created and verified.
You will be redirected to the Bloomberg homepage after signing-in. Note that the Bloomberg Terminal opens up its own desktop within your desktop. It also opens up several Bloomberg windows. Make sure to expand the Bloomberg Terminal window so you can see everything. You may close some of the Bloomberg windows. Click on the search bar to type.
Type “BMC” on the search bar and a dropdown menu will appear. Click on the “BMC Bloomberg Market Concepts.”
Welcome to the Bloomberg Market Concepts homepage. You may go through the overview, course modules, learning outcomes, and FAQs to familiarize yourself with the BMC. If you are ready to go through the modules, you will need to create an account first.
In order to create a BMC account, click on “6) Sign Up”. A pop-up will appear. Click on “Continue as Learner”.
Fill out your name, email address (You must use your CSUN email address) and create a password. If your instructor provided you with a course code for extra credit, check the box next to “Are you taking BMC as part of a group...”
Once you check the box, a pop up will appear. Enter the class code provided by your instructor and click “OK”. Agree to the terms and conditions and click “Sign Up”. Make sure to check your CSUN email address to verify your account.

Once your account is verified, go back to the 7) Login page and login with your BMC account.
You may now begin with BMC. Click on “Access Courses”. (Tip: Use full screen mode to make navigating the page easier. It also helps when you’re viewing the videos.)
There are three learning plans listed. You will need to complete the “Core Concepts” course in order to receive the BMC certification. The “Getting Started on the Terminal” and “Portfolio Management” courses can be completed at your discretion. These two courses will help you navigate and get a better understanding of the Bloomberg terminal.
The “Core Concepts” learning plan has 6 courses or modules. You must complete all 6 modules to receive your BMC certificate. Your instructor may or may not have additional conditions (such as a minimum pass rate for each module) in order for you to receive extra credit. Please consult with your instructor.
Important Notes:

- You will be automatically signed out after 15 minutes of inactivity.

- Each session is limited to 2 hours.

If you are having issues with accessing the Bloomberg Terminal or creating an account, please contact the Department of Finance at finance@csun.edu or call (818) 677-2459.

If you are having technical issues while using the Bloomberg Terminal or Bloomberg Market Concepts, please call the Bloomberg Customer Service at (212) 318-2000.