Bloomberg Terminal: Account Creation User Guide

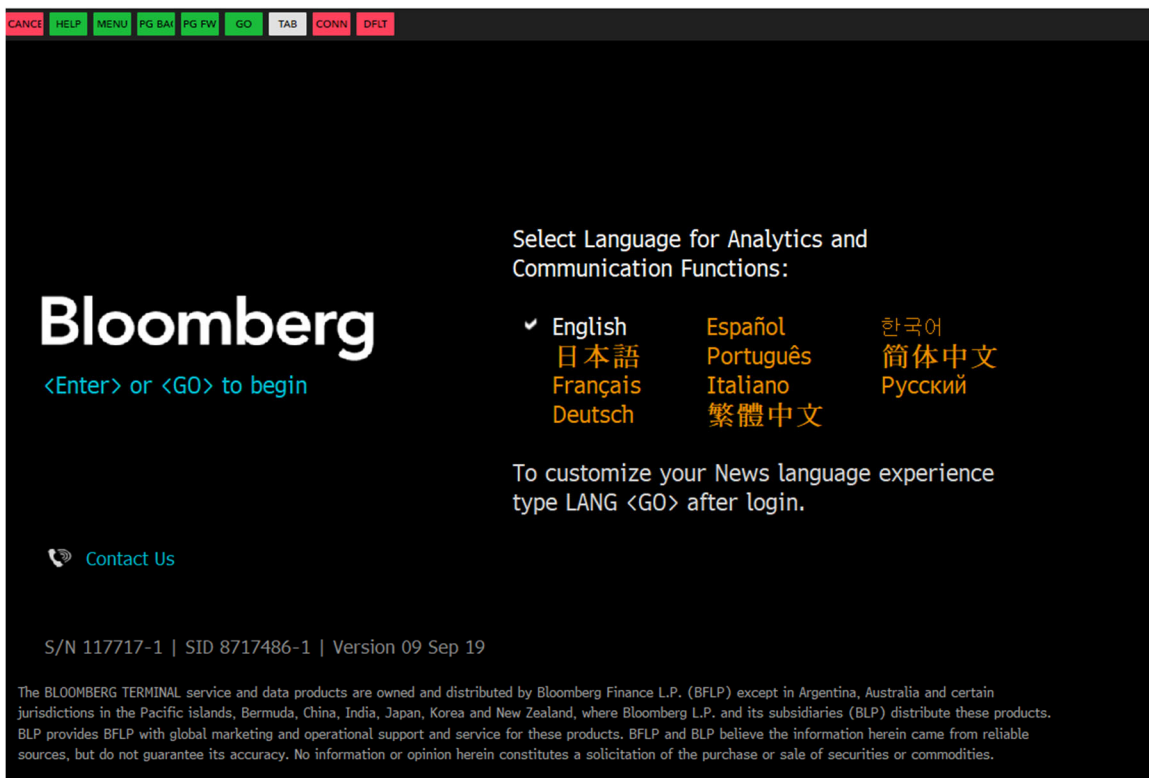**EASTERN MICHIGAN UNIVERSITY**

1. Turn on the Bloomberg terminal (A Bloomberg icon will appear.) **<u>DOUBLE CLICK</u>** the symbol with the Bloomberg terminal inside of it.

You will need your mobile phone or access to your email for this process.

2. Once the screen loads, use the cursor to select the <ENTER> or <GO> text on the screen or select the

GO key on the keyboard.

3. **CLICK ONCE** on the Create a New Login text

4. **SELECT**
   a. If you are creating the account for yourself
   b. If you have previously been a Bloomberg user

5. Personal info
   a. Enter the following information
      i. First and last name
      ii. Login name (You can create one or Bloomberg will auto fill a suggested name based on your first and last. If this text is red then someone already has the ID you tried to create and if you do not create a new one, Bloomberg will by default assign you an ID)
      iii. Company phone (you can use your personal or cell phone)
      iv. Personal phone
      v. Email (listed as company email)

6. Select your method for verification (Phone or email)
   a. Using your phone is best practice. There is sometimes a delay of up to 5 minutes using email verification*

7. Enter the verification code
8. Create password (8 to 12 characters). The password **MUST** include:
   a. 1 uppercase letter

b. 1 lowercase letter
c. 1 number
d. 1 special character (!,@,#,$ etc.)

9. Login using your username **(THIS IS NOT YOUR EMAIL)**

10. Your settings will automatically adjust to your local specifications. If you need to further adjust them do so on this screen.