



EMU College of Business

Bloomberg Terminal: Account Creation User Guide




**EASTERN MICHIGAN
UNIVERSITY**

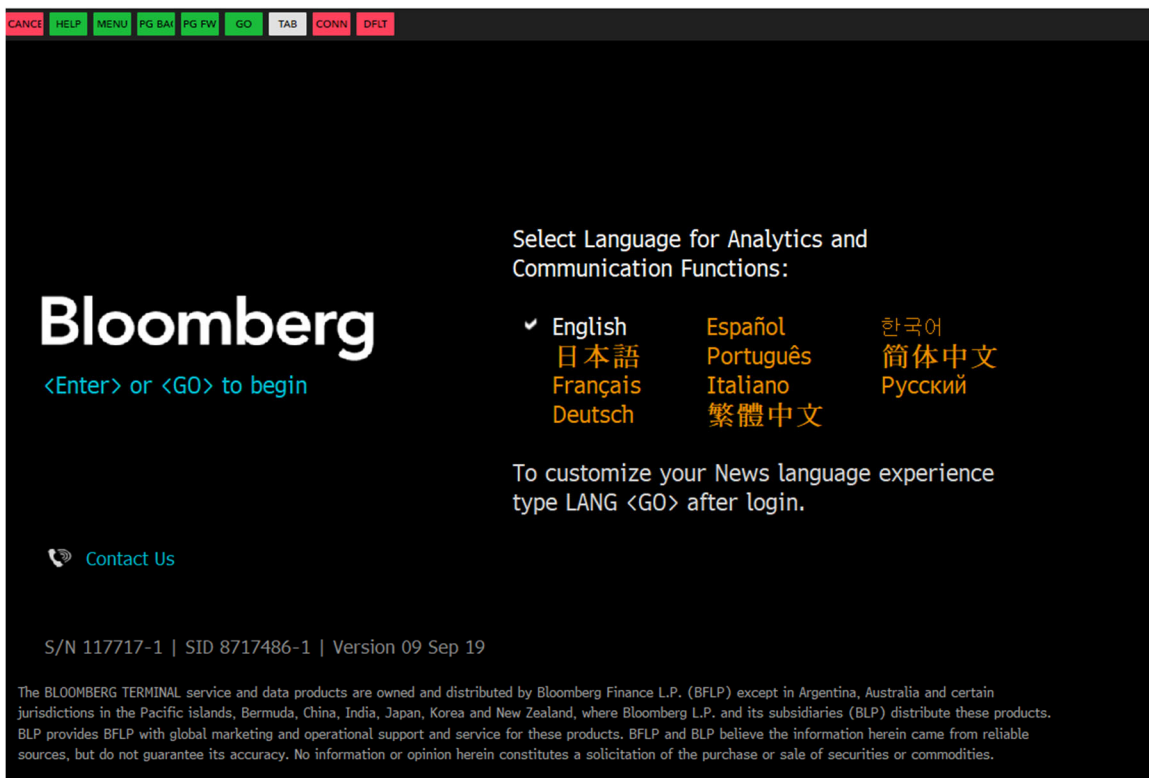


1. Turn on the Bloomberg terminal (A Bloomberg icon will appear.) **DOUBLE CLICK** the symbol with the Bloomberg terminal inside of it.



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  key on the keyboard.



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3. **CLICK ONCE** on the [Create a New Login](#) text

Bloomberg

Login Name

Password

Login

Select Language for Analytics and Communication Functions:

- ✓ English
- 日本語
- Français
- Deutsch
- Español
- Português
- Italiano
- 繁體中文
- 한국어
- 简体中文
- Русский

[Forgot Login Name or Password?](#)

To customize your News language experience type LANG <GO> after login.

Contact Us
 Create a New Login

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

Govt UREG

1 <GO> to Continue, <Back> to Return

Login Creation

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

Previous Bloomberg users can automatically transfer key items (Favorites, Buttons and News Alerts) from their prior logins. Compliance approval is required for Launchpad and Speed Dial.

Have you ever been a Bloomberg Terminal User?

Yes No

Next >> Cancel

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)

Please enter all required fields, <Back> to Return

Login Creation

User Information | Security

Please enter user details. Step 1 of 2: User Information

First Name

Last Name

Login Name ⓘ

Contact Information

Company Phone + - ⓘ

Mobile Phone + - ⓘ

Company Email ⓘ

Your Bloomberg Profile (This section is optional) ⓘ

Title

Focus

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*

1 <GO> to Continue, <Back> to Return

Login Creation

✓ User Information | Security

We need to send you a verification code to verify the account. Step 2 of 2: Security

How do you want the code to be delivered?

SMS Text (Mobile)

Automated Phone Call

Email

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**)

Login Name	TESTEMUEAGLE
First Name	YES
Last Name	NO

Log in Now

UUID 27975798

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