STEP-BY-STEP:

HOW TO SET UP A BLOOMBERG LOGIN

Use this document to setup your own personal Bloomberg login and password.

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Bloomberg is a real-time financial service that provides current and historical data, news and financial analysis of companies, stocks, bonds, and indices. By creating your own personal login, you will be able to use the terminal, communicate with Bloomberg for help, and sign up for Bloomberg Market Concepts (BMC) training.

1. At the Bloomberg terminal, double-click on the **green Bloomberg icon** located on the desk top.

2. Select the appropriate language and click **Enter**. On the next page, click **Create a New Login**.

3. Select **Myself** and **No**. Then click 1) **Next >>** to move to the next screen.
4 Enter your personal information on the **User Information** screen. Once you have added your first and last name, the system will generate a **Login Name** for you. You can accept their suggestion, or create your own (the system will prompt you if your revised login is not available).

5 Fill in the remaining fields and click **1) Next >>**.
   - **Company Phone**: use York's main number (416-736-2100) or your personal phone number.
   - **Mobile Phone**: use a number that is easily accessible to you, as you can use this number to finalize your account setup.
   - **Company Email**: use your York / Schulich email or any other easily accessible email address.

6 Bloomberg needs to verify your account either by email or mobile phone. Select your preferred method (we recommend email) and Click **1) Next >>**.
Once you receive the Verification Code by email or by text, enter the number in the orange box. If you have not received a code within ten minutes, choose one of the two available options near the bottom of the page for getting access to the code quicker. Click 1) Next >>.

Create and confirm a Password, incorporating the requirements for a strong and secure password. Click 1) Next >>.

Success! You can use your new Login and Password immediately by clicking 1) Log in Now.

- **Tip**: Make sure to login to Bloomberg every 90 days, as your account will go dormant 90 days after your last login.