Steps to Create a New Account on Bloomberg

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You will need your mobile phone to receive the pin code needed for registration.

1. Go to the “Finance” folder from the desktop/laptop and run the Bloomberg software by double-clicking on the icon for Bloomberg.

2. Once the Bloomberg software launches, press the red Default key (DFLT) on the Bloomberg keyboard or press the Go key (Enter) to display the login prompt as shown below.

3. Click on the prompt to Create a New Login

4. Select English for your preferred language, and the Yes/No boxes as marked, and then click the Continue button as shown below.
5. Fill in the requested information such as your name, phone number(s) and e-mail address.
   - For work number type 312-9156144
   - For Mobile Number provide your mobile phone number (it is needed later to obtain a registration code via SMS)
   - For email address you should provide LUC email account, e.g., do not use a Gmail, Hotmail, Yahoo mail or other kind of free e-mail address. Click Continue when done.

6. Once the contact information is filled out, Bloomberg will generate a validation code that you will need to type into the Bloomberg terminal. This code can be sent via SMS message (text message). Select your preference by clicking on the option and then click the Send Code button.
7. Once the SMS message is received on your mobile phone type in the validation code in the space provided on the next screen. Then click on the Create Login button.

8. Once your new login is created, make sure at this stage to write down your assigned user name and your password. Click on the link to return to the main login screen.
9. Login with your newly created Bloomberg username and password.

Once logged in you will be asked to answer a quick configuration. You only need to select the Central Time zone. Ignore rest. For the Launchpad window select the ‘No’.

You only need to work with one of the Bloomberg windows associated with Bloomberg University. If you cannot find simply type ‘BU’ followed by the ‘Enter’ or ‘Go’ key. Scroll to the ‘Online Training’ and click ‘View Training Videos’. Scroll to the ‘Core Training’. Read carefully the instructions.

You should be set now to start the training. Good luck!