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 of Bloomberg.
2. Once the Bloomberg software launches, click on the prompt to **Create a New Login**.

3. Select the boxes as marked, and then click the **Next** button as shown below.
4. Fill in the requested information such as your name, phone number(s) and e-mail address.
   - Provide your mobile phone number (it is needed later to obtain a registration code via SMS) for both Mobile Phone and Company Phone.
   - 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 Next when done.

5. 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 Text, Automated phone call, or Email. Select your preference by clicking on the option and then click the Next button.
6. If you chose SMS option, a text message is received on your mobile phone. Type in the verification code in the space provided on the screen, and then click on the Next button.

7. Enter the password, and then click on the Next 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 **Log in Now** button.

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 should be set now to start the Bloomberg. Good luck!