



## REMOTE BLOOMBERG TERMINAL ACCESS FOR **STERN STUDENTS**

For the **duration of remote learning**, Bloomberg terminal access is available remotely to qualifying Stern students. In order to access Bloomberg this way, you must follow the steps outlined below.

### STEP 1 - SIGN UP FOR THE BMC BLOOMBERG PORTAL

**Students** with a Stern email address that do *not* already have an existing Bloomberg Terminal login, can request a Bloomberg username and password at the Bloomberg for Education (BMC) web portal (if you already have a Bloomberg login, go to step 3 [Logging into Bloomberg Terminal Remotely](#)).

1. Go to <https://portal.bloombergforeducation.com/>
2. Click on the **Sign Up** link to create an account
3. Click **Sign up as Learner**
4. Provide your name and STERN email address. Make sure New York University (NYU) is automatically selected and then provide a password. Check the captcha box and click **Sign Up**.
5. You will see a banner message informing you that an account activation link has been sent to your email. Go to your Stern email account, open the verification email and click the **activate my account** link. If you need to, enter your new credentials to sign in again.
6. Click **No** for 'Are you taking BMC as part of a group?...' (do *not* enter a course code here)
7. Click **Checkout**
8. Provide your home address and click **Continue**
9. Review the 'Finalize Order' details, check the box to agree to the Terms and click **Confirm**.
10. If prompted, provide your profile details and click **Update** (it will stay on this screen when done).

### STEP 2 - REQUEST AUTHORIZATION FOR REMOTE BLOOMBERG ACCESS

*Note: In order to carry out the steps below and get authorized for Remote Bloomberg access, you need to have completed step 1 (above), and have a Bloomberg portal account tied to your Stern email address.*

1. Contact the **Stern Helpdesk** on x80180 or [helpdesk@stern.nyu.edu](mailto:helpdesk@stern.nyu.edu) and tell them that you have completed step 1, and now need authorization for Bloomberg Remote access. If you have an existing Helpdesk ticket open for Bloomberg access, please provide the ticket number. Please note that authorization might not be granted immediately, and there may be a short wait time. **Stern IT will reach out to you once your Stern account has been authorized** for remote access.
2. Upon receipt of confirmation, you can log back into the Bloomberg BMC portal at <https://portal.bloombergforeducation.com/> (using the account you signed up for in Step 1)

3. Click the **Terminal Access** tab at the top of the dashboard. *NOTE: If you are using your Stern email and do not see this tab, email [bbg.edu@bloomberg.net](mailto:bbg.edu@bloomberg.net) with your BMC account info.*

Note: If you have *not* yet been authorized for Shared Bloomberg Terminal Access, you can expect to see the following message. Please make sure you wait for confirmation that you are authorized before continuing.

*“Your account is currently associated with: **New York University (NYU)**. A faculty member at your academic institution must authorize this account before you are able to create a Bloomberg Terminal login. Please refer to your school's guidelines on how to notify a faculty member of your interest in access to a Bloomberg Terminal. The Bloomberg for Education support team cannot authorize accounts for access to Bloomberg Terminals.”*

4. Provide your **Contact Information** and click **Next**
5. Select a **Verification method** and click **Next**
6. Enter your Verification code and click **Next**
7. Enter and confirm a password and click **Create Account**

You should see the message that you “have successfully created a shared Bloomberg Terminal login”. You can now continue to the next step to login.

### STEP 3 - LOGGING INTO BLOOMBERG TERMINAL REMOTELY

Once you have your Bloomberg Terminal login (from Step 2), you may login to Bloomberg remotely in the following way (*Note: In order to launch the Bloomberg Terminal remotely, you should have Citrix Workspace installed on your device. If you do not already have this installed, we recommend downloading and installing it from the [Citrix website](#)*):

1. Navigate to <https://bba.bloomberg.net/>
2. Enter your personal Bloomberg username and password *NOTE: This is the Bloomberg Terminal credentials created in Step 2 - NOT the BMC credentials from step 1.*
3. Verify your identity with a code sent to your email or mobile device.
4. Choose which Bloomberg option you wish to launch (with or without the Excel add-in) and click **Launch**. *NOTE: there are two ways to open Bloomberg - Citrix or web browser (you can see the options by clicking the arrow on the Launch button). For the best experience, Bloomberg and Stern IT recommend using Citrix Workplace.*
5. If you are connecting via Citrix Workspace, download the ica (Citrix) file and open it in Citrix Workspace when prompted. If you are using the browser version, Bloomberg will open in a new tab. *Note: If you see a message ‘Another Bloomberg user is already logged in with this terminal subscription...’, please exercise patience and try again later. See the **IMPORTANT NOTES AND GUIDELINES** below for more information.*

*Tip: Bloomberg sessions will terminate automatically after 1 hour of inactivity.*

**IMPORTANT NOTES AND GUIDELINES:** Stern IT has a finite number of Bloomberg licenses, and only one student can be logged into Bloomberg remotely *per* license.

- Students are therefore limited in the number of simultaneous Bloomberg logins that can be used. If you receive a message that 'Another Bloomberg user is already logged in with this terminal subscription', we ask that you **please be respectful and refrain from forcing other students to log off**.
- If you find yourself randomly kicked out of Bloomberg, that is because another Student chose to end your session in order to utilize the license you were allocated. To avoid this situation, we ask that everyone practices respect for their fellow Students when using Bloomberg remotely. As such, we recommend that you do not use the software for more than two (2) hours a day.
- Stern IT has no oversight to how Bloomberg remote access works. Other than account authorization, Stern IT can therefore not offer any support for Bloomberg account or access issues that Students have. For any non-authorization issues you should **Contact Bloomberg support** via:
  - **Email:** [bbg.edu@bloomberg.net](mailto:bbg.edu@bloomberg.net)
  - **Phone:** 212-318-2000
  - **Online:** <https://bba.bloomberg.net/Help>

***Disclaimer: The Bloomberg Remote Access service will be reviewed on a weekly basis. This service may be discontinued with advance notice.***