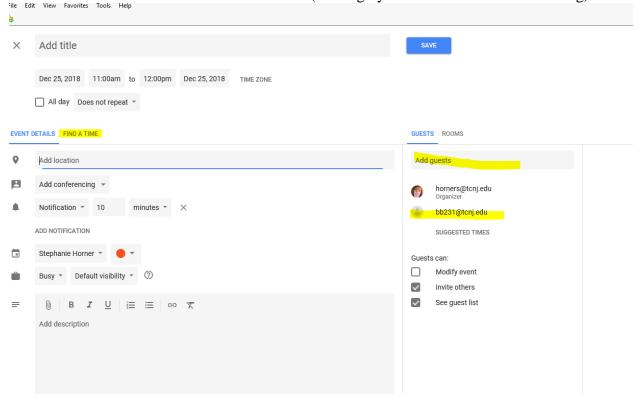
INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP

- 1. Use of the Bloomberg Terminal Room (BB231) is to complete work assigned by your Professor or to complete the Bloomberg certification.
- 2. No food or drink are allowed in this room. No exceptions.
- 3. Students may submit a calendar request to use the room for no more than 2 hours at a time.
- 4. To sign up for a time slot, submit a calendar request (through your TCNJ Gmail account).
- 5. Sign in to your TCNJ Gmail Account, open the calendar in your Google Apps.
- 6. Select date, start and end time.
- 7. Enter your full name and TCNJ email address.
- 8. Click on "More Options" and add a guest "bb231@tcnj.edu". You can click on the "Find A Time" tab to see if there is a conflict (if it is greyed out there is another booking)



- 9. Click on "Save". The request will be sent.
- 10. The calendar is checked frequently throughout the day. Your calendar request should be approved within 2 business hours.
- 11. Any issues or questions regarding BB231, please email <u>bb231@tcnj.edu</u>.