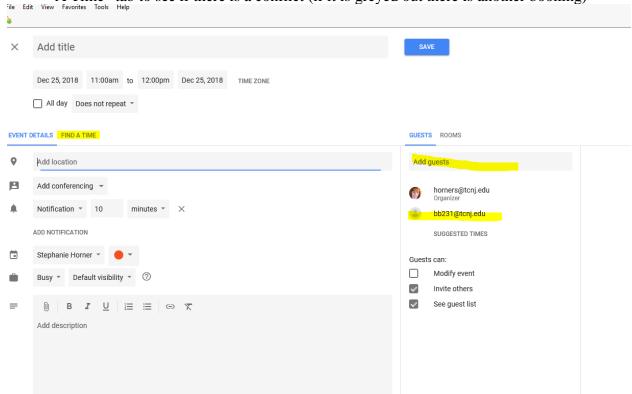# INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP
FALL 2020

1. Use of the Bloomberg Terminal Room (BB231) is to complete work assigned by your Professor or to complete the Bloomberg certification.

2. ***For fall 2020, use of the terminal will be remote only.***

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.   Once your reservation is confirmed, you will be emailed instructions for accessing the terminal remotely.

12.   Any issues or questions regarding BB231, please email bb231@tcnj.edu.