

INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP SPRING 2021

1. Use of the Bloomberg Terminal Room (BB231) is to complete work assigned by your Professor or to complete the Bloomberg certification. This room is not to be used as a meeting space.
2. ***For spring 2021, students will be able to use the terminal remotely only. Only ONE student may use the terminal at a time. ALL students are required to reserve the use of the terminal by following the directions below. No student is physically allowed in the room.***
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. In the meeting title, 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 grayed out there is another booking).

The screenshot shows the Google Calendar 'Add Event' interface. At the top, there is a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below the menu bar, there is a search bar with a magnifying glass icon and a 'SAVE' button. The main form area is divided into several sections: 'Add title' with a 'SAVE' button, 'Date and Time' (Dec 25, 2018, 11:00am to 12:00pm, Dec 25, 2018, TIME ZONE), 'All day' checkbox, and 'Does not repeat' dropdown. Below this, there are tabs for 'EVENT DETAILS' and 'FIND A TIME'. The 'FIND A TIME' tab is active. The 'Add location' field is empty. The 'Add conferencing' dropdown is set to 'Add conferencing'. The 'Notification' dropdown is set to '10 minutes'. The 'ADD NOTIFICATION' section shows 'Stephanie Horner' as the notification recipient. The 'Default visibility' dropdown is set to 'Busy'. The 'GUESTS' section shows 'Add guests' with a yellow highlight, and the guest 'bb231@tcnj.edu' is added. The 'ROOMS' section is empty. The 'GUESTS CAN' section has three options: 'Modify event' (unchecked), 'Invite others' (checked), and 'See guest list' (checked). The 'Add description' field is empty.

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. The calendar is only monitored during normal business hours so should you want to sign up for an evening or weekend time, please be sure you do so Monday through Friday between 8:00 am and 4:00 pm.

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.