

INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP  
SPRING 2023

***Absolutely NO food or beverages are allowed in this space. No exceptions!***

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. Students are able to use the terminal in person 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. This is subject to change.
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 (using 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). If you request a time that is already booked your request will be denied and you will be sent an email to choose an alternate date/time.

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 this is a search bar with a close button (X) and a 'SAVE' button. The event details are as follows:

- Title:** Add title
- Date and Time:** Dec 25, 2018, 11:00am to 12:00pm, Dec 25, 2018, TIME ZONE
- Options:**  All day, Does not repeat
- Event Details:** FIND A TIME (selected)
- Location:** Add location
- Conferencing:** Add conferencing
- Notification:** Notification, 10 minutes
- ADD NOTIFICATION:** Stephanie Horner, [Red dot]
- Visibility:** Busy, Default visibility
- Guests:** Add guests, horners@tcnj.edu (Organizer), bb231@tcnj.edu
- SUGGESTED TIMES:** (Empty)
- Guests can:**  Modify event,  Invite others,  See guest list

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. If this is your first time utilizing the Bloomberg Terminal you will need to create a new account You will need to follow the instructions below and then email Dr. Choi at [choi@tcnj.edu](mailto:choi@tcnj.edu) to request that she approve your account. **You should do this at least 1 business day prior to your scheduled time.**

Students and faculty that do not have an existing Bloomberg Terminal login, can request a Bloomberg username and password at our BMC web portal: <https://portal.bloombergforeducation.com>. You will then need to notify your professor to go in and approve your new username and password.

12. Any issues or questions regarding BB231, please email [bb231@tcnj.edu](mailto:bb231@tcnj.edu).