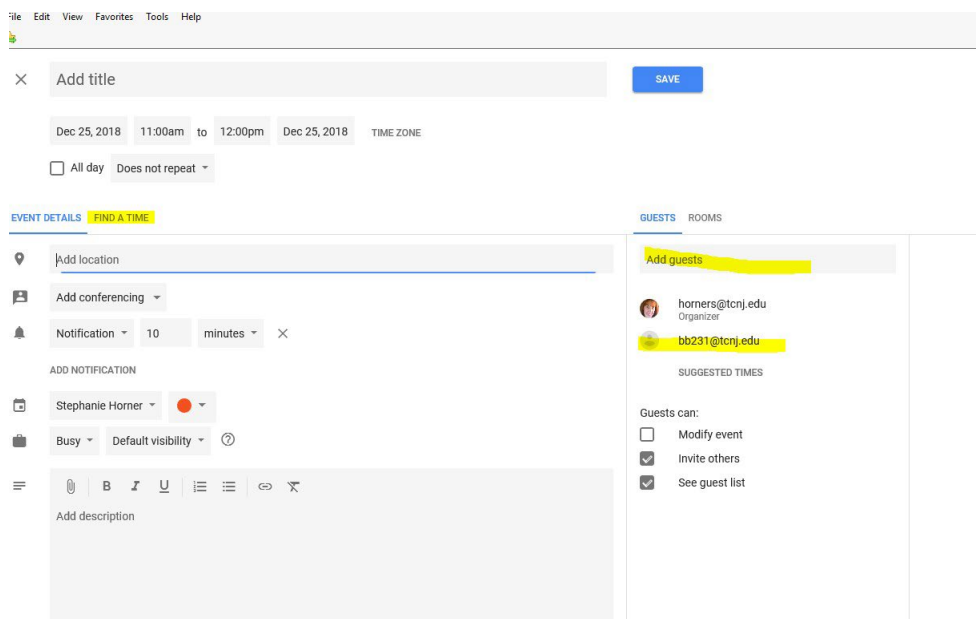


INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP
FALL 2023

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 event creation 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 area is divided into two sections: 'EVENT DETAILS' and 'GUESTS ROOMS'. The 'EVENT DETAILS' section includes fields for 'Add title', 'Add location', 'Add conferencing', 'Notification' (set to 10 minutes), 'ADD NOTIFICATION' (with a dropdown for 'Stephanie Horner'), 'Busy' status, and 'Default visibility'. The 'GUESTS ROOMS' section includes an 'Add guests' field with a dropdown arrow, a list of guests (including 'horner@tcnj.edu' as the Organizer and 'bb231@tcnj.edu' as a guest), and a 'SUGGESTED TIMES' section. The 'SUGGESTED TIMES' section has a 'Guests can:' section with checkboxes for 'Modify event', 'Invite others', and '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. Any issues or questions regarding BB231, please email bb231@tcnj.edu.