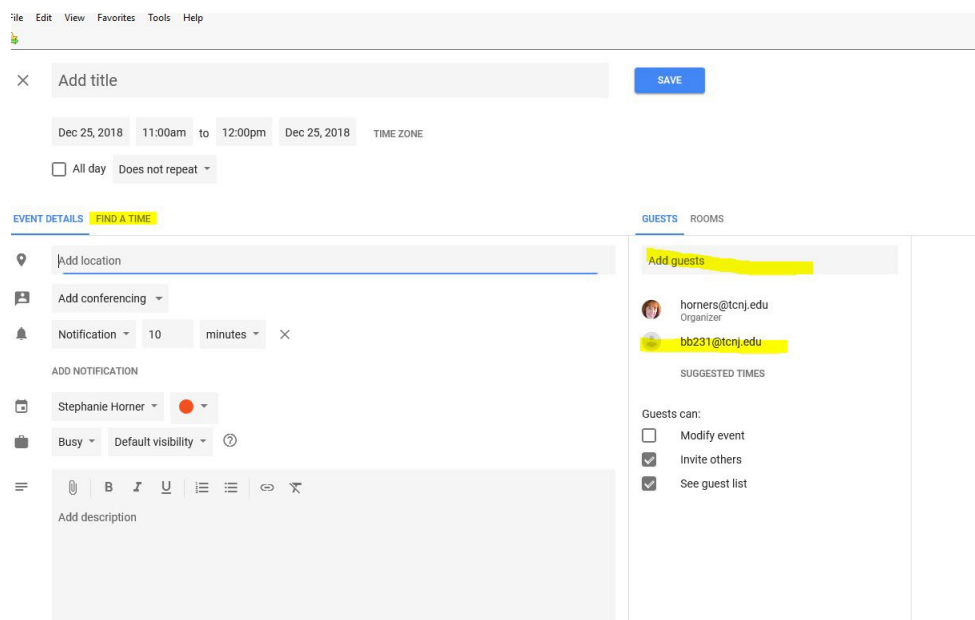


INSTRUCTIONS FOR BLOOMBERG TERMINAL (BB231) SIGN UP  
SPRING 2024

***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 can 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, and 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 'Create Event' form. At the top, there's a menu bar with 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. Below this is a header with a close button (X), a text input for 'Add title', and a blue 'SAVE' button. The event details section includes a date and time picker set to 'Dec 25, 2018' from '11:00am' to '12:00pm', with a 'TIME ZONE' dropdown. There's a checkbox for 'All day' and a dropdown for 'Does not repeat'. Below this is a tabbed interface with 'EVENT DETAILS' and 'FIND A TIME'. The 'EVENT DETAILS' tab is active, showing a location input, a dropdown for 'Add conferencing', a notification bell icon, and a 'Notification' dropdown set to '10 minutes'. There's an 'ADD NOTIFICATION' section with a calendar icon, a dropdown for 'Stephanie Horner', and a red status indicator. Below that is a 'Busy' dropdown and a 'Default visibility' dropdown. At the bottom is a rich text editor with icons for bold, italic, underline, list, link, and unlink, and a text input for 'Add description'. On the right side, there's a 'QUESTS' tab and a 'ROOMS' tab. The 'QUESTS' tab is active, showing a list of guests: 'hornerst@tcnj.edu' (Organizer) and 'bb231@tcnj.edu'. Below the guest list is a 'SUGGESTED TIMES' section. At the bottom right, there's 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](mailto:bb231@tcnj.edu).