How to create your own Bloomberg account on the Bloomberg Workstation.

1. Login to the workstation using your Duke NetID and password.

2. Double-click the green Bloomberg icon on the desktop.

3. When Bloomberg has loaded and the screen has maximized, you will see a message in the top left of the screen: Connecting......

4. The message will soon change to the following: Hit the Default key to login....

5. Hit this key. It is red with CONN/DFLT written on it and is located at the top right of the Bloomberg keyboard.

   **STOP! Do not enter your Duke NetID and password here!**

6. You will next see a screen with two small boxes for LOGIN NAME and PASSWORD. If the cursor is not already in one of these two boxes hit the Tab key to put it there.

7. **STOP! Do not enter your Duke NetID and password here!**

   Hit the green Go/Enter key on the Bloomberg keyboard, leaving both the LOGIN NAME and PASSWORD boxes blank!

8. Follow the step by step, onscreen instructions to create your own Bloomberg LOGIN NAME and PASSWORD. You will need to have a cell phone, or an SMS-enabled device to receive your Account Activation Code from Bloomberg at the end of the account creation process.

9. When you are finished using Bloomberg, please exit the workstation completely by:

   Right-clicking anywhere on the Bloomberg screen and selecting ‘Exit’ from the bottom of the pop-up menu that appears.

   Then log-off the workstation by choosing Start....Log Off