How to create your Bloomberg account

The first time you use Bloomberg you will need to create your own Bloomberg account.

Log into the Bloomberg terminal with your City username and password.

Select the green Bloomberg icon on the desktop.

Select Enter or <Go> to begin.

Select Create a new login.

Enter your personal information. You will need to use your Cass/City email address.

It is important that you give a valid telephone number for Bloomberg to contact you. Your mobile phone is probably the best one to use.

When entering your mobile phone number, do not include the first 0.

e.g. +44 7730

Select whether you want to receive confirmation from Bloomberg by SMS text message or a phone call.

Please stay by the Bloomberg terminal until you receive the text message/phone call or Bloomberg will not be able to validate your login.

When you have received your text message or phone call, enter the four digit code you are given to validate your account.

Make a note of your username and the password you created. If you do not use your login details within 90 days, you will need to recreate your account.

Login to Bloomberg to test your new account.