How to create your own Bloomberg Login

1. Log into the Bloomberg terminal with your IT username and password.
2. Select the green Bloomberg icon on the desktop.
3. Select Enter or <Go> to begin.
4. Select ‘Create a new login.’
5. Enter your personal information. **Use your Cass/City email address.**

You must give a valid telephone number in international format (ie. +44 7…) so that Bloomberg can contact you to set up your account.

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

6. Select whether you want to receive confirmation from Bloomberg by a text message or a phone call.
7. When you have received your text message or phone call, enter the four digit code you are given to validate your account.
8. 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.
9. Finally, log into Bloomberg to test your new account.

Get started with Bloomberg Certification, the best way to learn how to use the database – type BESS and hit ‘enter’ when you’ve finished creating your account.