

BLOOMBERG IS  
AVAILABLE ONLINE.

12 BLOOMBERG TERMINALS

24/7

*FROM HOME* OR IN THE LEARNING CENTER

**MANDATORY RESERVATION ON AFFLUENCES**

2H/DAY, 10H/WEEK MAX

# CODE OF CONDUCT

- ✓ **Always reserve** a slot on our app [Affluences](#) before using a terminal, at home or in the Learning Center.
- ✓ Check your inbox and confirm your reservation.
- ✓ Do not use Bloomberg if you do not have a reservation.
- ✓ When your time is up, log off promptly to allow others to log in.
- ✓ On a physical terminal, do not log off a remote user unless you have checked with them first. Try another terminal.

# HOW TO USE BLOOMBERG ONLINE?

## I HAVE A BLOOMBERG TERMINAL ACCOUNT

Access the Terminal with your Bloomberg Terminal login and password at [bba.bloomberg.net](http://bba.bloomberg.net)

## I DO NOT HAVE A BLOOMBERG TERMINAL ACCOUNT

- 1- Create a Learner account at [portal.bloombergforeducation.com](http://portal.bloombergforeducation.com) (BMC web portal)
- 2- Sign up with your HEC email address
- 3- Click on email verification link

At this point your account needs to be validated by the administrators.

- 4- Open the Terminal access tab in [portal.bloombergforeducation.com](http://portal.bloombergforeducation.com) and input information
- 5- Access the Terminal with provided credentials at [bba.bloomberg.net](http://bba.bloomberg.net)

# FAQ

**Q: I tried to log in online but saw a message saying the Terminal is not available. What do I do?**

A: All Terminals are in use. If you did have a reservation it means someone did not log off on time. Unfortunately there is nothing we can do. That is why it is very important that everyone follows the **code of conduct!**

**Q: I tried to connect to a physical terminal in the library but it says someone is already using that terminal remotely. What do I do?**

A: Check with the current user if you can log them off. Or try another terminal instead.

**Q: Do I need to take the BMC to get Terminal access?**

A: No.

**Q: How soon will I be able to access the Terminal?**

A: When your administrator enables you, you will be able to create your Terminal account. Please note that accounts will not be enabled during weekends or holidays.

**Q: A paywall appeared when I logged into the BMC web portal. What do I do?**

A: Ignore it and click on the Terminal Access tab.

**Q: Will I be notified when the administrator has enabled me for access?**

A: Yes.

**Q: What do I do when I get Citrix warning messages?**

A: You should not need to download Citrix to access the Terminal via a web browser.