12 BLOOMBERG TERMINALS

24/7

FROM HOME OR IN THE LEARNING CENTER

MANDATORY RESERVATION ON AFFLUENCES

2H/DAY, 10H/WEEK MAX

BLOOMBERG IS AVAILABLE ONLINE.
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?

<table>
<thead>
<tr>
<th>I HAVE A BLOOMBERG TERMINAL ACCOUNT</th>
<th>I DO NOT HAVE A BLOOMBERG TERMINAL ACCOUNT</th>
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</thead>
<tbody>
<tr>
<td>Access the Terminal with your Bloomberg Terminal login and password at bba.bloomberg.net</td>
<td>1- Create a Learner account at portal.bloombergforeducation.com (BMC web portal)</td>
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<td>2- Sign up with your HEC email address</td>
<td>3- Click on email verification link</td>
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<td>At this point your account needs to be validated by the administrators.</td>
<td>4- Open the Terminal access tab in portal.bloombergforeducation.com and input information</td>
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<tr>
<td>5- Access the Terminal with provided credentials at bba.bloomberg.net</td>
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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.