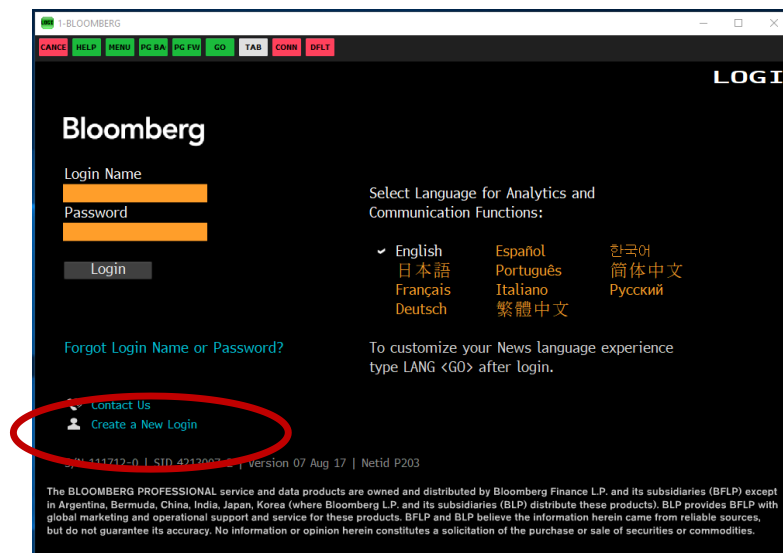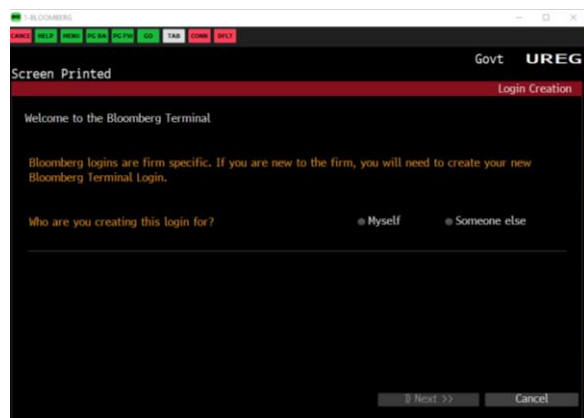# Using Bloomberg for the first time
Creating a Bloomberg login

1. Go to the Bloomberg suite and login to one of the PCs using your Kent login.

2. On the desktop, you will see an icon for the Bloomberg software. Launch the software (double-click the icon), and then in any of the Bloomberg windows that open, press the ENTER/GO key. (Alternately click GO using mouse.)

3. You will then see a login screen. Click on "Create a new login

4. Bloomberg might then ask you who you are creating the login for. Click "Myself". It will then ask you if you have previously been a Bloomberg user. Click "Yes" or "No" as appropriate.

5. Bloomberg will then prompt you for the information required for creating your new login name, the first of the forms used for this is shown below. Fill in/select the form fields then hit the ENTER/GO key on the keyboard to advance to the next screen.

   NOTE:
   a. Bloomberg asks for your cellphone number so that a code can be sent to you via SMS. Make sure to include the UK prefix 44 and to omit the first 0 from your number. (For example 07555 555 555 would be entered 44 7555 555 555).
   b. You must provide your Kent email address under "Company Email."

6. Regarding passwords: You can create your own password or use the same one you use to access the Kent network if that is easier – it's entirely up to you. The two accounts are not linked.

7. Follow further instructions. When the SMS arrives – which should only take a few seconds – enter that code in the appropriate field on the next screen. Once you have confirmed the 4 digit validation code the system will advise you of your new Bloomberg login name. Use this (plus the password created in step 2) to login from now on.

8. Your login will have an associated email address which might be something like Chen555@Bloomberg.net – it may take a day or so for this to be fully useable.

9. For the help guide and help video, use the following shortcuts:

   {BPS 6377455526106366133 1<GO>} - Terminal Getting Started User Guide

   {BPS 6377455526279643245 1<GO>} - Getting Started on the Terminal Video