Albert D. Cohen Management Library
How to Obtain a Bloomberg Login!

Sign into a Bloomberg work station using your UMnetID@myumanitoba.ca

Click on the Bloomberg ICON, then Enter or <GO>, then Create a New Login.

Language: English or choose from drop down menu.
Are you creating a login for yourself? Choose YES
Have you ever been a Bloomberg client? Choose NO 1) Continue

First Name: XXX Last Name: XXX

Phone Number: You can enter the same number twice. Use dashes.

- Work Number: 1-area code-XXX-XXXX
- Mobile Number: 1-area code-XXX-XXXX

Corporate Email Address: Use UM email. 1) Continue

How to Receive Your CODE: Choose one. Text is fast.
○ SMS Text Message  OR  ○ Automated Voice Call

Ask the staff for the desk phone number if needed.

1) Send Code. Phone call comes in 2 minutes. You will receive a 4 digit Code.
   Enter the Validation Code and 1) Create Code

Create a Password: New Password:
   Re-enter New Password:

You will be given a Bloomberg Login name and a choice to change it.
Your Personal Defaults will appear when you sign in.

Excel
To export data from Bloomberg to Excel:
1. Launch Excel from the desktop icon. On the computer task bar select Start > All Programs > Bloomberg > Install Office Add-In.
2. Open Install Office Add-In and select Install. Close the box and Excel when finished.
3. Launch Excel again. The Bloomberg Add-In will now appear on the menu bar.