Laptop Instructions

For Bloomberg **_Beyond_** Issued PC Laptops

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Before you begin, ensure that:

- You have enrolled your B-Unit App or physical B-Unit.
- For new hires, you reset your CORP password v ia *MYPW<GO>* in the Bloomberg Terminal®.
- For existing employees, your CORP password has not expired. If the password expired or you forgot it, use *MYPW<GO>* to reset your CORP password in the Bloomberg Terminal®.

Laptop Tips

Personnel must adhere to the following requirements when using a laptop:

- Except as otherwise authorized, users shall not disable or bypass security controls or the established request and approval processes. Examples of prohibited actions include, but are not limited to, disabling antivirus programs, disabling device
- Restricted Client Data (as defined in the Data Classification and Handling Standard) shall not be stored on laptops.
- Except as otherwise authorized, data shall not be copied from Laptops to removable media devices or to non-Bloomberg devices and systems.
- Only software approved through the *BOSS <GO>* process shall be installed on Laptops, you can install software using the Self Service App on your laptop desktop. You can also request support from the Global Employee Operations Team.
- Users shall not alter Laptop network configurations, including firewall rules, routes, etc.
- Laptops are the property of Bloomberg and shall be returned to Bloomberg upon request or when no longer needed.
- Lost Laptops must be reported immediately by submitting an *SDSK ADD 29008 <GO>* ticket for "Mobile/Lost or Stolen Mobile Device."
- Do not tape passwords or login information to the laptop.
- Reboot your laptop weekly to ensure updates are applied.

When you finish orientation and acclimate to the terminal, you can access this information at: {POLYID:3606497<GO>}

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Setup

Initiate

1. Power on the laptop, then select your language and keyboard preferences.

2. Connect to a network. You **MUST CONNECT** to a Wi-Fi network prior to advancing. Once connected to a network, click **NEXT**.

Install Profiles

3. Enter your CORP PC login username with the extension of @bloomberg.com on the Microsoft email page. Example: *jdoe@bloomberg.com*

4. Enter your corporate PC username and password on the Bloomberg Single Sign On page (BSSO) *(you do not need to enter @bloomberg.com, just your username i.e., jdoe).*

5. Scan your QR Code or enter the six digit code when prompted. This is obtained by swiping your finger on the B-Unit, or via the B-Unit app.

6. Wait for the profile to install. Three profiles will install automatically and can take anywhere between 10-15 minutes each, depending on your network speed. Once all profiles are installed you will be presented with the option to set up Windows Hello (facial recognition) or (fingerprint). This step is optional, and you can choose *Skip for Now*. If you choose to skip, you can set this up later using "Windows Hello". These **BIOMETRIC** features allow you to log in to your laptop in various ways. If you chose to enroll your fingerprint, your laptops power button is also your fingerprint reader.

7. You will be asked to create a Windows Hello pin code minimum (6 digits) or you can check the box below to include letters and symbols. Please follow the prompts for Pin creation, starting with BSSO login. Once the Pin has been successfully created you will be prompted to click OK at the All Set! Screen which will take you to the desktop.

8. Your default Internet browser will auto launch an authentication page. This may take a few minutes to open, this is needed to register your laptop serial number into the Beyond Platform, continue the authentication process and sign into BSSO using your Corp login, password, AND B-Unit.
If this step fails, or the browser does not launch after a few minutes please open your Chrome browser and navigate to https://authn.blpprofessional.com and follow the prompts to Register Device.

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8. At the Bloomberg Device Management screen click the Register Device the website will

   prompt you for either the Pin code, facial recognition or fingerprint to complete the device enrollment. You should receive a "Registration Successful!" message. If successful proceed to next step.Please contact Employee Operations for assistance if you are unable to register

   your device. (see last page for support team numbers).

9. Close your internet browser and log into the BEYOND SIGN ON application located on your desktop.

   Daily logging into Beyond Sign On will allow you to access some internal CORP sites using your laptops internet browser where you normally would need to connect to a CORP machine via BBE to access.

10. Enrollment is now completed

    Please keep the laptop powered on and remain connected to the internet for the next hour as additional applications and settings will be downloaded, this occurs silently and automatically in the background. In the meantime, you can do the following:

12. Launch the Bloomberg Application. Use your Bloomberg Terminal Username/password and B-Unit to create your Access point.

13. Ensure windows updates are completed. Click start a settings --> Update and Security --> Check for updates. Allow windows to download and install all pending updates. Restart laptop if prompted.

If you need additional support, contact our support team by scanning the QR below, which brings you to a web page with our global support phone numbers.

Version 3.0

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