Access to Eikon Terminal

- 1. Go to the site <u>https://rd2.aau.dk</u> at log in using your AAU login (requires you to be on the AAU network or signed into the AAU VPN).
 - Username is: domain\userid (the part of your e-mail before the @)
 - Students: student\[userid]
 - Administrative personel: adm\[userid]
 - Scientific personel: id\[userid]
- 2. Click the "Eikon Remote Desktop" icon:

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RemoteApp and De	sktops		
Current folder: /			
AU-Remote Administrat Remote	Eikon Remote		

3. Choose the standard "Open With" option and click "OK":

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Du har valgt at å	bne:	
ng cpub-Eikor	n_Remote_Des-Eikon_Remote_Des-CmsRdsh.rdp	
som er: Re	mote Desktop Connection	
fra: https://	/rd2.aau.dk	
Hyad skal Firefo	v gare med denne fil ?	
	Forbindelse til Fjernskrivebord (standard)	~
⊖ <u>G</u> em fil		
🗌 Gør dette <u>i</u>	automatisk med filer som denne fremover.	
	OK Annu	ller

5. When prompted for login information, use your regular AAU login (e-mail and password). Note that your computer may suggest a wrong username. If that is the case, click "Further Options" and choose "Use Another Account". Then fill in your AAU login details and click "OK":

Windows Sikkerhed									
Indtast dine legitimationsoplysninger									
Angiv dit brugernavn og din adgangskode for at oprette forbindelse til RDCB16.AAU.DK									
person 923@student.aau.dk									
••••••••									
Flere valgmuligheder									
ি, kgkadmin@adm.aau.dk									
8 Brug en anden konto									
OK Annuller									

6. On the Desktop, locate the shortcut "Eikon - autologin" and open it:



7. Eikon will now open and the login information below will fill out automatically. *Do not click on anything until Eikon has finished logging in*:

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THOMSON	N REUTERS EIKON							
User ID:	r10@aaufinance.dk							
Password:	assword:							
	Forgotten your password?							
	Sign me in automatically Do not use if device is shared.	Cancel						
М	yRefinitiv • Privacy Statement • About Us	 Help 						

The first time you use the terminal, Eikon will take a bit longer to start. This can cause the autologin to not work properly. If the login information does not fill out automatically, hit "Cancel" and try opening the shortcut again.

If you receive a prompt that someone else is signed in, and you are sure your are logged in during your reservation, choose to sign in anyway.

Remember to log out of the terminal, when you are done using it.

Logging out

It is important to remember to log out when done using the terminal, as a very limited number of users can access the terminal at a time. If you forget to sign out, you can in some cases block access for others.

Sign out by clicking the Windows icon (bottom right), clicking the user icon and then clicking "Sign out".



Using the Eikon Excel plugin

There is an Excel plugin included in Eikon that allows you to retrieve data from Eikon and import it directly into Excel. When you are signed in to Eikon, you can sign in to the plugin in Excel as well:

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Refres All Workbo	h Data Too	Utilities • Pause Up ols	odates	Contribute Now Live Mode ~ Contribute Data						
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2										
3										

When done connecting, all the functions of the plugin are available:

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File	Home	Insert	Page L	ayout	Formu	las	Data	Review	View	Tho	mson Reuters	Q	Tell me what you w	vant to do	
Templates	fx s Build Formula	Search Lists	App Library •	T Screener	Charts	Ø Home	AII W	€ Refresh /orkbooks *) Auto S Utiliti ∑ Form	Color * es * ula Tools	Pause Upc	lates	Contribute Now Live Mode *	 Online Add-Ons Help 	🔅 Settings
	Get Data	1		App	s				Dat	a Tools			Contribute Data	Opt	tions