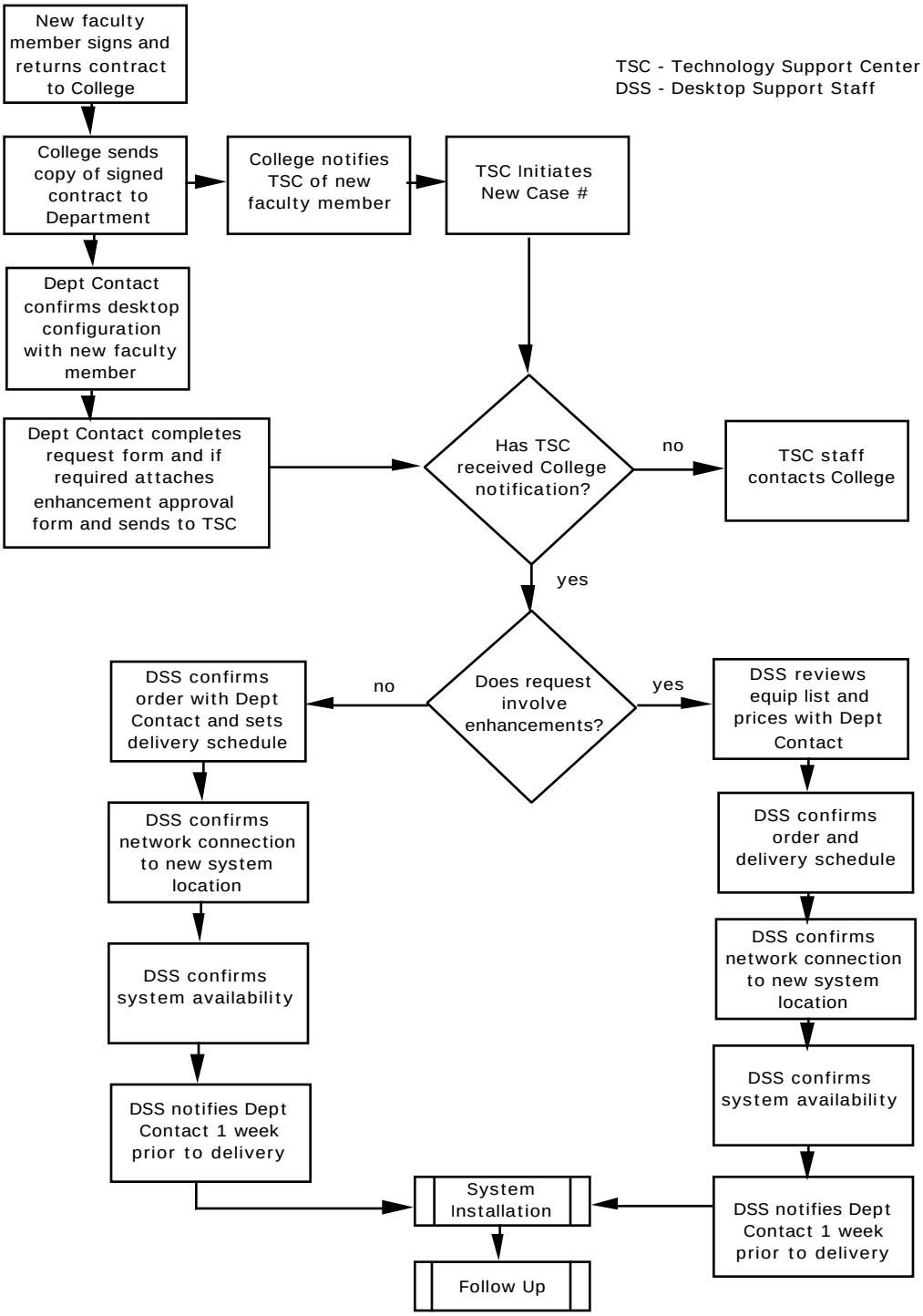Procedures for New Faculty Startup Desktop or Laptop