**STEP 1 – Confirm Computer Specifications**

**Sent to Rock**

**STEP 2 – Review Policies and Procedures Manual**

**Done and Printed**

**STEP 3 – Review and Agree to Compensation\**

**Shared with Carol**

**STEP 4 – Review and Confirm Testing Room Requirements**

**Sent to Rock**

**STEP 5 – Confirm Test Site Address and Lab Locations**

MSU-Northern, Havre Montana 59501

Brockman Center 212, and/or Brockman Center AutoCad Room

**STEP 6 – Authorize Use of WebEx Support Tool**

**Sent to Rock**