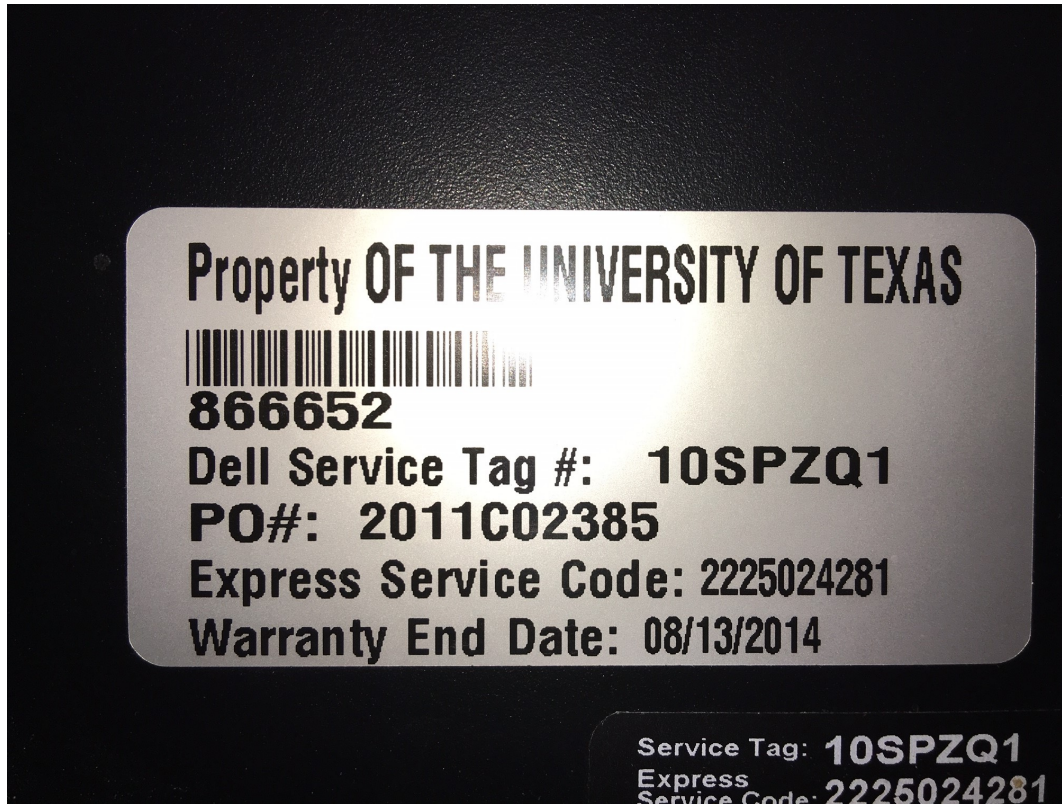


## When am I getting a new computer?

Computers for full time employees are replaced every 4 years. To find your replacement date, locate the Warranty End Date on the inventory tag and add one year to the date printed on it. Your inventory tag will be located on the top or side of your computer (laptops may have it on the bottom) and it looks like this:



This will be the year your computer will be upgraded. In the example above, the computer would be replaced in the Fall of 2015. Starting in 2017, computer upgrades take place in the Spring of each year. You will be contacted by a member of the LAN team to set up a day and time to upgrade your computer.