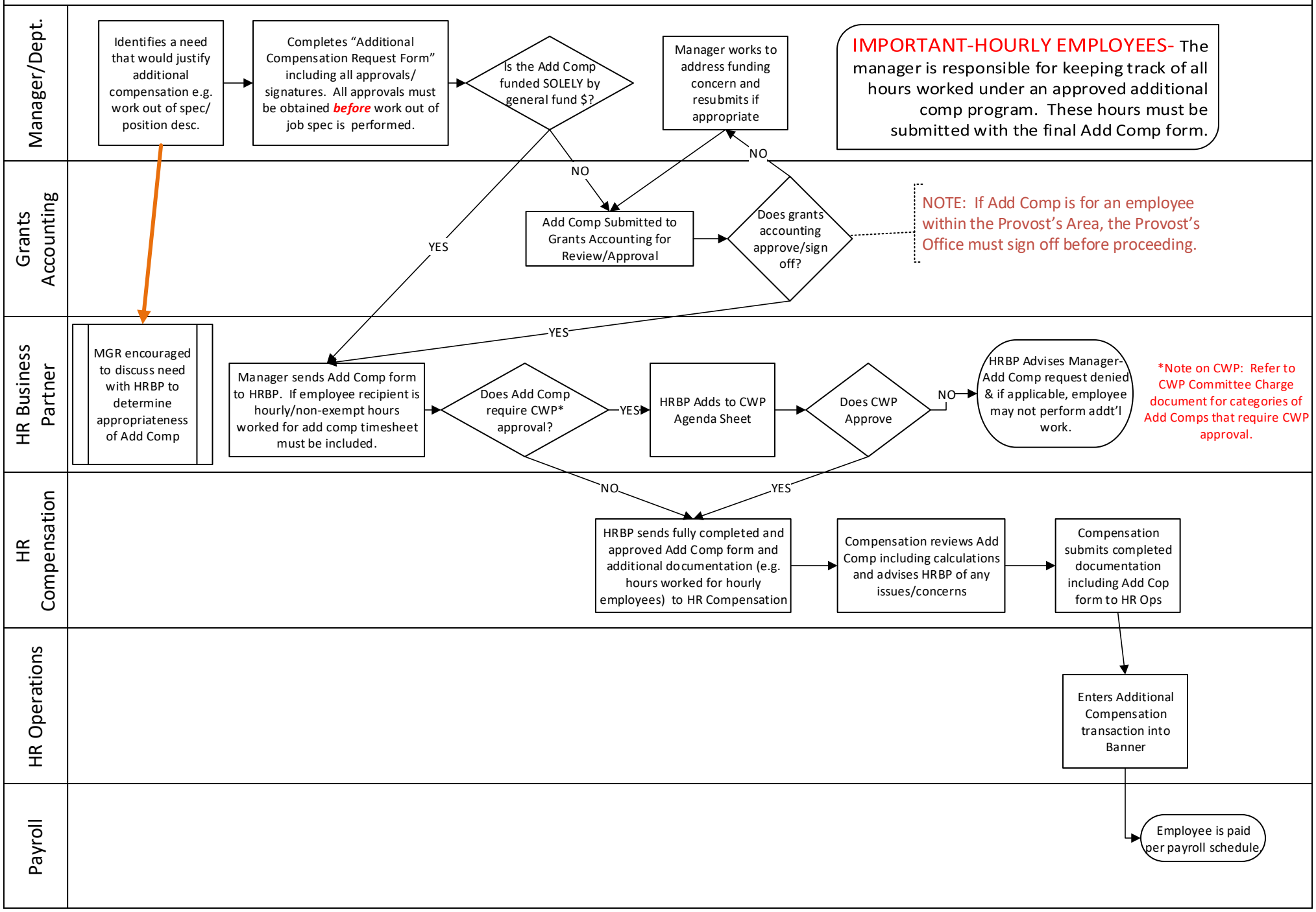Simple Process Overview- Add Comp for Staff/Non Instructional