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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1	01/01/18	Establishment	00	Manager, ITD
2	01/08/22	Amendment	01	Manager, ITD
3	14/12/22	Opportunities for Improvement	02	Manager, ITD
4	14/06/24	Review on scope, references, abbreviation, description of working procedure and records.	03	Manager, ITD

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1.0 OBJECTIVE

This SOP describe the process of new subdomain registration in UTS domain.

2.0 SCOPE

The scope of this SOP applies to UTS Schools, Centres and Departments.

3.0 REFERENCES


Cpanel System: <https://server.uts.edu.my:2083/>

4.0 DEFINITIONS / ABBREVIATIONS

- HOP : Head of Programme
- HOD : Head of Department
- IT : Information Technology
- ITD : Information Technology Department
- SOP : Standard Operating Procedure
- UTS : University of Technology Sarawak

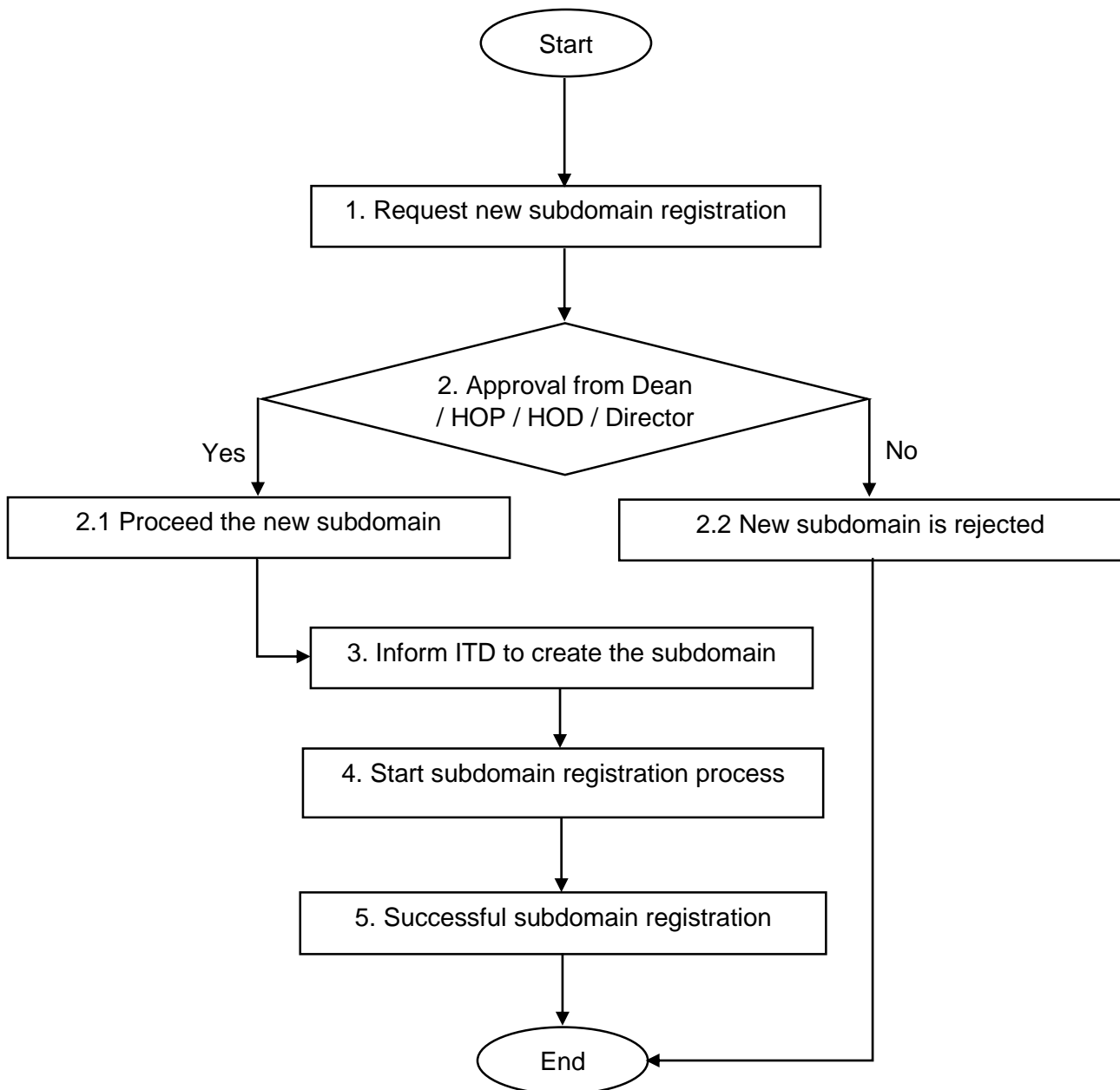
5.0 RESPONSIBILITY


- 5.1 The IT Executive and IT Officer is responsible to follow and adhere to this SOP.
- 5.2 Dean, HOP, HOD and Director is responsible to follow and adhere to this SOP.
- 5.3 Head of ITD is responsible to follow and adhere to this SOP.

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6.0 PROCEDURE

6.1 Refer to the process flow chart.



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7.0 DESCRIPTION

No	Description	Person in Charge	Reference
1	UTS Staff request to Dean, HOP, HOD or Director to create new subdomain for events or schools.	UTS Staff	Email
2	<p>Dean, HOP, HOD or Director need to approve the request for the new subdomain.</p> <p>2.1 If Dean, HOP, HOD or Director approve, proceed the new subdomain creation process.</p> <p>2.2 If Dean, HOP, HOD or Director reject the request, the new subdomain will not be created.</p>	Dean / HOP / HOD / Director	Email
3	Upon approval, UTS Staff will inform ITD to start subdomain registration process.	IT Executive / IT Officer	Email
4	ITD start subdomain registration process.	IT Executive / IT Officer	Cpanel System
5	ITD will inform the UTS Staff upon successful new subdomain registration process.	IT Executive / IT Officer	Email
6	The duration to complete the process from start to finish is 7 working days.		

8.0 RECORDS

No	Title / Records	Location / Responsibility	Retention Period
1	Cpanel System	Cpanel System: https://server.uts.edu.my:2083/ , IT Executive and IT Officer	Permanent