Prepared by:	Approved by:
Name: Nur Hafizah Rahman	Name: Shukri Abdul Rahman
Position: IT Executive, Information Technology Department	Position: Manager, Information Technology Department

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
5	20/09/24	Review on references and description of working procedure.	04	Manager, ITD

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 new subdomain registration requested by UTS Schools, Centres and Departments.

3.0   REFERENCES

3.1   Cpanel System: https://server.uts.edu.my:2083/

3.2   Website Policy (UTS-ITD-P06-WP)

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   Head of ITD is responsible to ensure the SOP is adhered to.

5.2   Dean, HOP, HOD and Director is responsible to follow and adhere to this SOP.

5.3   The IT Executive and IT Officer is responsible to follow and adhere to this SOP.

5.4   The UTS Staff is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart.

```
                          ( Start )
                              |
                              v
          +-------------------------------------------+
          | 1. Request new subdomain registration     |
          +-------------------------------------------+
                              |
                              v
                    /------------------\
                   / 2. Approval from    \
      Yes         /  Dean / HOP / HOD /    \        No
   +-------------<    Director              >-------------+
   |              \                         /             |
   |               \-----------------------/              |
   v                                                      v
+----------------------------+        +----------------------------+
| 2.1 Proceed the new        |        | 2.2 New subdomain is       |
|     subdomain              |        |     rejected               |
+----------------------------+        +----------------------------+
          |                                               |
          +---------->+----------------------------+       |
                      | 3. Inform ITD to create    |       |
                      |    the subdomain           |       |
                      +----------------------------+       |
                                   |                       |
                                   v                       |
                      +----------------------------+       |
                      | 4. Start subdomain         |       |
                      |    registration process    |       |
                      +----------------------------+       |
                                   |                       |
                                   v                       |
                      +----------------------------+       |
                      | 5. Successful subdomain    |       |
                      |    registration            |       |
                      +----------------------------+       |
                                   |                       |
                                   v                       |
                               ( End )<-------------------+
```
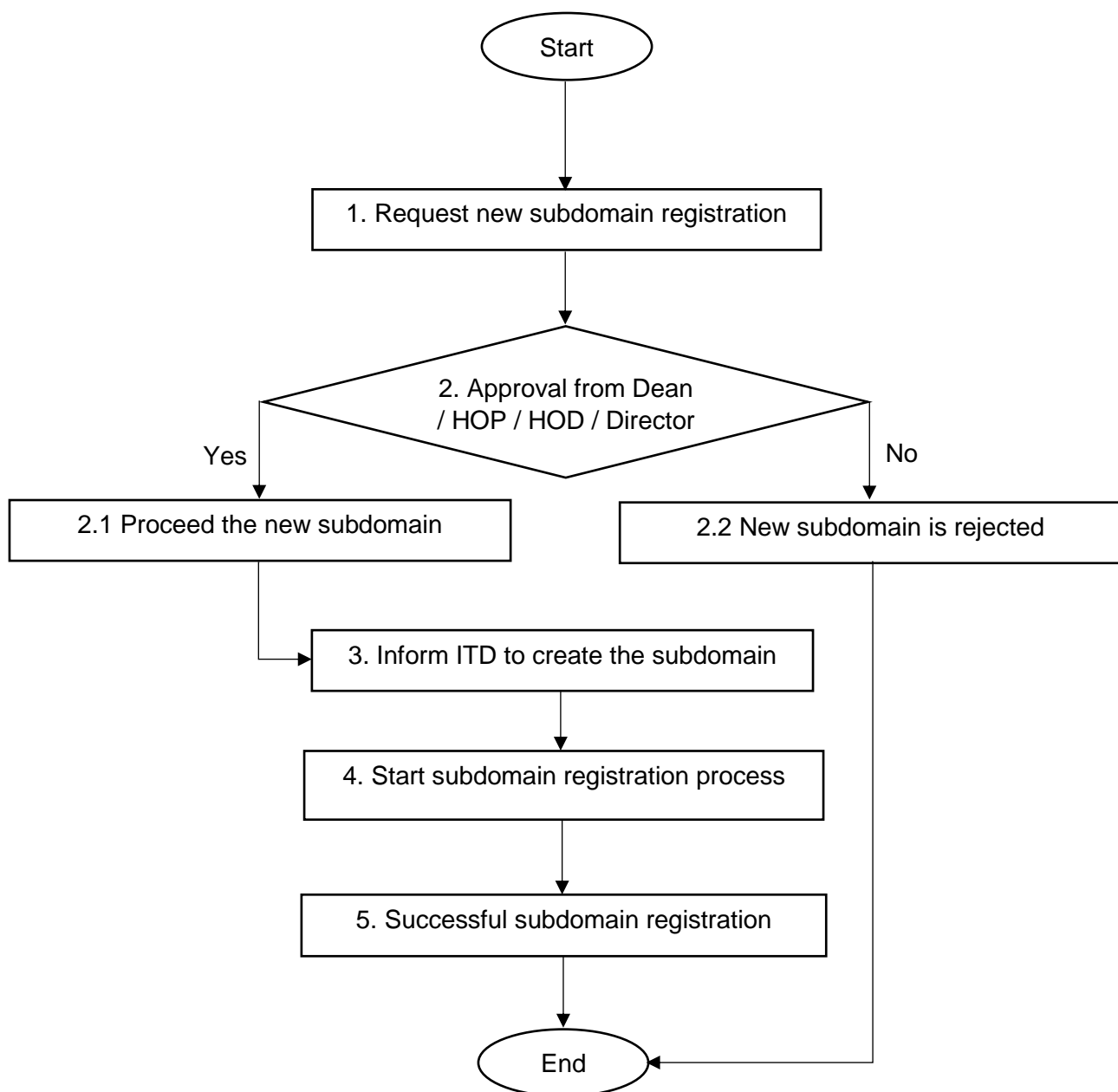
7.0 DESCRIPTION

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	Dean, HOP, HOD or Director need to approve the request for the new subdomain. 2.1 If Dean, HOP, HOD or Director approve, proceed the new subdomain creation process. 2.2 If Dean, HOP, HOD or Director reject the request, the new subdomain will not be created.	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. The website policy will be sent along in the email for the UTS staff to adhere to.	IT Executive / IT Officer UTS Staff	Email Website Policy (UTS-ITD-P06-WP)
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