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	01/01/17	Establishment	00	Manager, ITD
2	01/08/22	Amendment	01	Manager, ITD
3	14/06/24	Review on the document title, references, description of the working procedure and records.	02	Manager, ITD
4	01/10/24	Review on scope and responsibility.	03	Manager, ITD

1.0 OBJECTIVE

The aim of this SOP is to ensure the information on the website is update to the latest information.

2.0 SCOPE

The scope of this SOP applies to updating information in UTS official website requested by UTS Staff.

3.0 REFERENCES

3.1 UTS Official Website Wordpress Link: https://www.uts.edu.my/wp-login.php

4.0 DEFINITIONS / ABBREVIATIONS

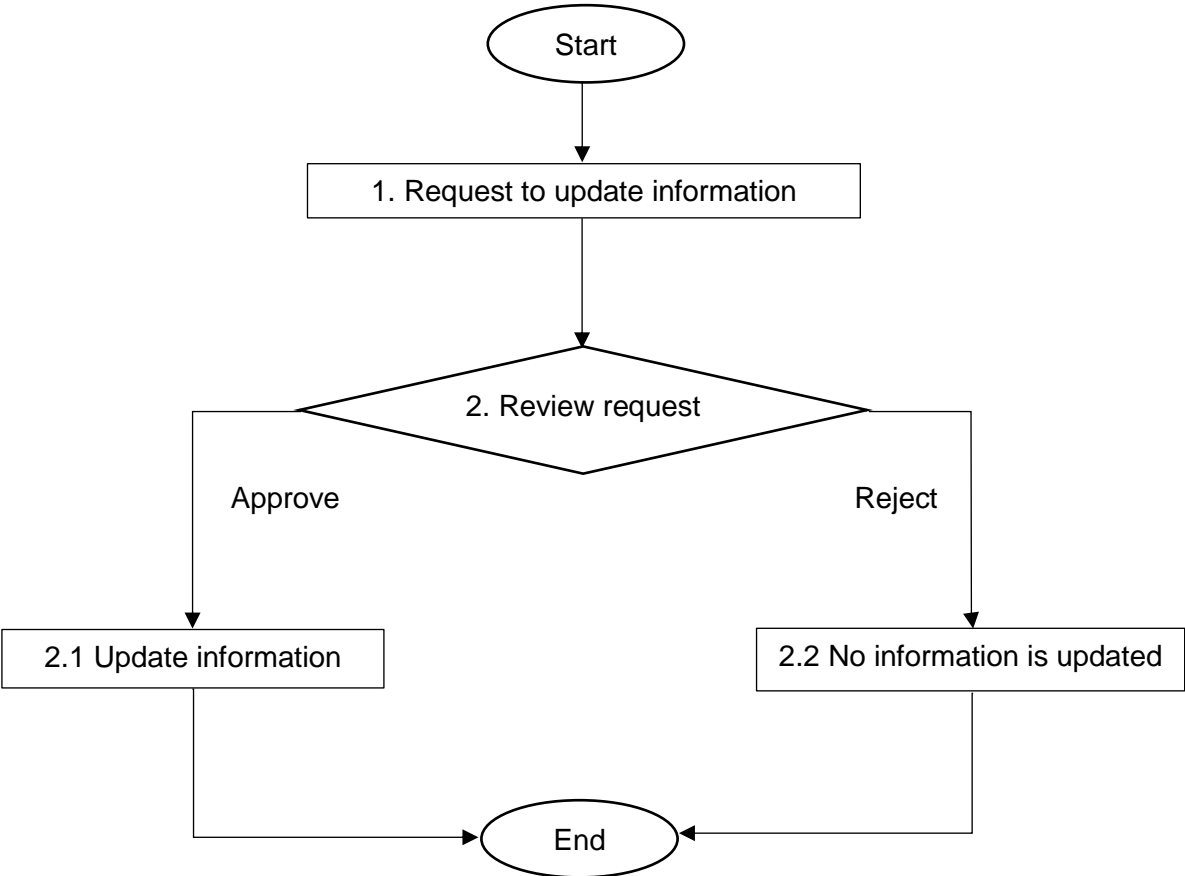|		
IT	:	Information Technology
ITD	:	Information Technology Department
SOP	:	Standard Operating Procedure
UTS	:	University of Technology Sarawak

5.0 RESPONSIBILITY

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

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

5.3 UTS staff is responsible to follow and adhere to this SOP.

6.0 PROCEDURE

6.1 Refer to the process flow chart.

```
                    ┌─────────┐
                    │  Start  │
                    └────┬────┘
                         │
                         ▼
          ┌──────────────────────────────┐
          │ 1. Request to update information │
          └──────────────┬───────────────┘
                         │
                         ▼
          ◇──────────────────────────────◇
     ┌────     2. Review request      ────┐
     │    ◇──────────────────────────────◇    │
  Approve                              Reject
     │                                    │
     ▼                                    ▼
┌──────────────────┐      ┌──────────────────────────────┐
│ 2.1 Update information │      │ 2.2 No information is updated │
└────────┬─────────┘      └───────────────┬──────────────┘
         │                                │
         │          ┌─────────┐           │
         └─────────▶│   End   │◀──────────┘
                    └─────────┘
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7.0   DESCRIPTION

No	Description	Person in Charge	Reference
1	UTS Staff request to update new information in website.	UTS Staff	Email
2	ITD review the request and verify the information request. 2.1 If the request approved, ITD will update the information in website and notify through email. 2.2 If the request rejected, UTS Staff will receive an email stating the reason of disapproval and no information is updated in the website.	IT Executive / IT Officer	UTS Official Website Wordpress Email
3	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	UTS Official Website Wordpress	UTS Official Website Wordpress: https://www.uts.edu.my/wp-login.php, IT Executive / IT Officer	Permanent