

Standard Operating Procedure

SoP 5: Website Administration

Target Group: Department Website Administrators

1. The officially designated Website Site administrators should update the profile of their account with proper email address, mobile no and other details
2. The password of the account need to be changed immediately by the Site Administrator. New password should not be shared with others but kept only with the Site Administrator.
3. The user accounts for the designated Content Managers for the website are required to be created by the Site Administrator with the roles: Content Creators, Content Approvers or Content Publishers as and when required.
4. Website Site Administrator is to ensure the confidentiality of all the website accounts.
5. Website site administrator, while creating accounts for the Content Managers, must decide the role based on the Content management Responsibility Matrix.
6. Website Development Cell will have no account or role in any of the websites.