



UST: S006-00-ME29  
AY 2019-2020

**STANDARD OPERATING PROCEDURE**

**1. PURPOSE**  
The purpose of this SOP is to provide a clear and concise guide for the use of the [redacted] system, ensuring that all users are able to operate the system effectively and efficiently.

**2. SCOPE**  
This SOP applies to all users of the [redacted] system, including faculty, staff, and students.

**3. RESPONSIBILITIES**  
The [redacted] system administrator is responsible for the overall management and maintenance of the system. The [redacted] system administrator is also responsible for providing training and support to users. The [redacted] system administrator is also responsible for ensuring that the system is secure and that data is protected.

**4. PROCEDURE**  
The following steps should be followed when using the [redacted] system:  
1. Log in to the system using your username and password.  
2. Navigate to the [redacted] page.  
3. Click on the [redacted] button.  
4. Enter the required information.  
5. Click on the [redacted] button.

**5. ADDITIONAL INFORMATION**  
For more information, please contact the [redacted] system administrator at [redacted].

**6. APPROVAL**  
This SOP has been reviewed and approved by the [redacted] system administrator.

**7. REVISIONS**  
This SOP is subject to revision as needed.

**8. CONTACT**  
For more information, please contact the [redacted] system administrator at [redacted].