

Github New Repository Creation SOP

Version 1.0

Table of content

1. [Introduction](#)
2. [Scope](#)
3. [Procedure](#)
 - 3.1 [Sign in to GitHub](#)
 - 3.2 [Navigate to New Repository Page](#)
 - 3.3 [Fill in Repository Information](#)
4. [Warnings and Precautions](#)
5. [Appendices](#)

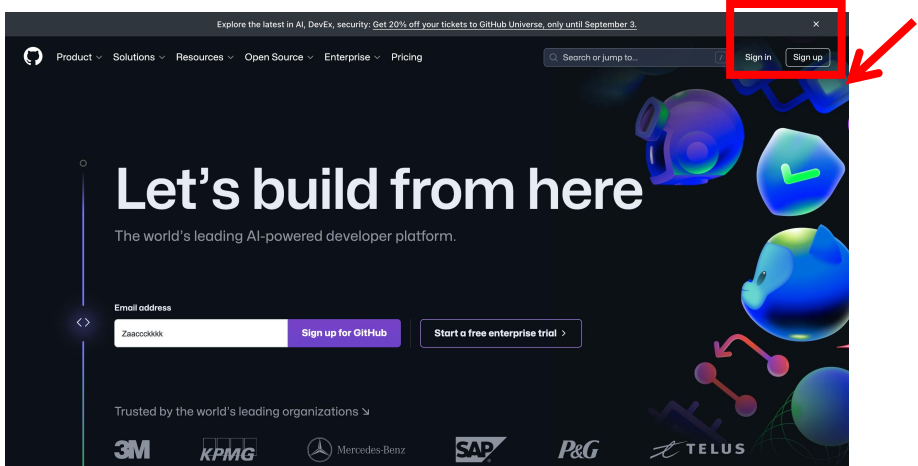
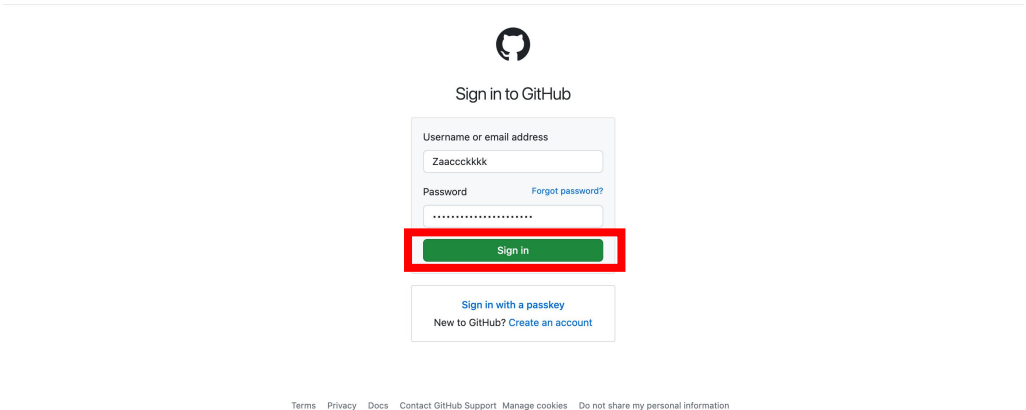
1. Introduction

This Standard Operating Procedure (SOP) details the steps for creating a new repository on GitHub, applicable to all developers managing code on GitHub.

2. Scope

This SOP applies to all developers and project managers within the company who need to create and manage code repositories on GitHub.

3. Procedure

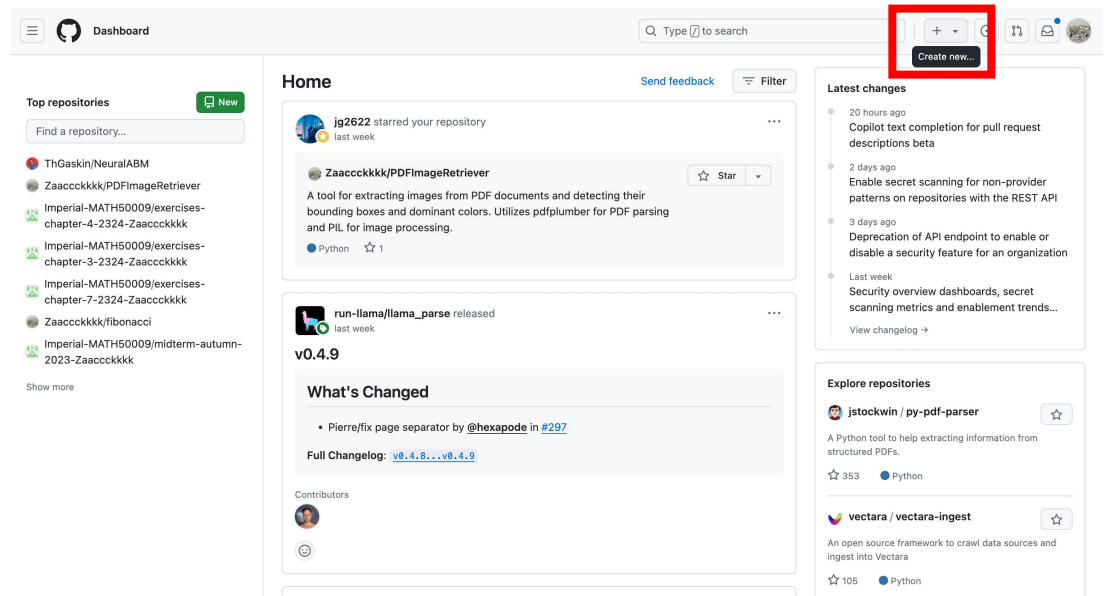
What	How
Sign in to GitHub	Open your web browser and go to GitHub .
	<p>Click on the "Sign in/Sign up" button at the top right corner.</p> 
	<p>Enter your GitHub username and password, then click "Sign in".</p> 

What

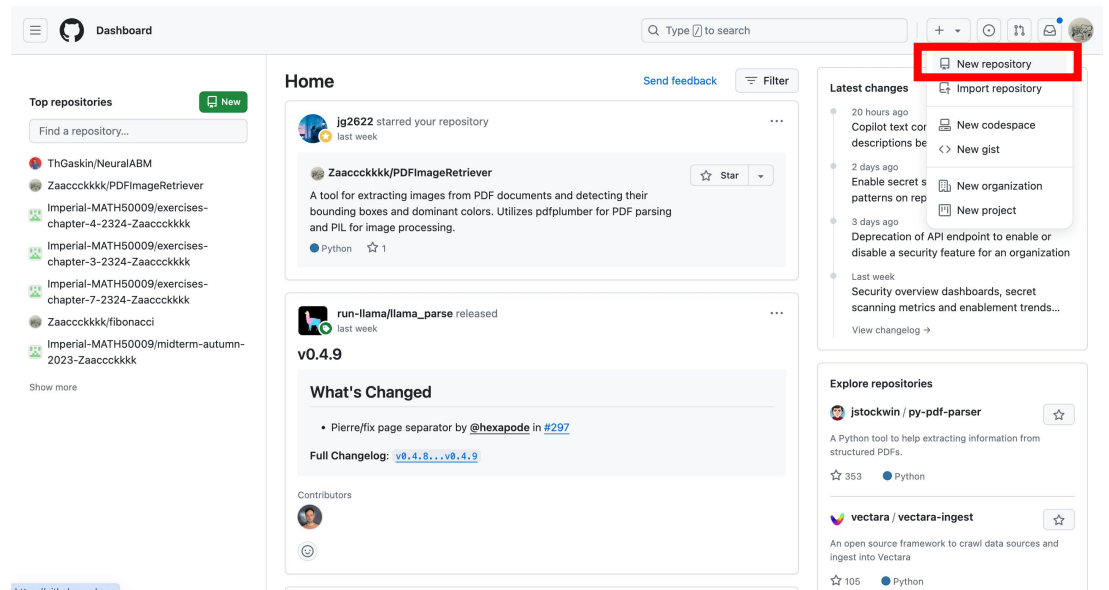
How

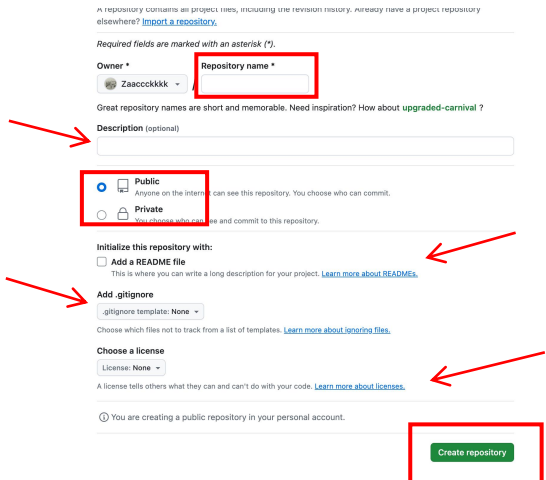
Navigate to
New Repository
Page

Once signed in, click on the “+” icon at the top right corner.



From the dropdown menu, select “New repository”.



What	How
Fill in Repository Information	In the "Repository name" field, enter the name of the repository.
	(Optional) In the "Description" field, enter a description of the repository.
	Choose either "Public" or "Private" to set the visibility of the repository.
	(Optional) Check the "Add a README file" option to initialize the README file.
	(Optional) Check the "Add .gitignore" option and choose an appropriate template.
	(Optional) Check the "Choose a license" option and select an appropriate license.
	After confirming all information is correct, click the green “Create repository” button.
	 <p>The screenshot shows the GitHub 'Create new repository' form. Red boxes and arrows highlight key elements: the 'Repository name' field, the 'Public' visibility option, the 'Add a README file' checkbox, the 'Add .gitignore' section, the 'Choose a license' section, and the 'Create repository' button at the bottom right.</p>

4. Warnings and Precautions

- Ensure the repository name is unique and descriptive to make it easy for other developers to understand its content.
- Select the “Private” option to restrict access if the repository contains sensitive information.
- Regularly update the README file to reflect the latest status and instructions of the repository.

5. Appendices

- GitHub Help Documentation
- Common .gitignore templates
- Common license types and their explanations