

## DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

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**ICT Directorate** 

# Instructions on How to use the online clearance System

1. Open a web browser and access the link: <a href="https://clearance.dkut.ac.ke">https://clearance.dkut.ac.ke</a>

The above link can also be accessed from the home page of the main website: <u>https://dkut.ac.ke</u>, under 'RESOURCES' section, click on 'STUDENT ONLINE CLEARANCE' as shown below:

NOTICE BOARD	LATEST PUBLICATIONS	RESOURCES
Advertisement for Vacant Positions in the University - March 2020 <sup>new</sup>	Facile removal of Fluoride lons from water using Triethylamine Modified Polyethylene Adsorbent	STAFF PORTAL $\rightarrow$
Notice to Clear from DeKUT Hostels - March 2020 <sup>new</sup>	Gerald Mbugua; Isaac Mwangi; Ruth Wanjau; Ollengo, Moses Abednego; Nthiga, Esther Wanja; Ngila, Jane Catherine (2020-02)	
Notice on the April 2020 Graduation <sup>new</sup>	Gastro-protective and anti-acidic effects of Corchorus	STUDENT PORTAL →
Implementation of the Presidential Directive on the Corona Virus Pandemic <sup>new</sup>	trilocularis Linn against diclofenac- induced gastric ulcers. Siringo, Cyril G.; Mbugua, Paul M.; Chege, Boniface M.; Oluoch, Lincone	STUDENT ONLINE CLEARANCE →
Communication on the Corona Virus Pandemic <sup>new</sup>	L. (Discovery Phytomedicine (2020)	STODENT ONLINE CLEARANCE 9
Downloads for 2020 Graduands <sup>new</sup>	Machine learning approach for sorting SiC MOSFET devices for paralleling	DeKUTES →
Invitation for Tender - March 2020 <sup>new</sup>	Abuogo, James Opondo; Zhao, Zhibin (2020-01-08)	
May 2020 Postgraduate Intake at the Main and Nairobi Campus <sup>new</sup>	The influence of particle packing density on wood combustion in a fixed bed under oxy-fuel conditions	UNIVERSITY SERVICE DELIVERY
May 2020 Intake for Undergraduate Programmes at the Main and Nairobi Campus <sup>new</sup>	Tanul, Josephat Kipyegon; Kioni, Paul Ndirangu; Mirre, T.; Nowitzkib, M.;	
May 2020 Intake for Diploma, Certificate & Professional Courses <sup>new</sup>	Karuria, N.W. (2019-12-27) Chemical, thermal and dilution effects of carbon dioxide in oxy-fuel combustion of wood in a fixed hed	SERVICES FOR PERSONS WITH DISABILITY

Figure 1: Online Clearance link on the main website

2. The above step will open the Online clearance system's home page as shown below:

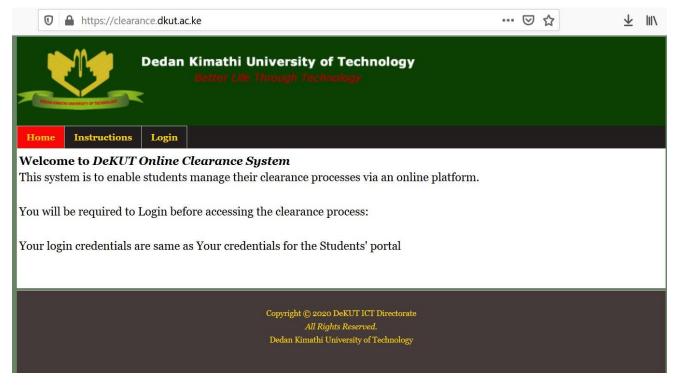


Figure 2: Online Clearance Home Page

3. You require authenticated access to request for clearance. Therefore, click on the 'Login' Link to access the online clearance module. This will open a login form as shown below:

		Dedan	Kimathi University of Technology Better Life Through Technology
Home	Instructions	Login	
Login			
Please fi	ll out the follow	ving form	with your login credentials:
Fields w Usernar	ith * are requir ne *	ed.	
Passwor	•d *		
Hint: Yo	<b>Ur</b> Login crede	ntials <b>ar</b>	e SAME as Your STUDENT PORTAL Credentials.

## Figure 3: Login Page

In order to login, every student has unique access credentials. The credentials are the same as those used to access the students' portal, i.e. **Username** is the students' **Registration Number**, while the password is the students' password for the students' portal.

Note: It is the responsibility of the students to keep safe their passwords to prevent them from being misused by unauthorized third-parties.

 Once logged in, the student may access the clearance request dashboard by clicking on the 'Clearance Request' link which will open the page as shown below:

		uest Logout (Can	Clearance Requ	Instructions
				ce Request
nce Status Viev	ested	Date Re		ID
				ts found.
				ts found.

#### Figure 4: clearance request dashboard

The above dashboard will display any available clearance request and its status.

 Should the student want to request for clearance, click on the 'Request for clearance link' displayed under the 'Operations' label.

Better Life Through Technology						
Home Instructions Clearance Request Logout (C. C. C						
Clearance (ongoing)						
Date Requested 2020-03-24 12:21:49   Clearance Status ongoing						
Clearing Office	Cleared/ Not Cleared	Remarks	Charges(KES)	Sign	Date	
C.O.D						
Dean/Director of School/ Institute						
Librarian						
Housekeeper						
Dean of Students						
Sports Officer						
Registrar (AA & R)						
Students' Finance Officer						
Total Charges (KES)	Fees Arreas (KES)	Fees Arreas + Total Charges (KES)	Amount Paid (KES)	Outstanding Amount (KES)	Cleared/ Not Cleared	
		0				

Figure 5: Clearance progress page

The figure above shoes the clearance progress page displayed after the student requests for clearance. The above page will enable the student to follow the progress of their clearance request.

6. The student should who requests for clearance may log in to the online clearance system at any given time and check the progress of their request. In order to access the clearance progress at a later time, once logged in, the student will access the clearance request dashboard as explained in 'Step 4' above. This will present the dashboard as shown below:

	athi University of Technolog ter Life Through Technology	У				
Home Instructions Clearance Re-	quest Logout (Chathedph/					
Clearance Request						
		Displaying	1-1 of 1 result.			
ID	Date Requested	Clearance Status	View			
*	2020-03-24 12:21:49	ongoing				
Operations • <u>Request for Clearance</u>						
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## Figure 6: Dashboard with Clearance request

In order to view the clearance progress, click on the view icon present towards the far right of the specific clearance request as shown in the figure above.

## **Please Note**

The information provided in this document is for use by students intending to clear from the University only. The guidelines represent a general overview of how the clearance system is to be used. As much as the contents on the system may be updated with time, the general flow of the system will remain similar as per the contents provided in this document.

For questions or any challenges concerning the use of the system, please send an email to: <a href="mailto:sdc@dkut.ac.ke">sdc@dkut.ac.ke</a>