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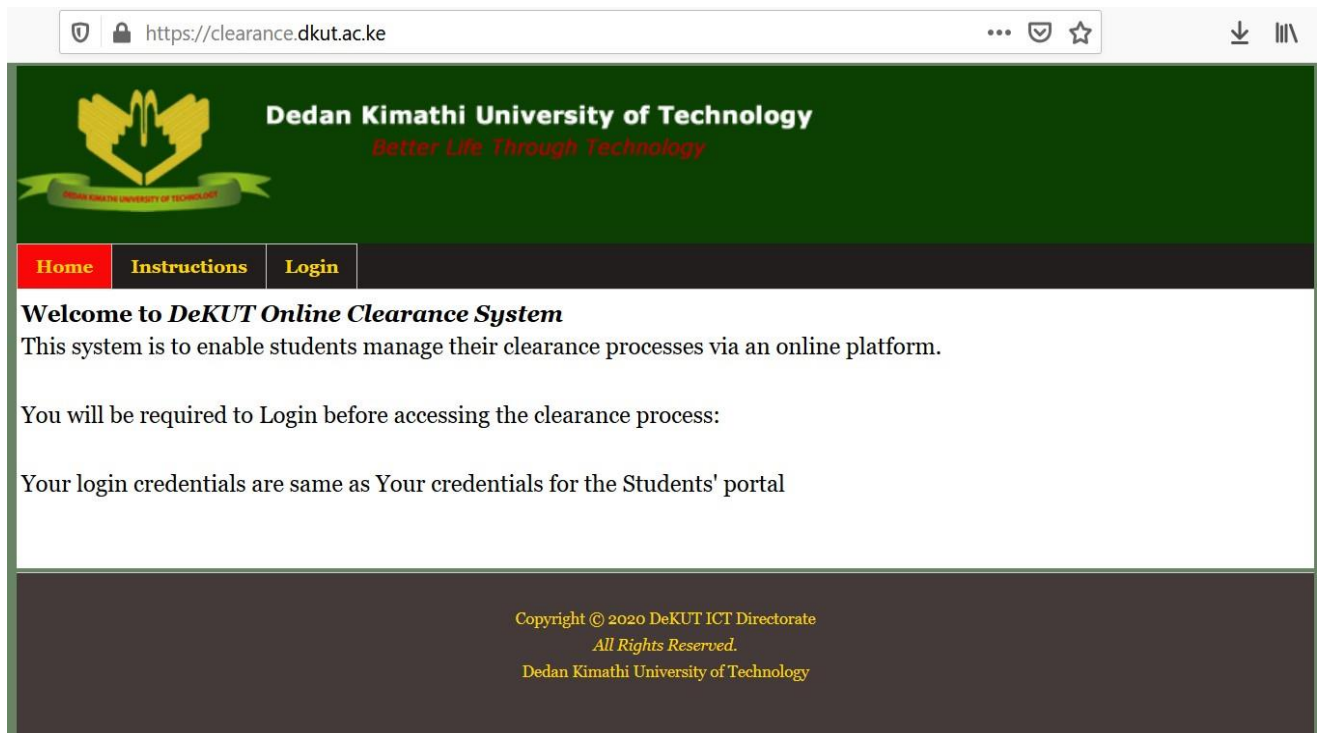
Instructions on How to use the online clearance System

1. Open a web browser and access the link: **https://clearance.dkut.ac.ke**

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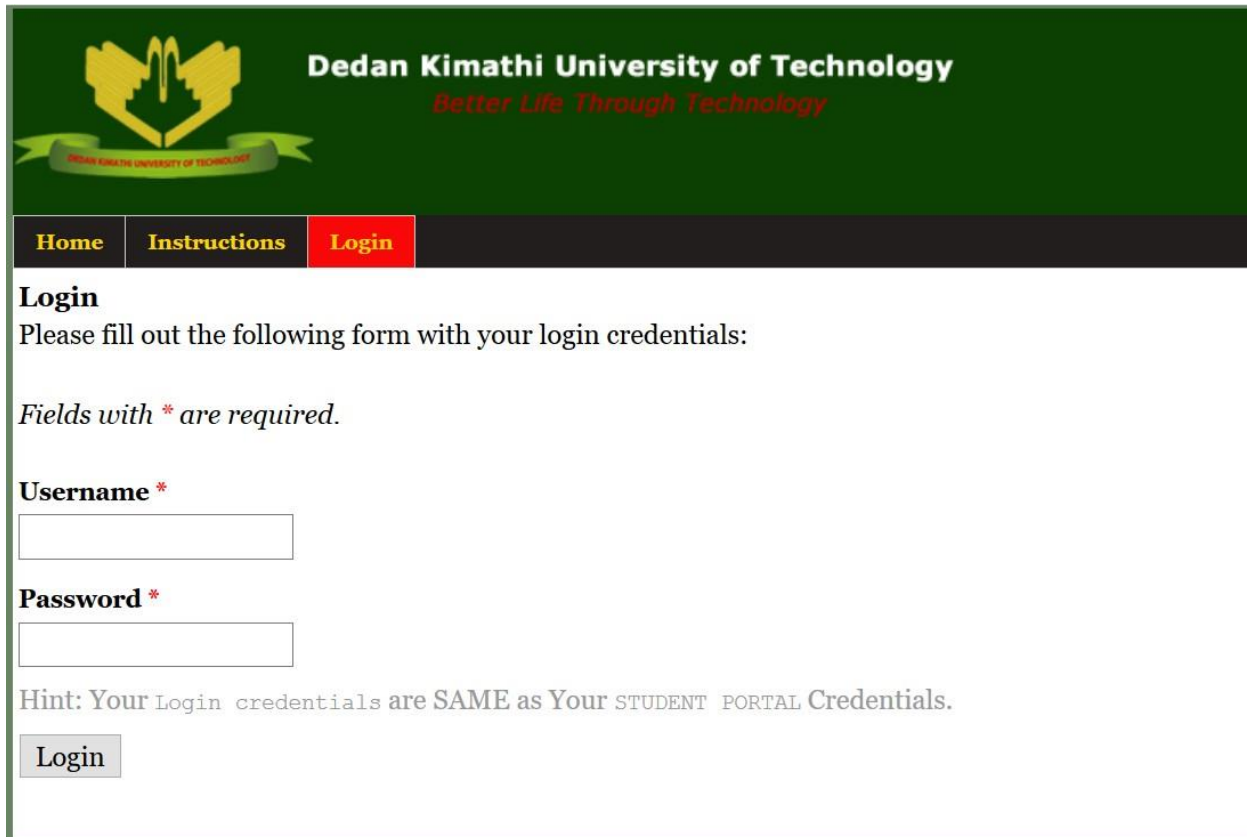

Figure 1: Online Clearance link on the main website

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:

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.

4. 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:

Figure 4: clearance request dashboard

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

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

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
		o			

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:

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: **sdc@dkut.ac.ke**