



## DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY

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### ICT Directorate

## Instructions on How to use the online clearance System

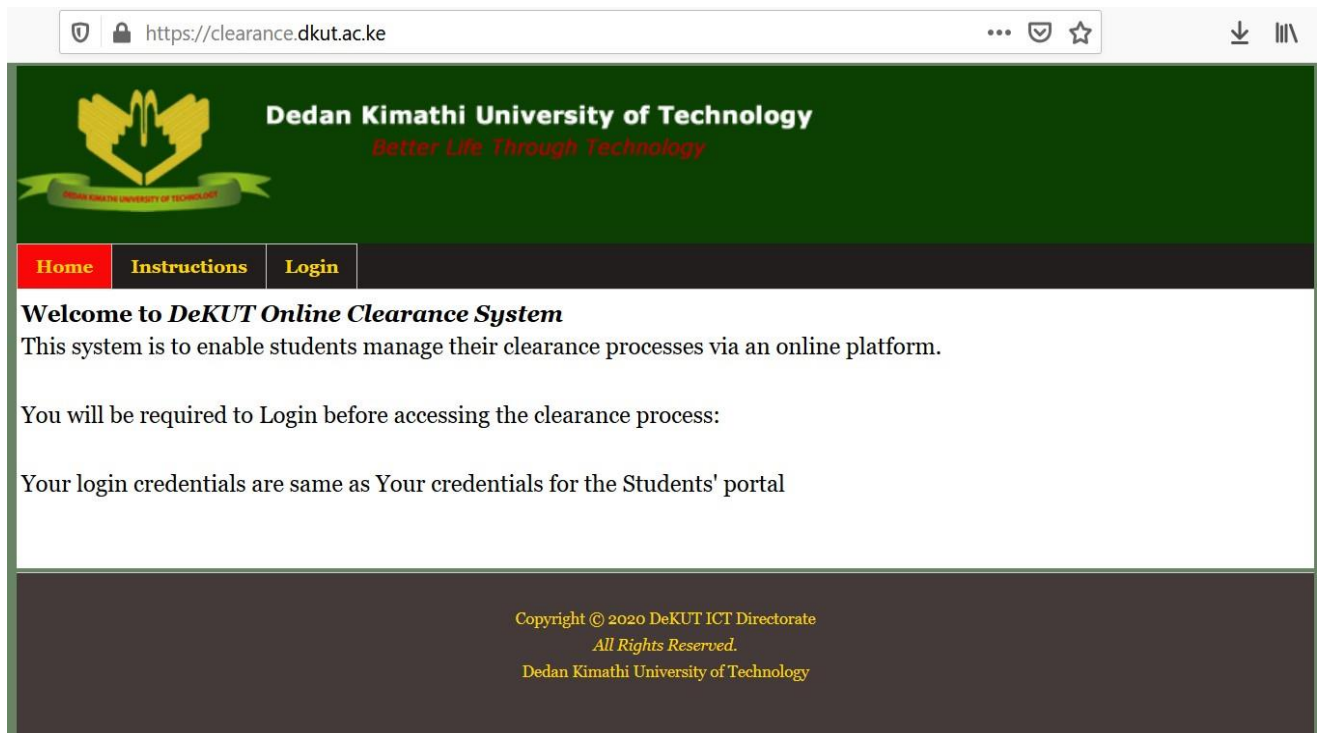
1. Open a web browser and access the link: <https://clearance.dkut.ac.ke>

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:

The screenshot displays the website's navigation menu with three main sections: NOTICE BOARD, LATEST PUBLICATIONS, and RESOURCES. The RESOURCES section is expanded, showing a list of links: STAFF PORTAL, STUDENT PORTAL, STUDENT ONLINE CLEARANCE (circled in red with an arrow pointing to it and the text 'Click Here'), DeKUTES, UNIVERSITY SERVICE DELIVERY CHARTER, and SERVICES FOR PERSONS WITH DISABILITY. Social media icons for Facebook, Twitter, and YouTube are visible at the bottom right.

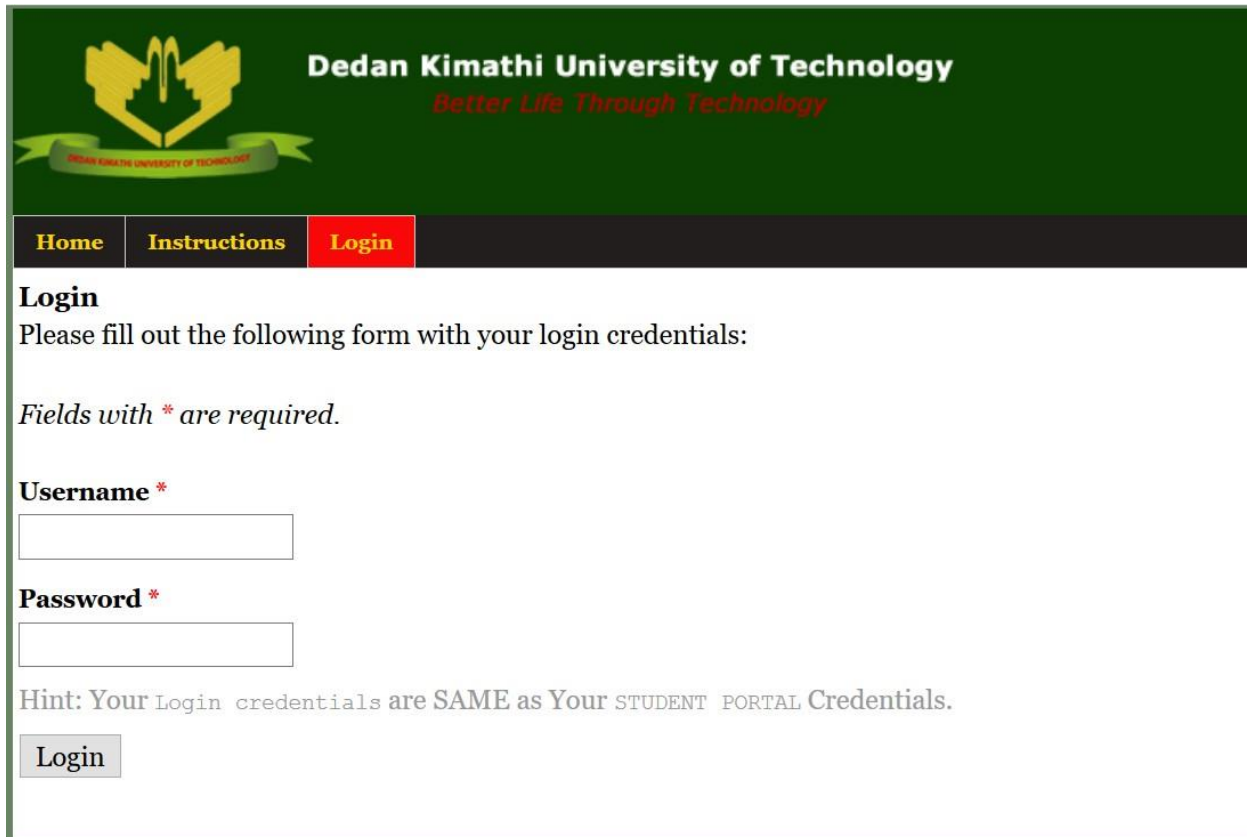
Figure 1: Online Clearance link on the main website

- 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:



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[Home](#) [Instructions](#) [Login](#)

### Login

Please fill out the following form with your login credentials:

*Fields with \* are required.*

**Username \***

**Password \***

Hint: Your Login credentials are 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.***

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:



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Home Instructions **Clearance Request** Logout (C583-556244)

### Clearance Request

ID	Date Requested	Clearance Status	View

*No results found.*

Operations

- [Request for Clearance](#)

**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. ...)

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)					
<b>Students' Finance Officer</b>					
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 shows 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:

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Home Instructions **Clearance Request** Logout (Click here to log out)

Clearance Request

Displaying 1-1 of 1 result.

ID	Date Requested	Clearance Status	View
★	2020-03-24 12:21:49	ongoing	

Operations

- [Request for Clearance](#)

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Click Here

**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: [sdcc@dkut.ac.ke](mailto:sdcc@dkut.ac.ke)