



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 main website interface with three main columns: NOTICE BOARD, LATEST PUBLICATIONS, and RESOURCES. The RESOURCES column contains a vertical list of links: STAFF PORTAL, STUDENT PORTAL, STUDENT ONLINE CLEARANCE (highlighted with a red circle and an arrow labeled '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.

| NOTICE BOARD | LATEST PUBLICATIONS | RESOURCES |
|--|--|---|
| <ul style="list-style-type: none">Advertisement for Vacant Positions in the University - March 2020^{new}Notice to Clear from DeKUT Hostels - March 2020^{new}Notice on the April 2020 Graduation^{new}Implementation of the Presidential Directive on the Corona Virus Pandemic^{new}Communication on the Corona Virus Pandemic^{new}Downloads for 2020 Graduands^{new}Invitation for Tender - March 2020^{new}May 2020 Postgraduate Intake at the Main and Nairobi Campus^{new}May 2020 Intake for Undergraduate Programmes at the Main and Nairobi Campus^{new}May 2020 Intake for Diploma, Certificate & Professional Courses^{new} | <p>Facile removal of Fluoride Ions from water using Triethylamine Modified Polyethylene Adsorbent Gerald Mbugua; Isaac Mwangi; Ruth Wanjau; Ollengo, Moses Abednego; Nthiga, Esther Wanjai; Ngila, Jane Catherine (2020-02)</p> <p>Gastro-protective and anti-acidic effects of Corchorus trilobularis Linn against diclofenac- induced gastric ulcers. Siringo, Cyril G.; Mbugua, Paul M.; Chege, Boniface M.; Oluoch, Lincone L. (Discovery Phytomedicine (2020)</p> <p>Machine learning approach for sorting SiC MOSFET devices for paralleling Abuogo, James Opondo; Zhao, Zhibin (2020-01-08)</p> <p>The influence of particle packing density on wood combustion in a fixed bed under oxy-fuel conditions Tanul, Josephat Kipyegon; Kioni, Paul Ndirangu; Mirre, T.; Nowitzkib, M.; Karuria, N.W. (2019-12-27)</p> <p>Chemical, thermal and dilution effects of carbon dioxide in oxy-fuel combustion of wood in a fixed bed</p> | <ul style="list-style-type: none">STAFF PORTAL →STUDENT PORTAL →STUDENT ONLINE CLEARANCE → (Click Here)DeKUTES →UNIVERSITY SERVICE DELIVERY CHARTER →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:

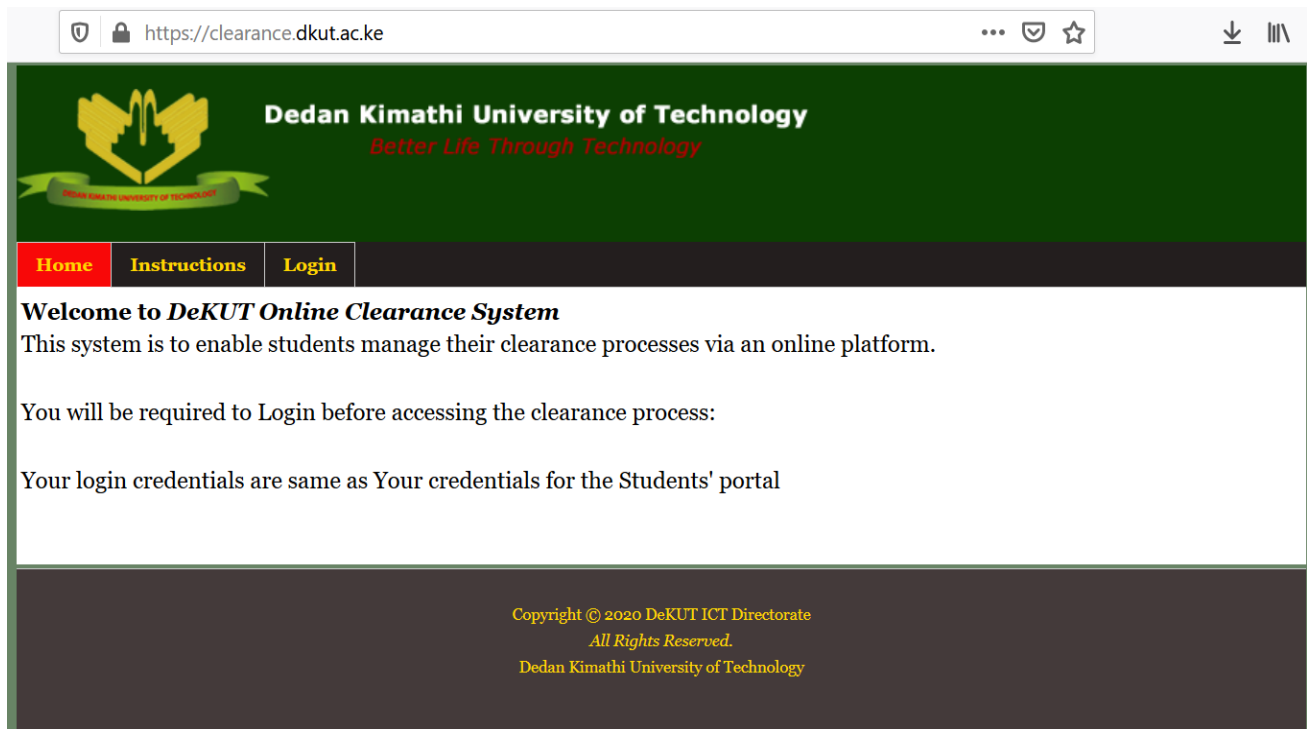
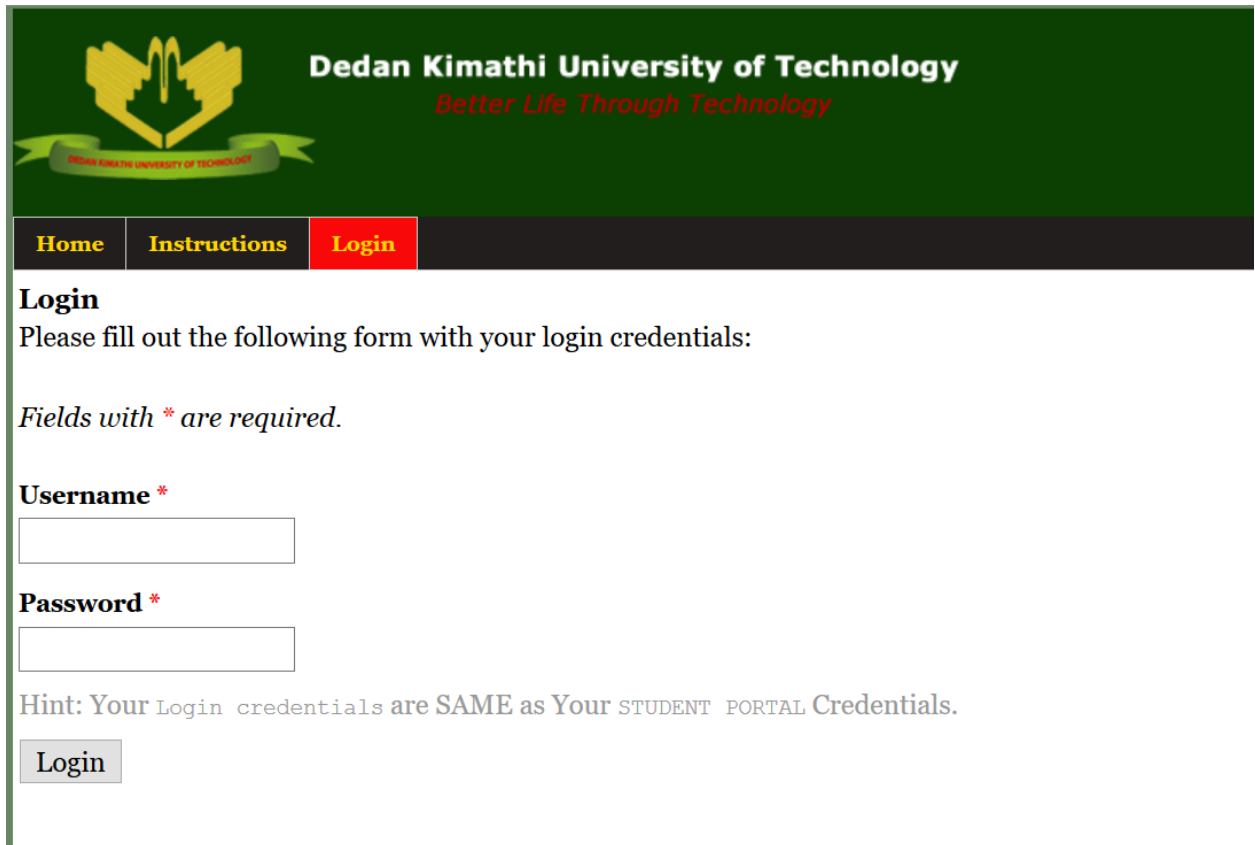


Figure 2: Online Clearance Home Page

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:



The screenshot shows the login page of the Dedan Kimathi University of Technology. The header features the university's logo on the left and the text 'Dedan Kimathi University of Technology' with the tagline 'Better Life Through Technology' on the right. Below the header is a navigation bar with three links: 'Home', 'Instructions', and 'Login'. The 'Login' link is highlighted in red. The main content area is titled 'Login' and contains the instruction 'Please fill out the following form with your login credentials:'. Below this is a note: 'Fields with * are required.' The form consists of two input fields: 'Username *' and 'Password *'. Below the password field is a hint: 'Hint: Your Login credentials are SAME as Your STUDENT PORTAL Credentials.' At the bottom of the form is a 'Login' button.

Dedan Kimathi University of Technology
Better Life Through Technology

[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.

Login

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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Better Life Through Technology

[Home](#) [Instructions](#) [Clearance Request](#) [Logout \(Crispin Mwangi\)](#)

Clearance Request

| ID | Date Requested | Clearance Status | View |
|----|----------------|------------------|------|
| | | | |

No results found.

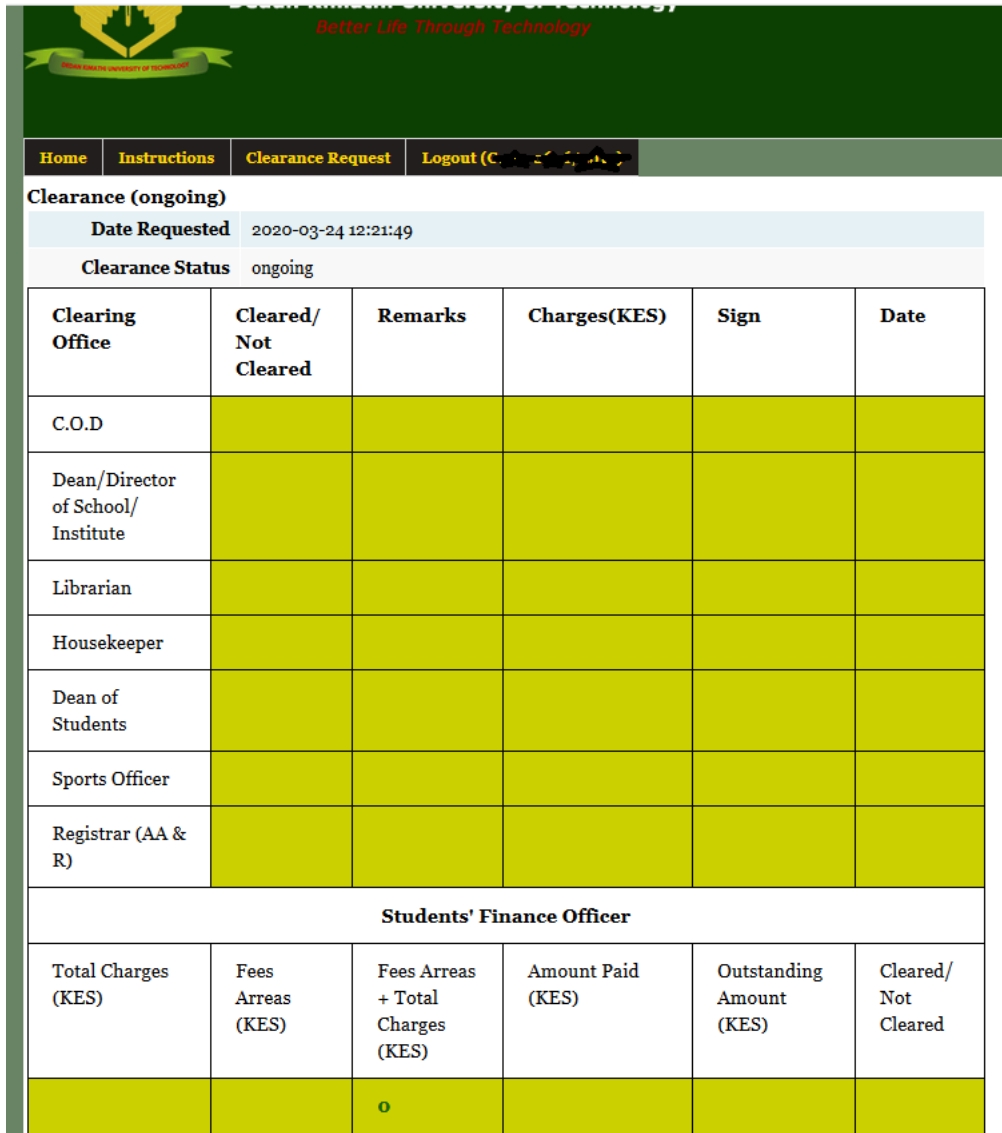
Operations

- [Request for Clearance](#)

Figure 4: clearance request dashboard

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

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 |
| | | 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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Better Life Through Technology

Home Instructions **Clearance Request** Logout (C...)

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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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: portal@dkut.ac.ke