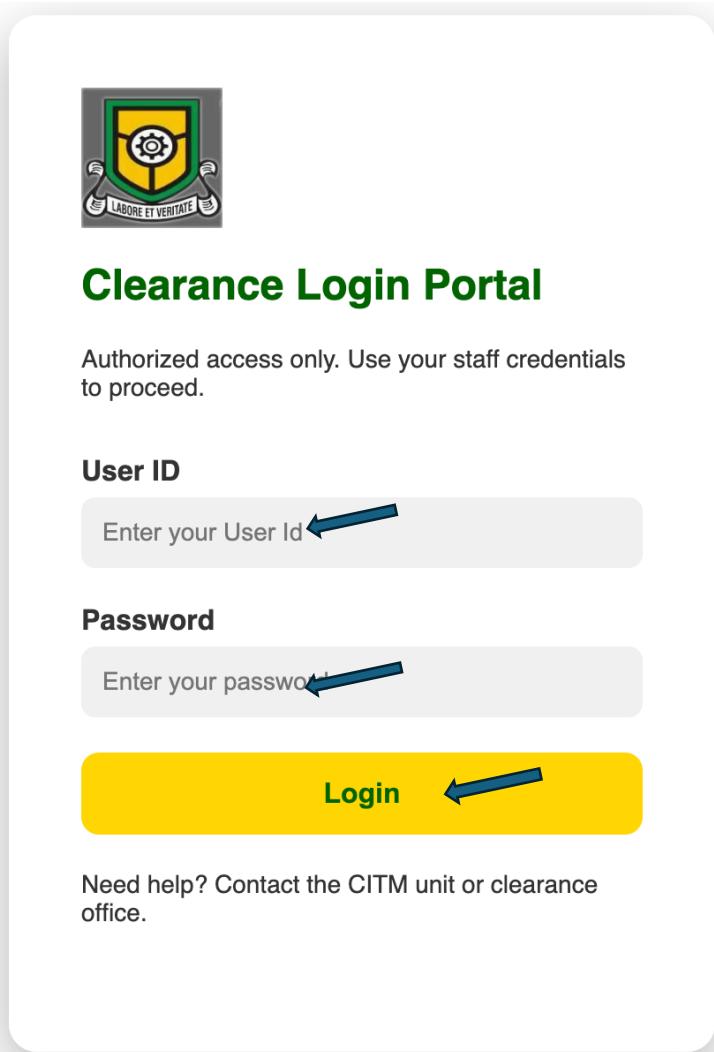


Login and Clearance Guide for Admins

1. Login Page

- Enter your **User ID** and **Password**.
- Click on the **Login** button to access the system.



The screenshot shows the 'Clearance Login Portal' interface. At the top center is a logo featuring a shield with a gear and the motto 'LABORE ET VERITATE'. Below the logo, the text 'Clearance Login Portal' is displayed in green. A message below the title reads: 'Authorized access only. Use your staff credentials to proceed.' The form consists of three main input fields: 'User ID' (placeholder: 'Enter your User Id'), 'Password' (placeholder: 'Enter your password'), and a yellow 'Login' button with the word 'Login' in green. Three blue arrows point from the text descriptions in the 'User ID' and 'Password' sections to their respective input fields, and another blue arrow points to the 'Login' button.

Clearance Login Portal

Authorized access only. Use your staff credentials to proceed.

User ID

Enter your User Id

Password

Enter your password

Login

Need help? Contact the CITM unit or clearance office.

2. Clearance Action Page

- This is where all candidates awaiting clearance are listed.
- You can either:
 - **Clear** the student, or
 - **Flag** the student with a reason if they cannot be cleared.

[View Cleared List](#) [Logout](#)

Clearance Portal

School Officer Section
School: ENGINEERING

S/N	Full Name	Matric ID	Programme	Action
1	[REDACTED] ARROADE	40126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student Flagged View Reason Delete Reason

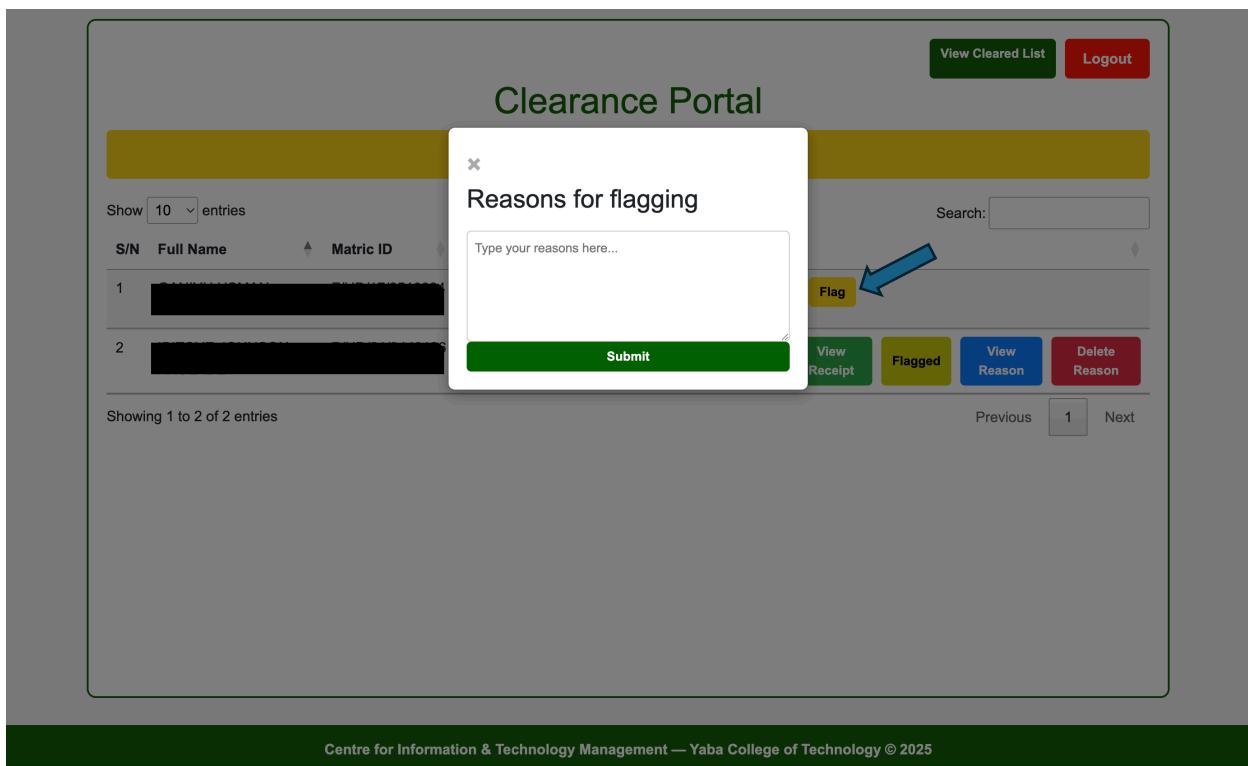
Show 10 entries Search:

Showing 1 to 1 of 1 entries Previous 1 Next



3. Flagging a Student

- Click on the **Flag** button.
- A **popup window** appears — enter the reason the student is being flagged.



4. After Flagging

- Once the reason is submitted, the button changes from Flag to Flagged.
- You **cannot flag again** unless you **delete the initial reason** and re-enter a new one.

Clearance Portal

School Officer Section
School: ENGINEERING

S/N	Full Name	Matric ID	Programme	Action
1	[REDACTED]	126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student Flagged View Reason Delete Reason

Show 10 entries Search:

Showing 1 to 1 of 1 entries Previous 1 Next



Clearance Portal

School Officer Section
School: ENGINEERING

S/N	Full Name	Matric ID	Programme	Action
1	AKOLADE	126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student Flagged View Reason Delete Reason

Show 10 entries Search:

Showing 1 to 1 of 1 entries Previous 1 Next



5. Viewing Flag Reasons

- To view the flagged reason for any student, simply click on the **view reason** button.
- The reason helps the student know what to resolve before being cleared.

[View Cleared List](#) [Logout](#)

Clearance Portal

Welcome to Bursary, School fee Section

S/N	Full Name	Matric ID	Programme	Action
1	CANIYU LUSMAN	E/HD/17/2510034	HND (BUILDING TECHNOLOGY) FULL TIME	Clear Student Flagged View Reason Delete Reason
2	[REDACTED]	126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student View Receipt Flagged View Reason Delete Reason

Show 10 entries Search:

Showing 1 to 2 of 2 entries Previous 1 Next

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6. Undoing a Mistaken Clearance

- If a student was mistakenly cleared:
 - Click on **View Cleared**.

The screenshot shows the 'Clearance Portal' interface. At the top right are 'View Cleared List' and 'Logout' buttons. Below is a yellow header bar with the text 'Welcome to Bursary, School fee Section'. The main area is a table with columns: S/N, Full Name, Matric ID, Programme, and Action. Two entries are listed:

S/N	Full Name	Matric ID	Programme	Action
1	OJANKEWAJO	034	HND (BUILDING TECHNOLOGY) FULL TIME	Clear Student Flagged View Reason Delete Reason <i>Flagged Reason: unpaid fees</i>
2		126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student View Receipt Flagged View Reason Delete Reason

At the bottom left is a message 'Showing 1 to 2 of 2 entries'. On the right are 'Previous' and 'Next' buttons, with '1' selected. A blue arrow points from the 'View Cleared List' button in the top right towards the 'View Cleared List' button in the table's action column for the first student.

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- A list of all cleared students appears.
- From here, you can **unclear** the student if necessary.
- Fill in the reason for unclearing student,then submit.

Logout	Back to UnCleared List			
Cleared Students List				
Cleared Students in Bursary Section				
Show	10 <input type="button" value="▼"/>	entries	Search: <input type="text"/>	
S/N	Full Name	Matric ID	Programme	
1	G [REDACTED] /3510034		HND (BUILDING TECHNOLOGY) FULL TIME	
Action Unclear				
Showing 1 to 1 of 1 entries		Previous	1	Next

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Logout

[Back to UnCleared List](#)

Unclear Student

Reason for unclearing:

Submit

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7. Click on back to uncleared list

- To view the list of uncleared students and the student you uncleared as well.
- After all activities have been carried out you can logout.

The image displays two screenshots of a web-based student clearance system. Both screenshots are from the 'Centre for Information & Technology Management — Yaba College of Technology © 2025'.

Screenshot 1: Cleared Students List

This page shows a single cleared student entry:

S/N	Full Name	Matric ID	Programme	Action
1	G [REDACTED]	510034	HND (BUILDING TECHNOLOGY) FULL TIME	Unclear

Buttons at the top right include 'Logout' and 'Back to UnCleared List'. A blue arrow points to the 'Back to UnCleared List' button.

Screenshot 2: Clearance Portal

This page shows two flagged students:

S/N	Full Name	Matric ID	Programme	Action
1	CANNYLLA OMAM	FNUK/202510001	HND (BUILDING TECHNOLOGY) FULL TIME	Clear Student Flagged View Reason Delete Reason
2	IRITOYE JOHNSON	FNUD/21/2448126	HND (MECHANICAL)	Clear Student View Receipt Flagged View Reason Delete Reason

A message 'Flagged Reason: unpaid fees' is displayed next to the first student's row. Buttons at the top right include 'View Cleared List' and 'Logout'. A blue arrow points to the 'Logout' button.

