

Login and Clearance Guide for Admins

1. Login Page

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



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 ListLogout

Clearance Portal

School Officer Section
School: ENGINEERING

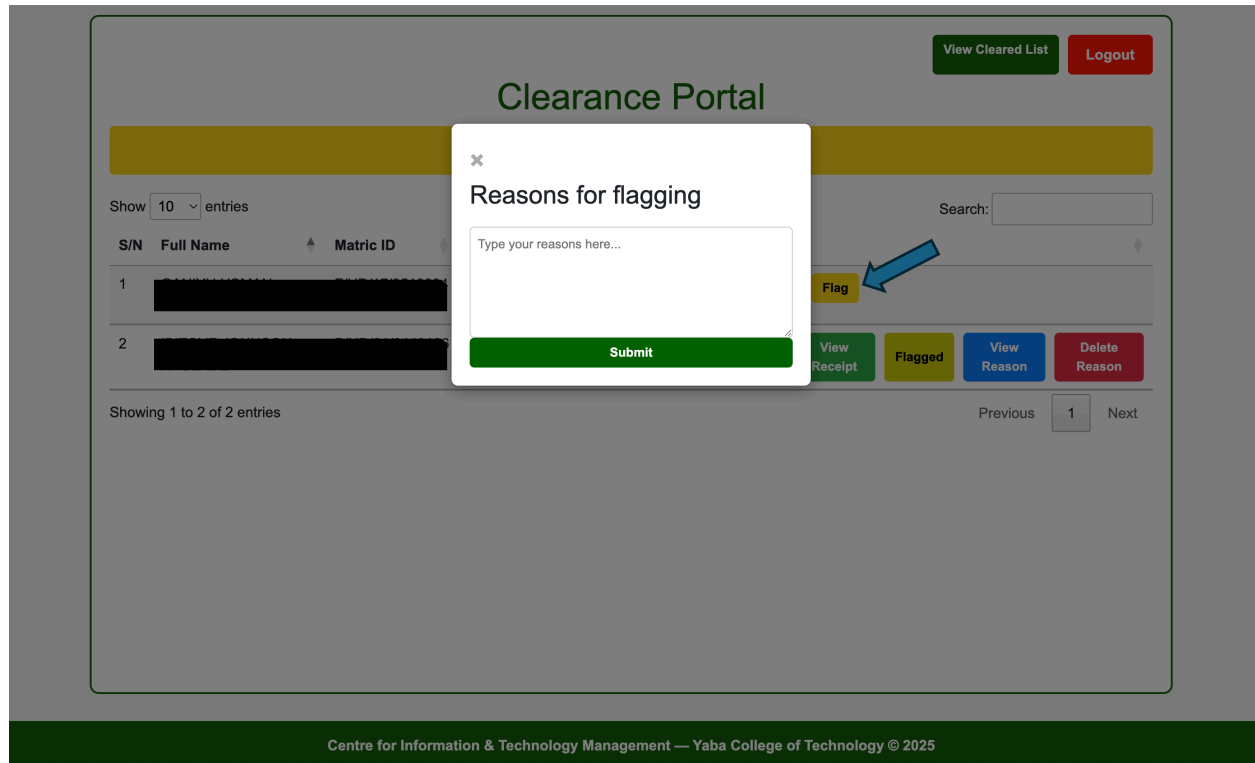
Show 10 entriesSearch:

S/N	Full Name	Matric ID	Programme	Action
1	████████████████████	40126	ND (MECHANICAL ENGINEERING) PART TIME	<div>Clear dentFlaggedView ReasonDelete Reason</div>

Showing 1 to 1 of 1 entriesPrevious1Next

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.

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

Clearance Portal

School Officer Section
School: ENGINEERING

Show entries

Search:

S/N	Full Name	Matric ID	Programme	Action
1	[REDACTED]	0126	ND (MECHANICAL ENGINEERING) PART TIME	Clear Student Flagged View Reason Delete Reason

Showing 1 to 1 of 1 entries

Previous Next

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

Clearance Portal

School Officer Section
School: ENGINEERING

Show entries

Search:

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

Showing 1 to 1 of 1 entries

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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 ListLogout

Clearance Portal

Welcome to Bursary, School fee Section

Show 10 entriesSearch:

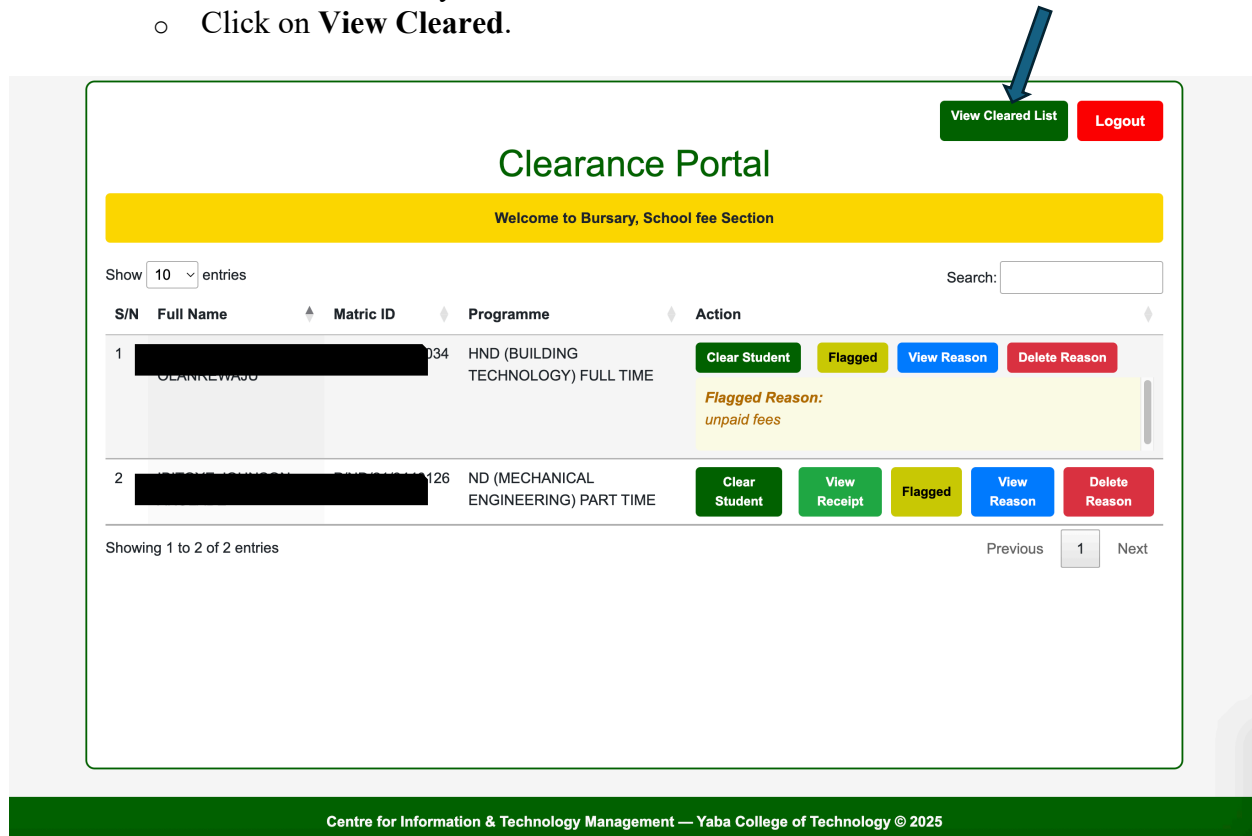
S/N	Full Name	Matric ID	Programme	Action
1	CANIVILLUSMAN	5/HJD/472/2510034	HND (BUILDING TECHNOLOGY) FULL TIME	<div>Clear StudentFlaggedView ReasonDelete Reason</div> <div>Flagged Reason: unpaid fees</div>
2	AKENDE	26	ND (MECHANICAL ENGINEERING) PART TIME	<div>Clear StudentView ReceiptFlaggedView ReasonDelete Reason</div>

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6. Undoing a Mistaken Clearance

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



The screenshot displays the 'Clearance Portal' interface. At the top right, there are two buttons: 'View Cleared List' (green) and 'Logout' (red). A blue arrow points to the 'View Cleared List' button. Below the header is a yellow banner with the text 'Welcome to Bursary, School fee Section'. The main content area features a table with columns: S/N, Full Name, Matric ID, Programme, and Action. The table contains two entries. The first entry (S/N 1) shows a student whose name is partially obscured by a black box, with Matric ID 034 and Programme HND (BUILDING TECHNOLOGY) FULL TIME. The 'Action' column for this entry includes buttons for 'Clear Student', 'Flagged', 'View Reason', and 'Delete Reason'. A yellow tooltip is visible for the 'Flagged' button, stating 'Flagged Reason: unpaid fees'. The second entry (S/N 2) shows a student with Matric ID 126 and Programme ND (MECHANICAL ENGINEERING) PART TIME, with buttons for 'Clear Student', 'View Receipt', 'Flagged', 'View Reason', and 'Delete Reason'. At the bottom of the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'. The footer of the page reads 'Centre for Information & Technology Management — Yaba College of Technology © 2025'.

Clearance Portal

Welcome to Bursary, School fee Section

Show entries Search:

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

Showing 1 to 2 of 2 entries Previous Next

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- Logout

Back to UnCleared List

Cleared Students List

Cleared Students in Bursary Section

Show 10 entries

Search:

S/N	Full Name	Matric ID	Programme	Action
1	G [REDACTED]	/3510034	HND (BUILDING TECHNOLOGY) FULL TIME	<div>Unclear</div>

Showing 1 to 1 of 1 entries

Previous

1

Next

Unclear Student

Reason for unclearing:

Submit

Showing 1 to 1 of 1 entries

Search: []

Full Name

Previous 1 Next

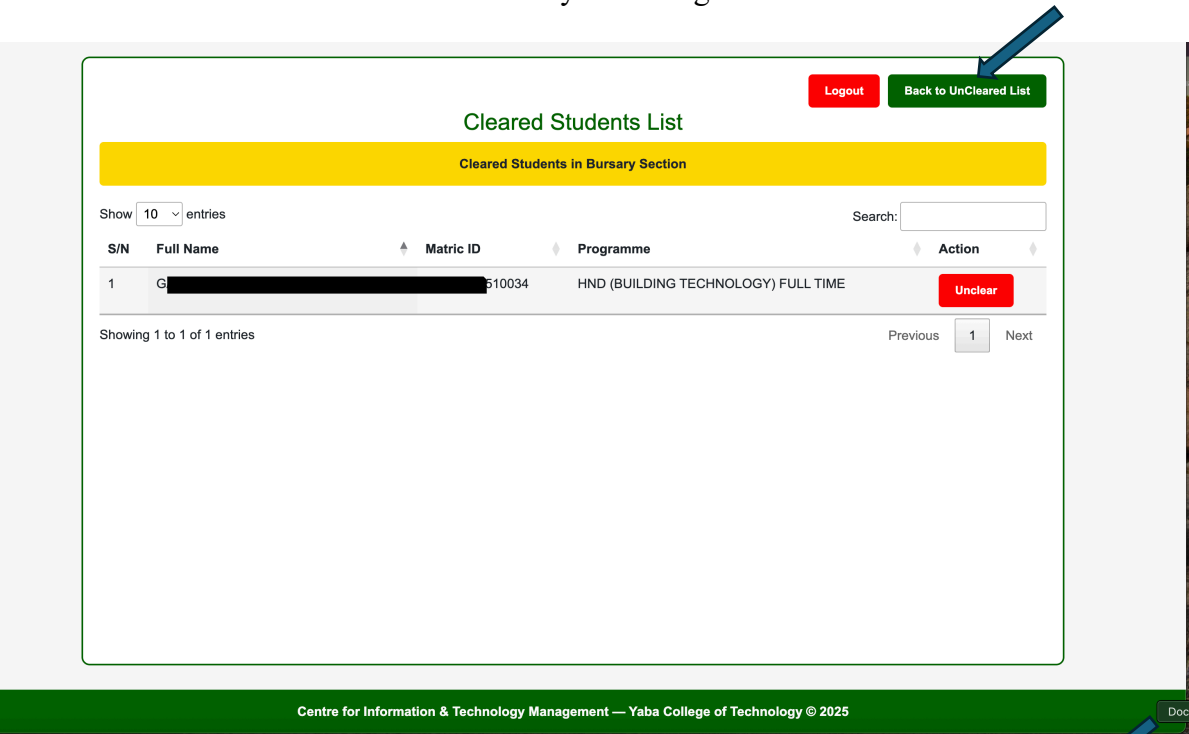
Logout Back to Uncleared List

Unclear

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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.



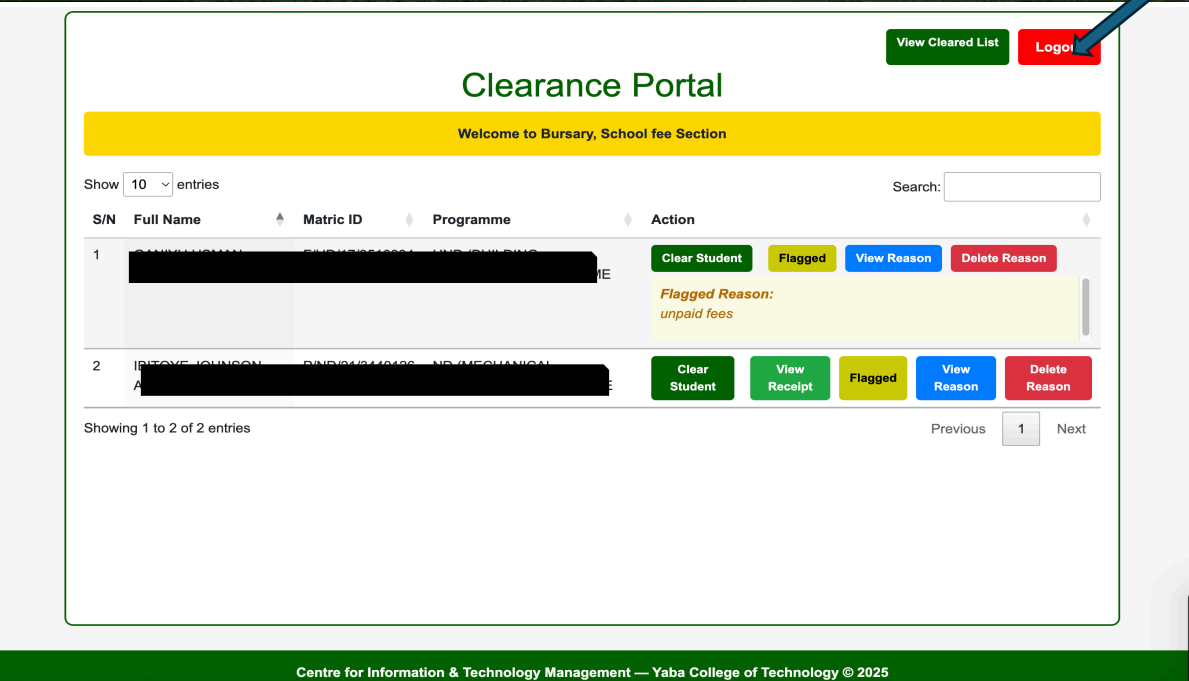
The screenshot shows the 'Cleared Students List' interface. At the top right, there are two buttons: 'Logout' (red) and 'Back to UnCleared List' (green). A blue arrow points to the 'Back to UnCleared List' button. Below the title, there is a yellow banner that says 'Cleared Students in Bursary Section'. The interface includes a search bar, a table with columns 'S/N', 'Full Name', 'Matric ID', 'Programme', and 'Action', and a pagination control. The table contains one entry with a red 'Unclear' button in the action column.

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

Showing 1 to 1 of 1 entries

Previous 1 Next

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The screenshot shows the 'Clearance Portal' interface. At the top right, there are two buttons: 'View Cleared List' (green) and 'Logout' (red). A blue arrow points to the 'Logout' button. Below the title, there is a yellow banner that says 'Welcome to Bursary, School fee Section'. The interface includes a search bar, a table with columns 'S/N', 'Full Name', 'Matric ID', 'Programme', and 'Action', and a pagination control. The table contains two entries. The first entry has buttons for 'Clear Student', 'Flagged', 'View Reason', and 'Delete Reason', with a 'Flagged Reason: unpaid fees' message. The second entry has buttons for 'Clear Student', 'View Receipt', 'Flagged', 'View Reason', and 'Delete Reason'.

S/N	Full Name	Matric ID	Programme	Action
1	[REDACTED]	[REDACTED]	[REDACTED]	<button>Clear Student</button> <button>Flagged</button> <button>View Reason</button> <button>Delete Reason</button> <i>Flagged Reason: unpaid fees</i>
2	[REDACTED]	[REDACTED]	[REDACTED]	<button>Clear Student</button> <button>View Receipt</button> <button>Flagged</button> <button>View Reason</button> <button>Delete Reason</button>

Showing 1 to 2 of 2 entries

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