



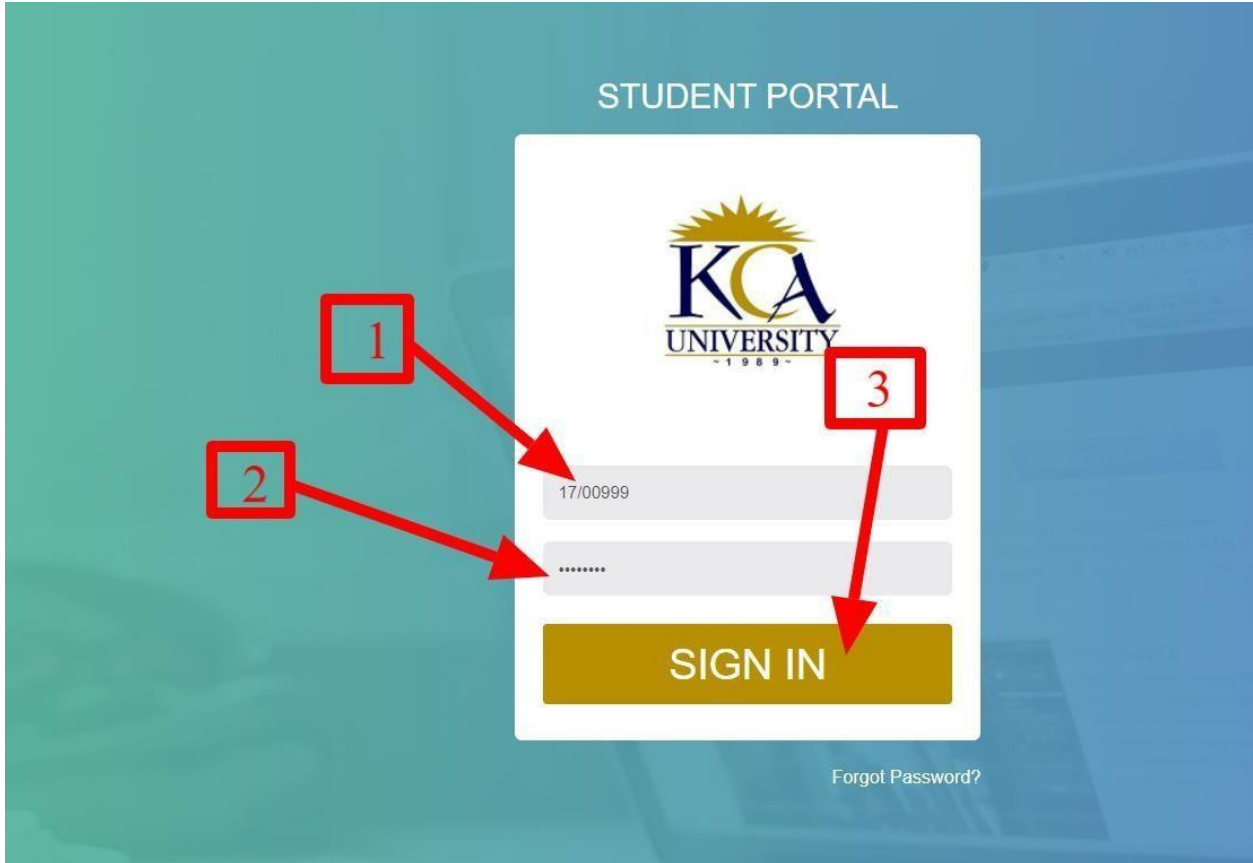
STUDENT'S ONLINE CLEARANCE MANUAL

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STEP ONE

Login in to the student's portal using your username and password.



STEP TWO

Click on Academics

STEP THREE

Under Academics section click on clearance

KCA UNIVERSITY STUDENT PORTAL

Home

Academics

- Course Registration
- Course Work
- Exam Card
- Exam Audit
- Exam Results
- Clearance**

Finance

Self Service

Profile

Admission No

ID/ Passport

Full Name

Gender

Date of Birth

Disability

Phone Number

KCA Email Address

Email Address

Postal Address

Total Billed

Total Paid

STEP FOUR

Click on Initiate clearance and select the program you want to register for.

Clearance

Initiate Clearance

CLEARANCE LIST

#	Programme Name	Date Initiated	Last Modified	Status
1	CPA	15/07/2021 07:26:41.227	15/07/2021	Active View

Info! Click on an available clearance to view.

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An entry will be generated to help you track your clearance workflow. To view the workflow click on view and check on the status of each dept. Also check on the comment from dept. notifying you on the progress.

Clearance

CLEARANCE LIST Initiate Clearance

#	Programme Name	Date Initiated	Last Modified	Status	
1	CPA	15/07/2021 07:26:41.227	15/07/2021	Active	View

CLEARANCE DETAILS

#	Stage	Approver	Last Modified	Status	
1	EXAMS	Erick Otieno	15/07/2021 07:26:41.337	Pending	No Comments
2	FINANCE	Fridah Murithi	15/07/2021 07:26:41.35	Pending	No Comments
3	LIBRARY	Christine Makokha	15/07/2021 07:26:41.35	Pending	No Comments
4	STDFINACE	Erick Oduol	15/07/2021 07:26:41.35	Pending	No Comments

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