

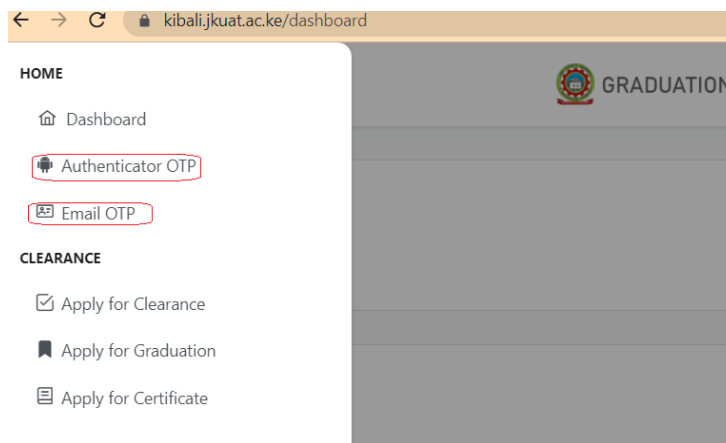
JKUAT CLEARANCE SYSTEM PILOT PORTAL – FINAL YEAR STUDENTS

ARE YOU A FINAL YEAR STUDENT CLEARING FOR THE JUNE GRADUATION? YOU CAN TEST RUN THE JKUAT ONLINE CLEARANCE SYSTEM BY FOLLOWING THE STEPS BELOW

KINDLY NOTE THAT YOU MIGHT NEED TO DO THIS PROCESS AGAIN ONCE THE SYSTEM GOES LIVE (AFTER THE PILOT) AND YOU MIGHT ALSO STILL BE EXPECTED TO FILL THE MANUAL FORMS.

FOR ANY FEEDBACK OR DIFFICULTIES KINDLY EMAIL clearance@jkuat.ac.ke OR contact ICT.

- 1) Go to <https://kibali.jkuat.ac.ke>
- 2) From the login page, create your student account by clicking [Create Account](#).
- 3) In the [Create Student Account](#) Page, enter your registration number and click [Create Account](#).
- 4) The next page will bring up your student details. If Campus is blank, select your Campus. Select your Nationality, enter Password and confirm and then click [Save](#).
- 5) Check your JKUAT Student Email and click the verification link to verify your account. You will not be able to log in without this verification step.
- 6) Go back to <https://kibali.jkuat.ac.ke>. And log in using your email address or registration number as the user name and the password you set in 4) above.
- 7) You will land on your dashboard of the clearance system.
- 8) From this screen you can apply for clearance. To apply for clearance, you will need to enable two factor authentication (2FA) by clicking Authenticator OTP or Email OTP from the side menu bar.



You need a One Time Password (OTP) from either of the two to apply for clearance.

- 9) Authenticator OTP :
 - a. The most convenient way to get the OTP is the Authenticator app on your smart phone. It works even if your phone has no internet (after you set it up successfully).

- b. Download the relevant Authenticator app on your phone (Google Authenticator or Microsoft Authenticator).
- c. Login on <https://kibali.jkuat.ac.ke> and click [Authenticator OTP](#)
- d. Click ENABLE TWO STEP VERIFICATION to reveal the QR Code
- e. After downloading the app on your phone for Google Authenticator, click Scan a QR Code or click the + button and choose Scan QR Code. Scan the QR code revealed in 9 (d) above. Add the code to your authenticator app. It will immediately start generating new OTPs (every 30 seconds). Enter OTP and click [SUBMIT CODE TO ENABLE OTP](#).
- f. The process above is similar for Microsoft authenticator. Kindly note that if you disable OTP after this process, you will need to repeat the whole process again (and you will need to delete the previous account for JkuClearance(RegNo...) on your Authenticator app)

10) Email OTP

- a. You can also use Email to get the OTP.
- b. Login on <https://kibali.jkuat.ac.ke> and click [Email OTP](#)
- c. Click SEND OTP CODE TO EMAIL button to send an OTP to your email.
- d. Check your email and enter the OTP you have received, and then click SUBMIT CODE TO ENABLE... button. You will receive OTPs on your JKUAT Email.