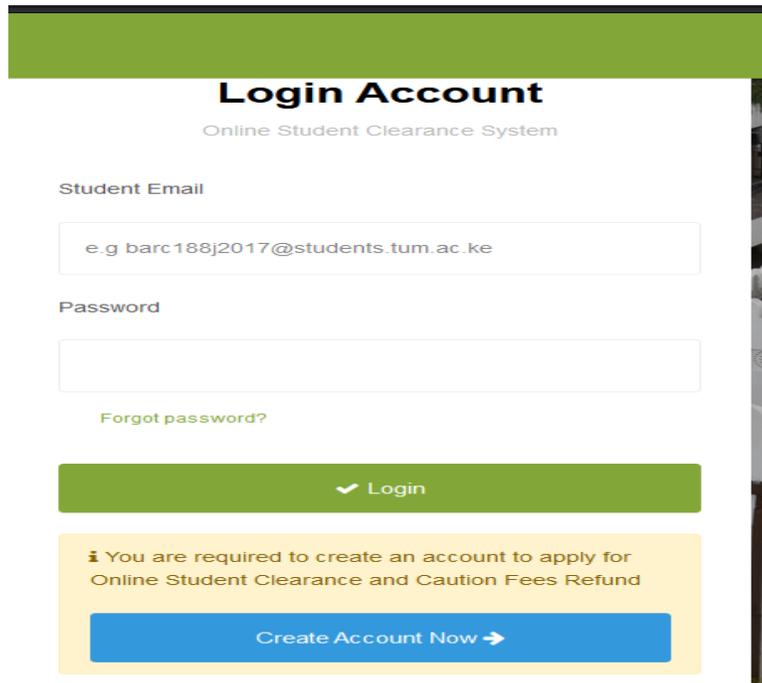


Student online Clearances System

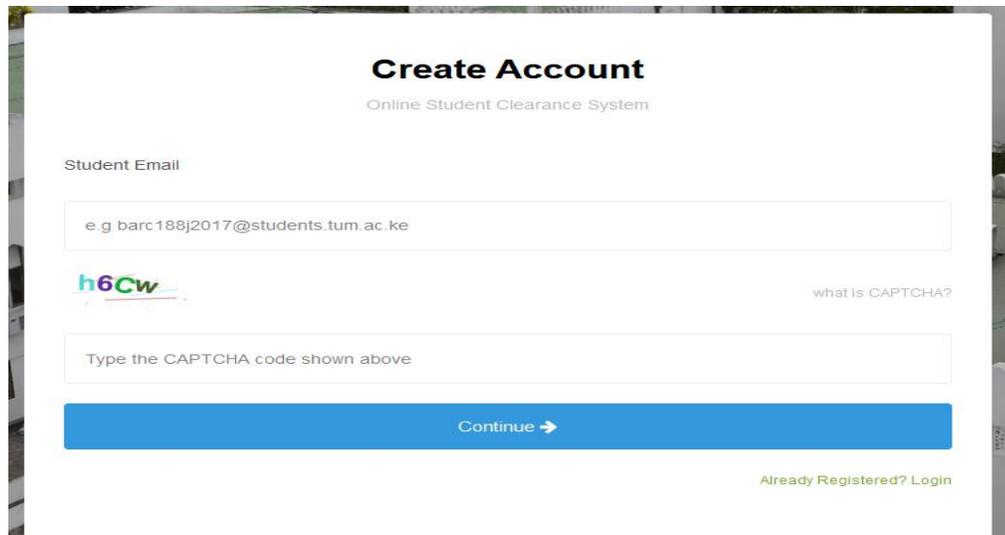
Student User Manual

- I. On the TUM website, go to Portals-Student Portals-Online Clearance, You'll get the following page to login or create a new user account.



The screenshot shows the 'Login Account' page. At the top, there is a green header with the text 'Login Account' and 'Online Student Clearance System' below it. The page contains two input fields: 'Student Email' with a placeholder 'e.g barc188j2017@students.tum.ac.ke' and 'Password'. Below the password field is a link for 'Forgot password?'. A green button with a checkmark and the text 'Login' is positioned below the input fields. A yellow warning box contains the text: 'i You are required to create an account to apply for Online Student Clearance and Caution Fees Refund'. Below this box is a blue button with the text 'Create Account Now →'.

- II. If you already have an account, enter your student email and password to log on. Else click on "Create Account Now" , you'll get the following form



The screenshot shows the 'Create Account' page. At the top, there is a white header with the text 'Create Account' and 'Online Student Clearance System' below it. The page contains two input fields: 'Student Email' with a placeholder 'e.g barc188j2017@students.tum.ac.ke' and a CAPTCHA field with the text 'Type the CAPTCHA code shown above'. The CAPTCHA field includes the h6Cw logo and a link for 'what is CAPTCHA?'. A blue button with the text 'Continue →' is positioned below the input fields. At the bottom right, there is a link for 'Already Registered? Login'.

- III. Enter your TUM email and CAPTCHA then click on **“Continue Button”**. You’ll required to enter a verification code that will be sent to your email in the page below and click on **“Verify Email”**

Verify Email

Online Student Clearance System

We sent Email verification link to
bsds00*****@students.tum.ac.ke .Check your inbox for
the verification code. If not found , please check you
SPAM folder.

Enter Verification Code

 Resend Code

 ✓ Verify Email

- IV. The following form will load requiring you to enter and verify your mobile number using an OTP that will be sent to your phone.

Complete your Profile

Student Number: BSDS/0027/2013

Name: Nekesa Maureen Asembo

Campus: Main Campus

School: School Of Humanities And Social Studies

Course level: UNDERGRADUATE

Programme: Bachelor Of Science In Development Studies

Mobile: 0720608240 [Send OTP](#)

Enter OTP: Enter OTP One Time PIN

Create Password:

Confirm Password:

[Create Account](#)

Create password and confirm the same, then click on Create account.

This will take you to the log on page, Enter email as user id and password then log in

Login Account
Online Student Clearance System

Student Email

Password

[Forgot password?](#)

[Login](#)

You are required to create an account to apply for Online Student Clearance and Caution Fees Refund

[Create Account Now →](#)

Once you are logged in, the following form showing your updated details will load, Click **Submit Request** so send your clearance application.



Apply for Clearance Online

Student Number	BSDS/0027/2013
Name	Nekesa Maureen Asembo
Campus	Main Campus
School	School Of Humanities And Social Studies
Course level	UNDERGRADUATE
Programme	Bachelor Of Science In Development Studies
Study	PART-TIME
Fees Balance	-5,000

[✔ Submit Request](#)

After submission you'll be able to monitor progress of your application on this page every time you log in.



Home >

Online Student Clearance Status ⋮

Approval Step	Status	Who	When
✘ COD/HOD	Waiting	Pending	
✘ Dean Of Students	Waiting	Pending	
✘ Hostel	Waiting	Pending	
✘ Librarian	Waiting	Pending	
✘ Security	Waiting	Pending	
✘ Registrar Office	Waiting	Pending	
✘ ICT Office	Waiting	Pending	
✘ Finance	Waiting	Pending	
✘	Waiting	Pending	

Once your application is fully approved your portal will appear as shown below

TUE, 28 JUN 2022 | HOME | NEED HELP? | LOGOUT | NEKESA

 [HOME](#) [ONLINE CLEARANCE](#) [CAUTION MONEY REFUND](#) [NEED HELP?](#) [LINKS](#) ▼

Home >

Online Student Clearance Status

Approval Step	Status	Who	When
✓ COD/HOD	Approved	Mwangi Jayne Muthoni	Tue 28/Jun/22 11:42 AM
✓ Dean Of Students	Approved	Joel Oluoch Awino	Tue 28/Jun/22 11:43 AM
✓ Hostel	Approved	Caroline Anyango Ougo	Tue 28/Jun/22 11:45 AM
✓ Librarian	Approved	Wanyenda Leonard Chilimo	Tue 28/Jun/22 11:45 AM
✓ Security	Approved	Mohamed Morowa Dhadho	Tue 28/Jun/22 11:46 AM
✓ Registrar Office	Approved	Serah Nekesa Welime	Tue 28/Jun/22 11:46 AM
✓ ICT Office	Approved	Kimwere Horatius Koome	Tue 28/Jun/22 11:49 AM
✓ Finance	Approved	Justin Orang'i Ombui	Tue 28/Jun/22 11:51 AM
✗	Waiting	Pending	

[View Approved Clearance Form](#) [Apply for Caution Money Refund >](#)

You can now view and print your approved clearance form or scan the provided QR code to download it to you phone.

Click on **“Apply for Caution Money”** and verify your M-pesa mobile number that will be credited using an OTP that will be sent to your phone. Finally click on **“Submit Request”**



[HOME](#)

[ONLINE CLEARANCE](#)

[CAUTION MONEY REFUND](#)

[NEED HELP?](#)

[LINKS](#) ▼

Student Name

NEKESA MAUREEN ASEMO

Campus

Main Campus

School

School of Humanities and Social Studies

Department

Social Sciences

Programme

Bachelor of Science in Development studies

Study

PART-TIME

Fees Balance

-5,000

MPESA Mobile No

0721354251

[Send One Time PIN](#)

Enter One Time PIN

OTP

[✔ Submit Request](#)