

How to Clear Students to Register in J1 Web

Using your KCU credentials, log in to J1 Web. my.kcu.edu/j1web

Username: The first part of your KCU email address without the @kcu.edu

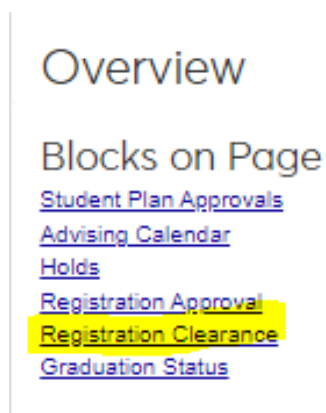
Typical Password: 8 Digit Birthday MMDDYYYY

Once you have logged in, click on the black Rubik's cube in the upper-left-hand corner of the screen:



Next, you will see a list of “Hubs” on the left-hand-side of the screen. First you will click *Student* and then click on *Academic Advising*. This will bring you to your Academic Advising Summary Page.

On the left side of the page you will click Registration Clearance.



Students needing Registration Clearance are listed at the bottom of the screen. Choose the student you want to clear and click the Clear to Register button.

Registration Clearance by Primary Advisor



Waiting for Clearance

Advisee	Appt Held On	Needed Action
+ Tonya T. Tester Off Plan	No appt held	Clear to register

Be sure to click yes, clear student.

! Clear Tonya to Register?



Once cleared, Tonya can register for 2022-2023 Academic Year - Fall. They'll be notified by email at registrar@kcu.edu if Automated Communications is turned on for students on the Advising Settings page.

Cancel

Yes, clear Tonya

Please contact the Registrar's Office with any questions.

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