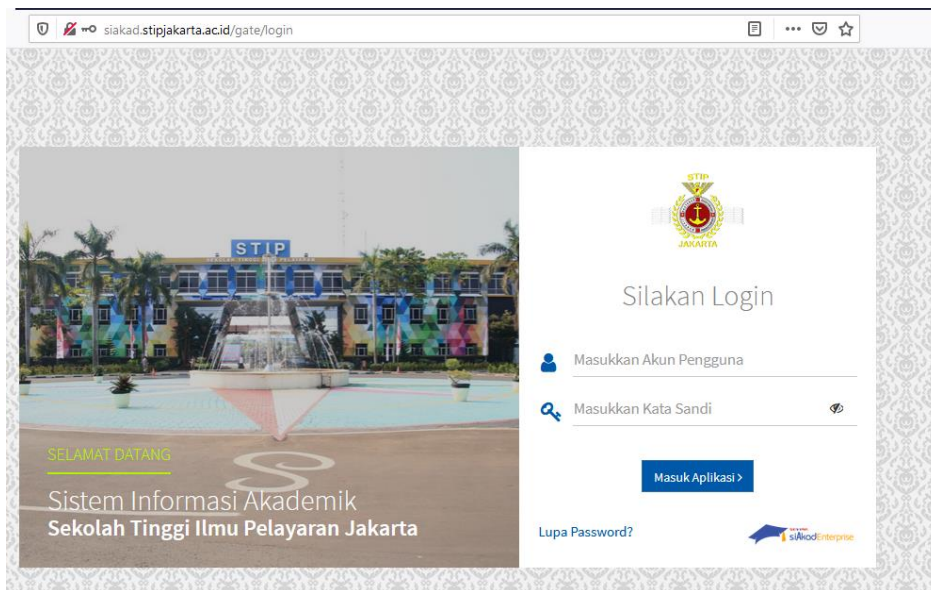


# PANDUAN APPROVAL CLEARANCE IN / OUT ONLINE MELALUI SIAKAD STIP JAKARTA

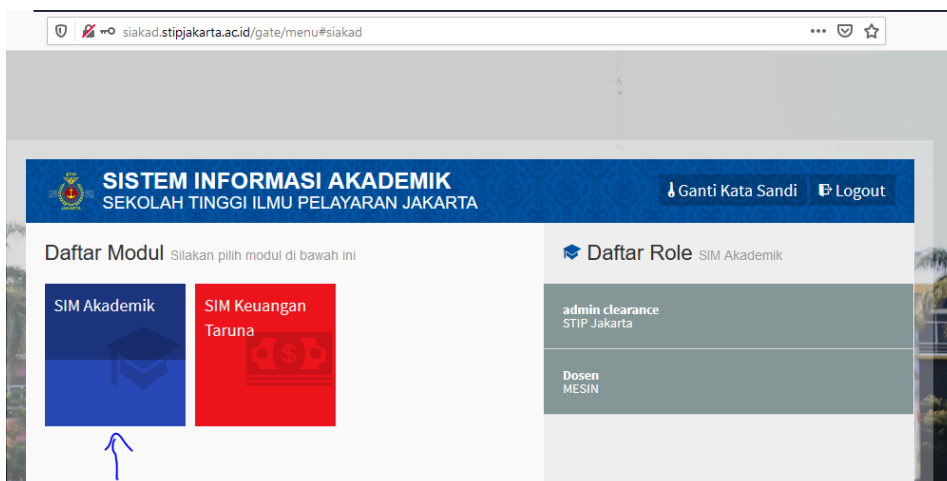
## 1. Login SIAKAD

Akses = <http://siakad.stipjakarta.ac.id>

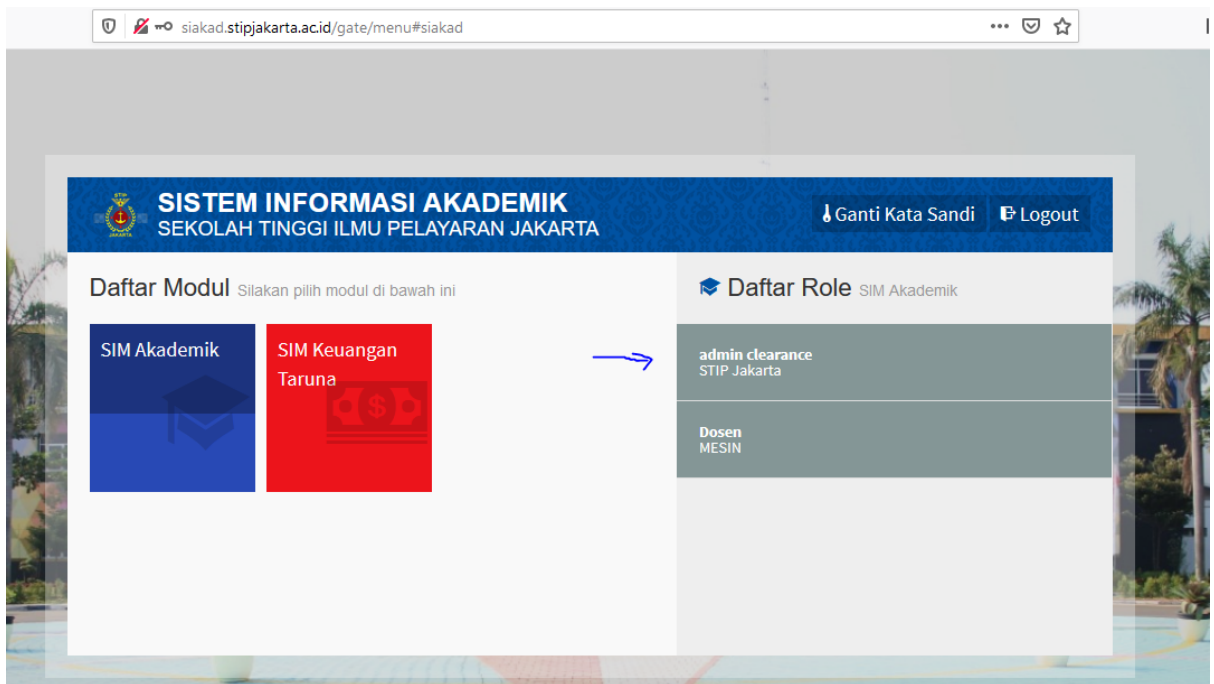
Username dan Password = NIP



## 2. Pilih Modul Akademik

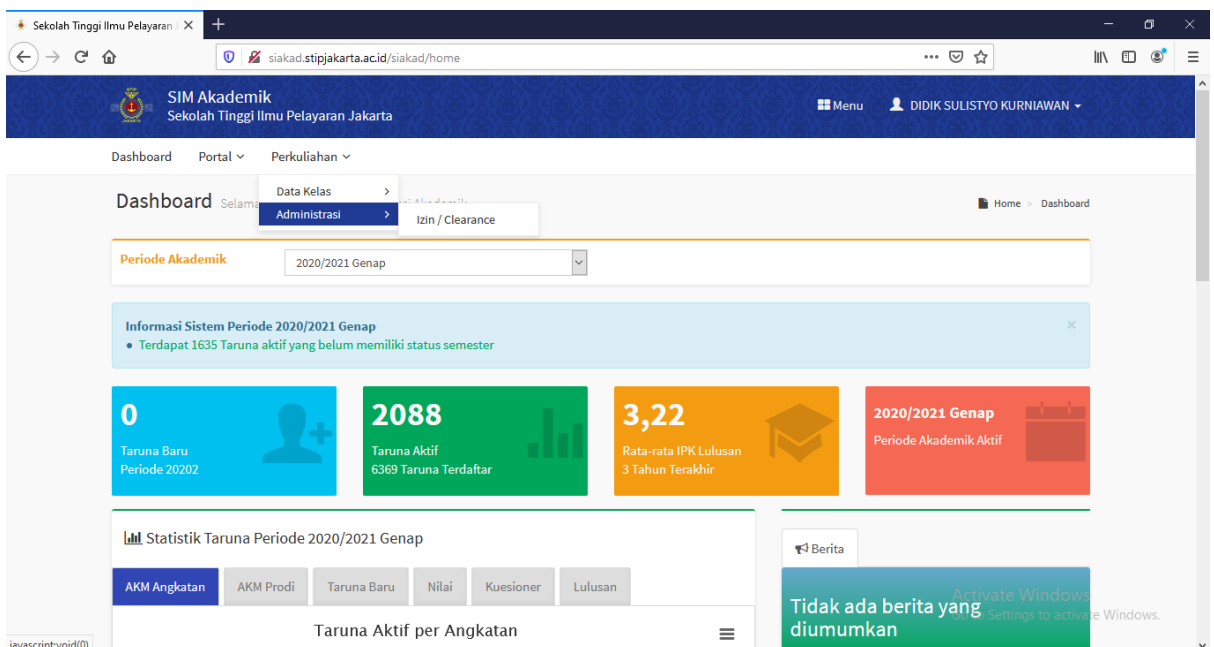


### 3. Pilih Role Admin Clearance



### 4. Cara Approval Usulan CO dan CI Taruna

Akses menu perkuliahan -> Izin Clearance




**Pilihlah periode akademik perkuliahan taruna dan pilih salah satu taruna klik -  
> Detail**

Izin / Clearance Home > Perkuliahan > Administrasi > Izin / Clearance

Periode: 2019/2020 Genap Program Studi: Sekolah Tinggi Ilmu Pelayaran Jakarta  
Tipe Izin: OUT Jenis Izin: -- Semua Jenis Izin --

-- Semua -- Cari Izin / Clearance

Taruna	Periode	Jenis Pengajuan	Status Akademik	Status	Batal ?	Aksi
359168667 ANAK AGUNG BAGUS SATRIA DEWANTARA Nautika	2019/2020 Genap	Praktek Laut/Darat	Aktif	Belum ada validasi	✓	<input type="button" value="👁"/>
15.8186.N IHSANUL ADLI V Nautika	2019/2020 Genap	Praktek Laut/Darat	Aktif	Belum ada validasi	✗	<input type="button" value="👁"/>
461189688 ALIZA AZZAHRA Ketatalaksanaan Angkutan Laut dan Kepelabuhanan	2019/2020 Genap	Praktek Laut/Darat	Aktif	Belum ada validasi	✗	<input type="button" value="👁"/>




**Klik Menu Izin / Clearance -> Klik tombol Edit (kotak orange)**

siakad.stipjakarta.ac.id/siakad/data\_izin/detail/45 80% ... 🛡️ ☆

Taruna Data Izin (Clearance) Taruna Home > Portal > Taruna > Data Izin (Clearance) Taruna

Cari Taruna



Biodata  
Status Semester  
Kemajuan Belajar  
Kartu Rencana Studi  
Kartu Hasil Studi  
Transkrip  
Nilai Kuliah  
Kuesioner  
Riwayat Keuangan  
Izin / Clearance  
Pelanggaran / Reward  
MK Mengulang  
Nilai Pindahan

NRP	359168667	Nama Taruna	ANAK AGUNG BAGUS SATRIA DEWANTARA
Status Taruna	Aktif	Program Studi	Nautika
Angkatan	2016	Pembimbing Akademik	Capt. SUPENDI, M.MTr.
Tahun Kurikulum	2016	Semester / IPK Lulus	8 / 3.32
Periode	2019/2020 Genap	Jenis Izin	Praktek Laut/Darat
Tipe	OUT	Nomor Surat Izin	


**Syarat Berkas**

KTP

**Validasi Pengajuan Izin**

Validator 1	Keuangan	✓ Valid
Validator 2	Perpustakaan	✓ Valid
Validator 3	SUB BAG. ADMINISTRASI PENDIDIKAN	✗ Valid
Validator 4	SUB BAG. ADMINISTRASI KETARUNAAN DAN ALUMNI	✗ Valid
Validator 5	SUB BAG. ADMINISTRASI PENDIDIKAN	✗ Valid
Validator 6	SUB BAG. ADMINISTRASI KETARUNAAN DAN ALUMNI	✗ Valid
Validator 7	SUB BAG. ADMINISTRASI PENDIDIKAN	✗ Valid
Validator 8	SUB BAG. ADMINISTRASI KETARUNAAN DAN ALUMNI	✗ Valid
Validator 9	SUB BAG. ADMINISTRASI PENDIDIKAN	✗ Valid

Activa  
Go to St



# Approval dengan checklist

The screenshot shows a web application interface for SIM Akademik. The main content area displays a student's clearance form for Taruna. The form includes a search bar, a student photo, and a table of personal and academic details. Below this, there is a section for 'Syarat Berkas' (Requirements) with a file upload field for 'KTP'. The 'Validasi Pengajuan Izin' (Clearance Request Validation) section contains a table with four validators, their respective departments, and a 'Valid' checkbox for each. A red arrow points to the 'Valid' checkbox for Validator 4.

Validator	Keuangan	Valid
Validator 1	Keuangan	<input checked="" type="checkbox"/> Valid
Validator 2	Perpustakaan	<input checked="" type="checkbox"/> Valid
Validator 3	SUB BAG. ADMINISTRASI PENDIDIKAN	<input checked="" type="checkbox"/> Valid
Validator 4	SUB BAG. ADMINISTRASI KETARUNAN DAN ALUMNI	<input type="checkbox"/> Valid

