

## ***Grant and Revoke Registration Clearance***

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The first step in granting or revoking a registration clearance is to generate a list of advisees. For information on how to accomplish this, please see the **Search for Advisee** document on the **My Siena** page of the **Siena Heights Training Web Site**.

Once the advisee list has been generated, click the button for the student under the **Registration Clearance** column. This is a toggle button that will either grant or revoke **Registration Clearance**.