Online Results Distribution User Manual

SYSTEM ACCESS

Option A- Via the ZIMSEC website:

Visit the ZIMSEC website on www.zimsec.co.zw and you will be taken to this page:

Click on view Results and you will be taken to a page like the one shown below:

Select your region where your school is located in and proceed to the instructions for registration on page 2 of this document.

Option B- Via direct access to your school's region:

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The application portal is accessed via the following Regional access links/addresses.

| Region	Description	Portal Address
R1 and R6	HARARE and MASVINGO	https://dcmv1.zimsec.co.zw
R2 and R5	MUTARE and MIDLANDS	https://dcmv2.zimsec.co.zw
R4, R9 & R10	BULAWAYO, MATABELELAND NORTH & MATABELELAND SOUTH	https://dcmv3.zimsec.co.zw
R3, R7 & R8	MASHONALAND EAST, MASHONALAND CENTRAL & MASHINALAND WEST	https://dcmv4.zimsec.co.zw

Copy and paste on the web browser address bar the link for your region where your school is located in: e.g if your school is in Bulawayo the address to use will be as below:

CANDIDATE MODULE
Account Creation

The following screen will be displayed after opening the portal link.

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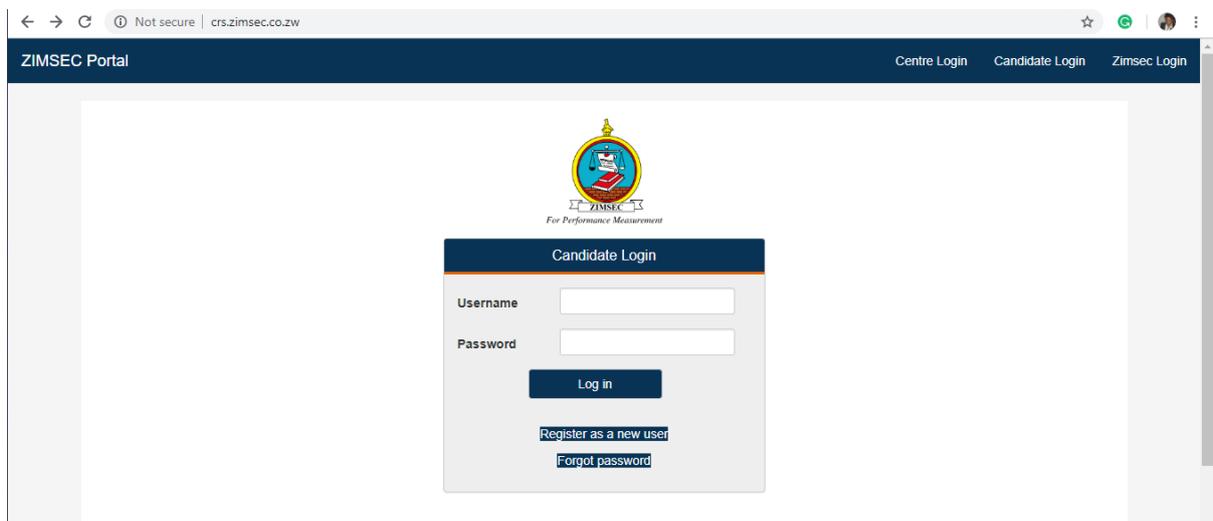
1. To login, candidates need to create an account to gain access into the system
   1.1 Click on **Candidate Login** on the home screen on the top right corner as indicated below.
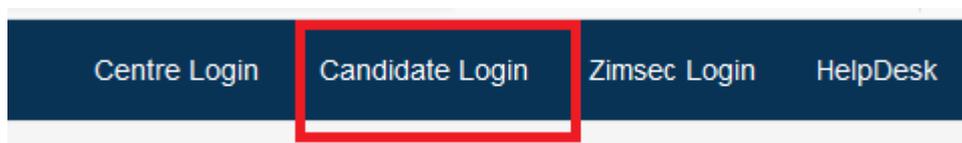
The following login menu is displayed. below to register

1.2 Click on **Register New User** highlighted above**. The** screen below will appear

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1.3 Instructions on user registration are listed on the right side of the screen.

1.4 Make sure to select **November** as Session and **Grade 7** as level as highlighted above.

2. **Candidate Login**

    2.1. Click on Candidate Login, A Login window appears as shown below where you need to specify your username and password

    2.2. Enter Username and Password as created at user registration.

    2.3. Click on Login indicated above.

3. Upon successful login the Results portal screen as shown below pops up.

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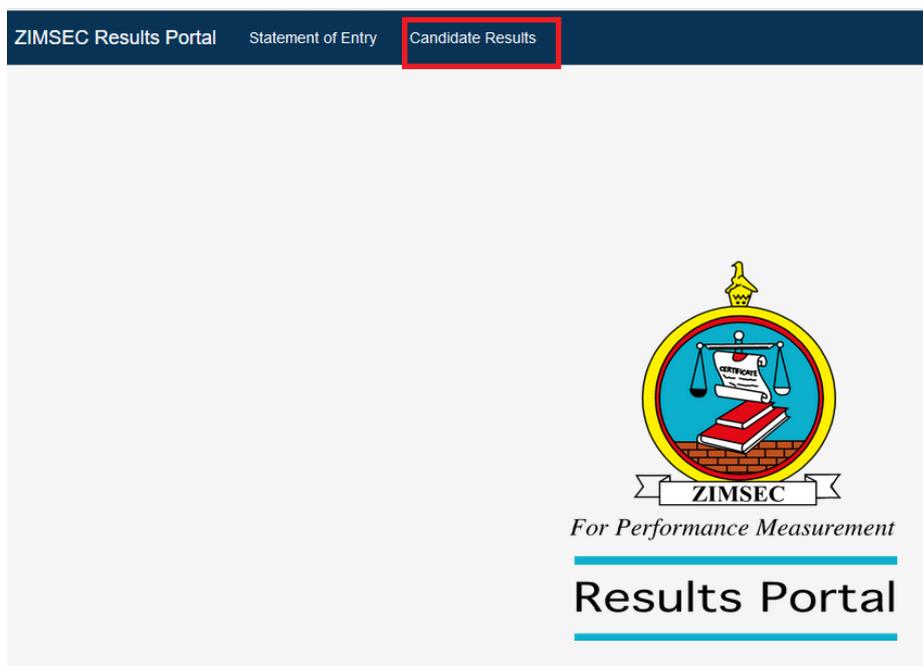
3.1. On the Results Portal Window there is **Candidate Results Menu** on the top left corner of the window as highlighted above.

3.2. Click on the **Candidate Results** menu to view candidate results. The candidate result slip is displayed as shown below.

4. Changing Passwords.

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4.1. To change your password, Click on **Change Password** on the top right menu indicated above.

4.2. Type in your username

4.3. Type in your current password in the field **Old Password**

4.4. Type in your new password

4.5. Retype the new password on **Confirm Password**

4.6. Click on **Rese**t button to effect the change

CENTRE MODULE

5. For a centre to be login to the Results system a user needs to create an account

5.1. Click on **Centre Login** on the home screen top left corner menus, the screen below will appear

5.2. Click on **Register as a new user**

This page is strictly for Zimsec centres, not candidates

Centre Login	
Username	
Password	
	Log in
	Register as a new user

5.3 A screen below will appear

5.3 Type in your **Centre number, Username, Full name, Password, Security Phrase** in the fields provided (Username will be any name which a user will use to logon, A security phrase is an additional check measure to validate a user at logon)

5.4 A security phrase should be at least 10 characters long including spaces.

5.5 Click on the drop list menu to select your role either as a Centre Admin or an Ordinary system user

5.6 NB THERE CAN ONLY BE ONE CENTRE ADMIN IN THE SYSTEM, THE ADMIN ACCOUNT HAS TO BE ACTIVATED BY YOUR RESPECTIVE REGIONAL OFFICE UPON CREATION!!!!

6. Upon successful creation of an account
   6.1. Click on Centre Login, the screen below will appear
   6.2. Enter Username and Password specified
   6.3. Click on the **Login** button

The Security Phrase Screen will popup

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You are required to type in the characters in your security phrase at account creation according to the random positions specified.

I.e., I AM A HEADMASTER AT .... as a security phrase will be typed as

- Position 4 is M

- Position 11 is D

- Position 20 is T

NB A space is considered as a character in your phrase!!!!

Click on **Verify** to proceed. Typing in wrong details of the security phrase bars a user from logging in.

7. Upon successful login in, the system takes you to the Home Screen
    7.1. On the home screen menu there is the **Candidates Results** and the **Candidates Grades by Subject** options
    7.2. Click on the **Candidates Grades by Subject** to view Subject Passes.

7.3 Click on the **Candidate Results** to View the list of all candidates at centre

7.4 Select **Session, Level and Examination Year** to pull out a list of Candidate Results

7.5 Canditate Entry Listing menu will produce the following output.

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7.6 Grades by Subject Report will produce the following output

8. Activation of User accounts

The Centre system Admin can activate users created to use the system on the window below

   8.1. Click on Account Services, a drop down Menu will appear

   8.2. Click on Activate user to enable a user to access the system

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To view active users in the system

> 8.3 Click on Account Services and select Active Users, the same window can be used to **Deactivate** a user or **Reset** their passwords.
>
> 8.4 Click on **Deactivate** to disable a user account
>
> 8.5 Click on **Reset** to reset a user password