

How to Access Student Portal

Step 1:

Go to on the nav bar where it is written **Portal** and click there,

Home About Us ▾ Training Divisions ▾ Student Affairs ▾ Library ▾ Portals ▾ Admissions ▾ Contact Us ▾ ICT ▾

Apply Now

a drop down menu should appear and you should see where it is written **Student Portal** and click there

Home About Us ▾ Training Divisions ▾ Student Affairs ▾ Library ▾ Portals ▾ Admissions ▾ Contact Us ▾ ICT ▾

Apply Now



Step 2:

Click on **Student portal** and it takes you straight to the login page were your username and password is requested as illustrated by the image below:

A screenshot of a login page for '2023 Kwekwe Polytechnic'. The page has a dark blue background. At the top, it says '2023 Kwekwe Polytechnic' in blue and 'Sign in to continue to Easylearn.' in white. Below this are two input fields for 'Username' and 'Password', each with a small square icon to its left. There is a 'Show password' checkbox below the password field. A large blue 'SIGN IN' button is centered below the input fields. Below the button, there is a separator line and the text '- On Campus login -'. Underneath is a yellow button labeled 'ON CAMPUS RESULTS PORTAL'. Another separator line follows, with the text '- Sign as Lecturer -' below it. At the bottom is a green button labeled 'LECTURER PORTAL'.

Step 3:

Your username is your student number eg X011224FT and your password is 12345 if you havent logged into your portal before and click sign in. Once you log in a page appears which requires you to update your password and after updating it, you go straight into your portal.

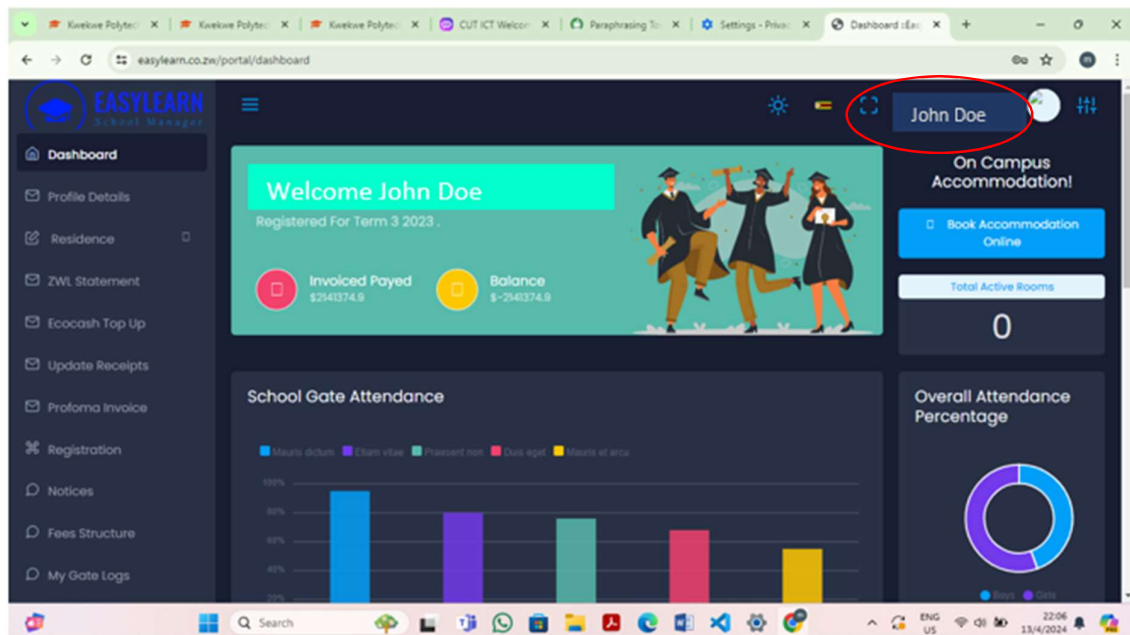
Below is an image which shows a student who has successfully logged into his/her portal.



How to Update your Profile

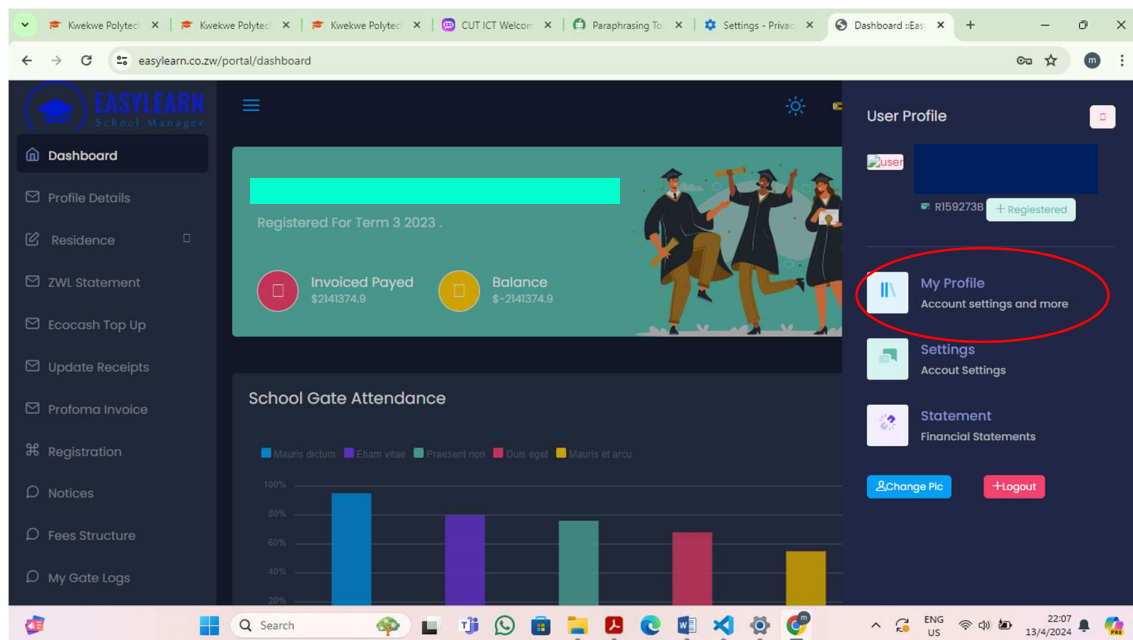
Step 1:

Once you have logged into your portal, click on where your name is written in the top right corner.



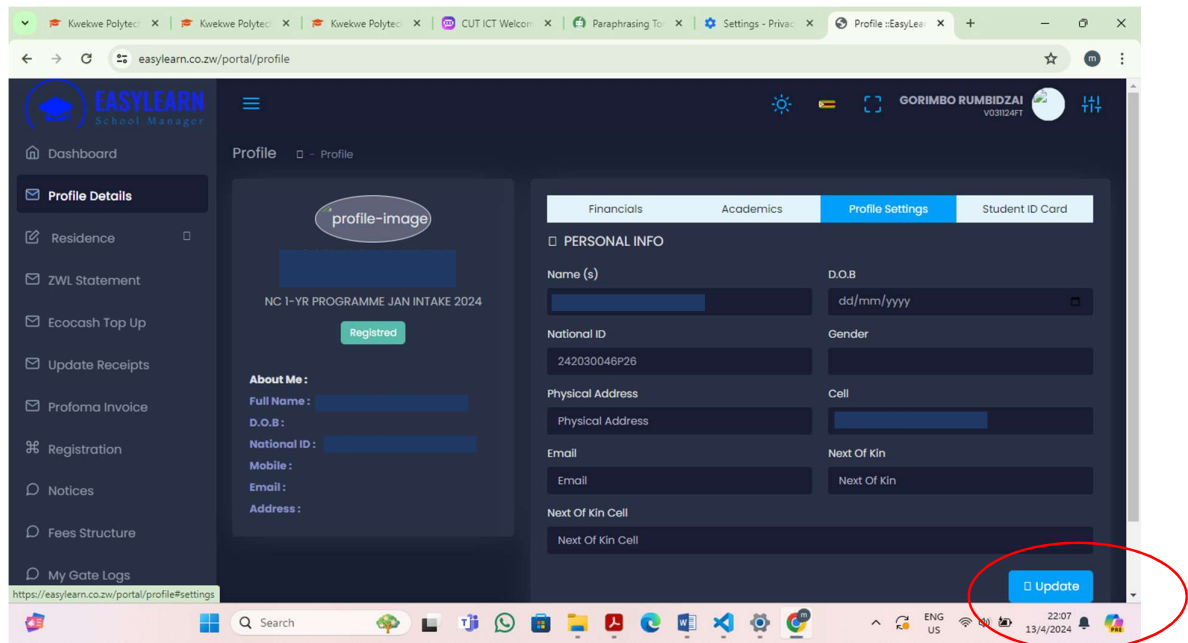
Step 2:

The following page in image will appear and you click on **My Profile** :



Step 3:

Once you have clicked on my profile, the page in the image below will appear and you fill in your details and click update.



How to view and download your receipt on portal

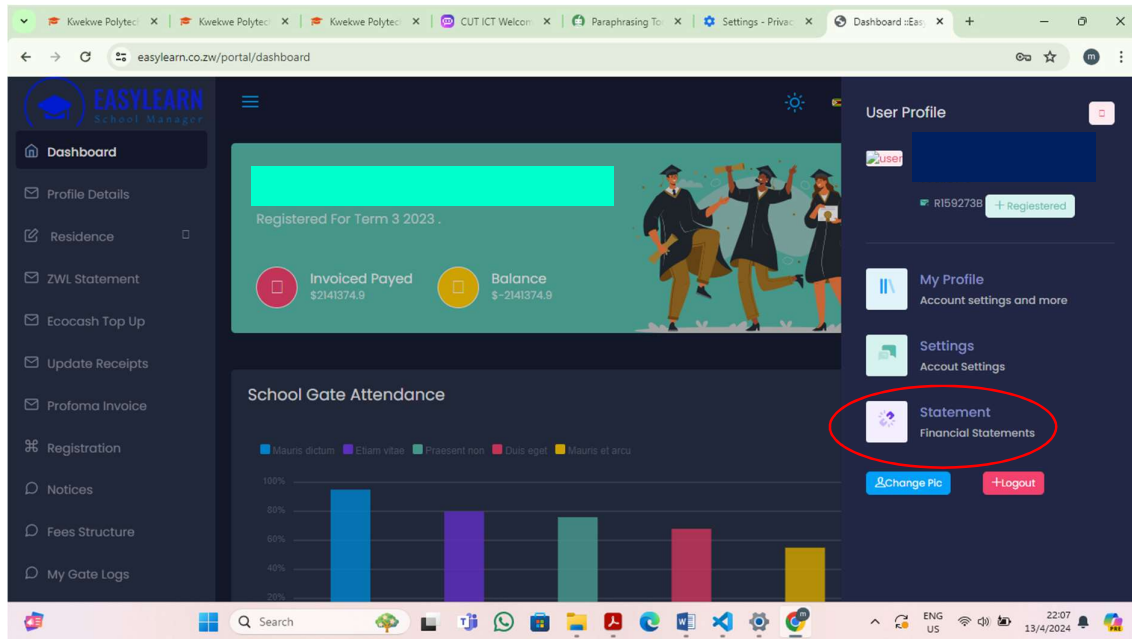
Step 1:

Once you have logged into your portal, click on where your name is written in the top right corner.



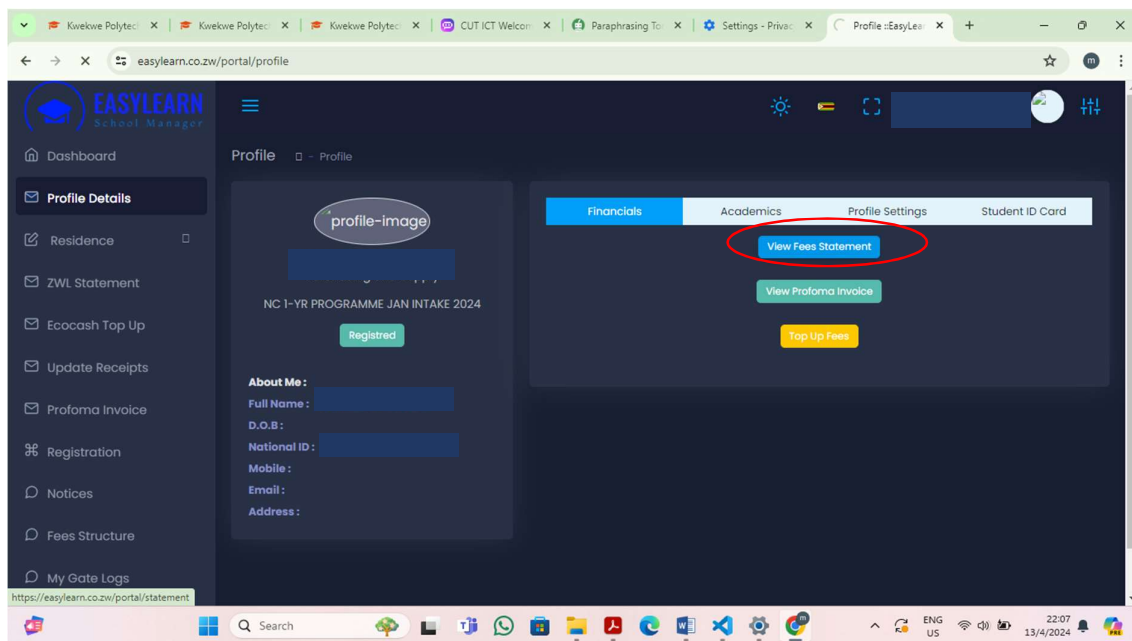
Step 2:

The following page in image will appear and you click on **Settings**:



Step 3:

After clicking setting, the page below will appear and click on **view fees statements**:



Step 4:

Once you click on view fees statements, the following page will be displayed and you look for the date on which you paid your fees and click print and you'll get the option to save the receipt as a pdf.

The screenshot shows the Easylearn School Manager portal. The sidebar on the left contains the following menu items: Dashboard, Profile Details, Residence, **ZWL Statement**, Ecocash Top Up, Update Receipts, Profama Invoice, Registration, Notices, Fees Structure, and My Gate Logs. The main content area is titled 'Statement' and displays the following information:

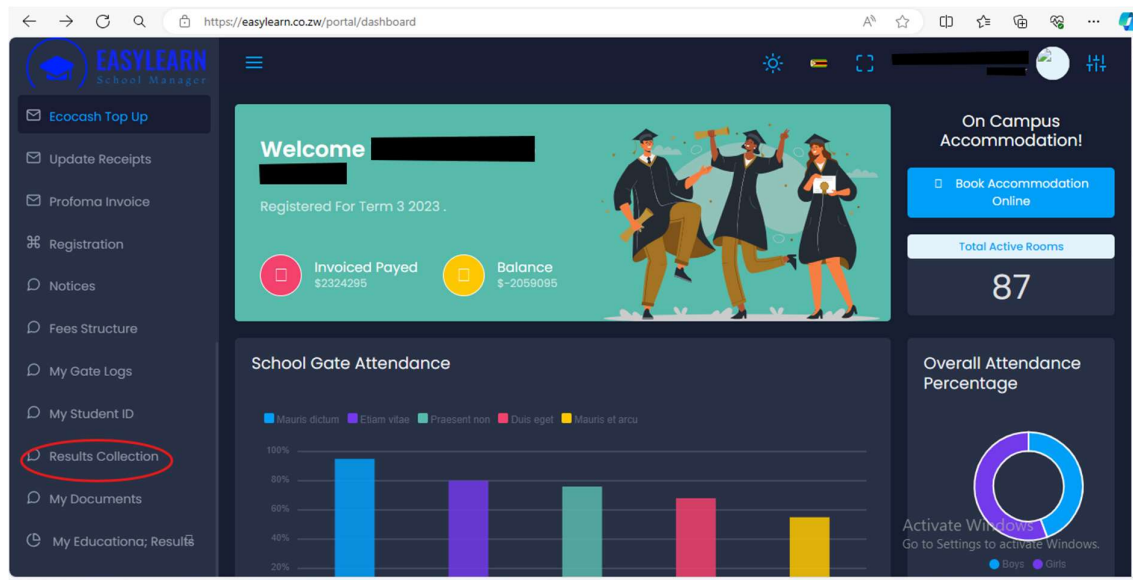
- Kwekwe Polytechnic**
No. 1 Railway Ave, R Mugabe Hwy, Kwekwe
Telephone:
Email:
Website:
- Student Details**
Course: Purchasing and Supply (PUR-SUP01)
Level: NC 1-YR PROGRAMME JAN INTAKE 2024 (NC 1.1 2024)
- A QR code is displayed on the right.
- A table with the following columns: Id, Date, Reference, Reference, Description, Invoice, Payment, and Print.

Id	Date	Reference	Reference	Description	Invoice	Payment	Print
3163198	2024-02-05 00:00:00		Customer Receipt	GORIMBO RUMBIDZAI-S00038098840 FEES		ZWL 2141374.9	Print
- Sub-total: ZWL \$-2141374.9
ZWL \$-2141374.9
- At the bottom right, there are two buttons: [Print](#) (circled in red) and [Submit](#).

How to Access your Results

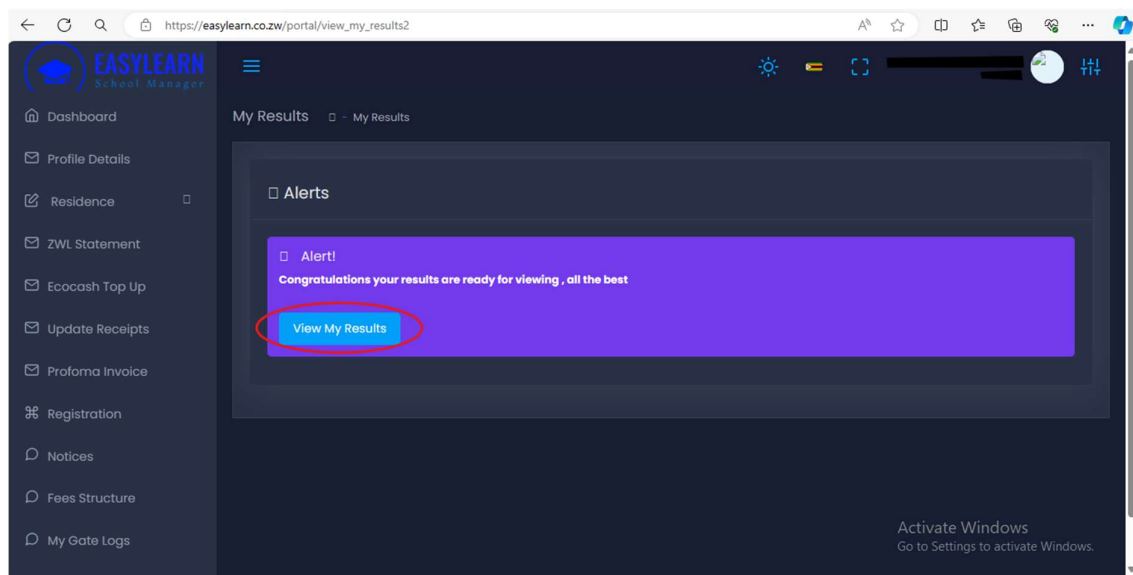
Step 1:

Once you have logged into your portal, go to the menu on the left and scroll down to find the **Results Collection** option.



Step 2:

The page in the image below will appear when you click on **Results Collection**:



Step 3:

After clicking setting, the page below will appear and click on **view my results**:

The screenshot shows the 'Statement Of Results' page in the Easylearn School Manager. The sidebar on the left contains the following navigation items: Dashboard, Profile Details, Residence, ZWL Statement, Ecocash Top Up, Update Receipts, Profoma Invoice, Registration, Notices, Fees Structure, and My Gate Logs. The main content area displays a preview of a 'Statement Of Results' document. At the top of this preview, there is a blue link 'My Results' and a green button 'Download Copy' which is circled in red. The document preview itself is from the 'HIGHER EDUCATION EXAMINATIONS COUNCIL (HECOC)' and shows fields for 'CANDIDATE NUMBER', 'COMMENT', 'SURNAME', 'FIRST NAME', 'INSTITUTION NAME', 'COURSE LEVEL', and 'COURSE TITLE'. Below these fields is a table with columns for 'SPECIAL NO.', 'APPROVED SUBJECT / MODULE TITLE', and 'GRADE'. The table lists several subjects including 'Personal Studies', 'Entrepreneurial Skills Development', 'Computer Architecture And Networking', 'Data Communication And Networks', 'Programming In Visual Basic .Net', 'Mathematics And Statistics', 'Software Engineering', and 'B1 Research And Project Management'. The grades for these subjects are listed as 'A', 'B', 'C', and 'D'. An 'Activate Windows' watermark is visible in the bottom right corner of the screenshot.