



For Performance Measurement

ZIMBABWE SCHOOL EXAMINATION COUNCIL

**ONLINE CANDIDATE REGISTRATION SYSTEM
(O CRS)**

(CENTER USER MANUAL)

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1. ONLINE CRS ACCESS LINK

To access the OCRS use the link below:

<https://crsz.zimsec.co.zw>

The page below will be displayed:

Candidate Registration System Home Contact Us Video Tutorial Get Manual Send Feedback Login

Welcome

Overview

The Online Candidate Registration System is a secure, web-based platform developed by the Zimbabwe School Examinations Council (ZIMSEC) to enable schools to register candidates for national examinations. The system provides a controlled and reliable mechanism for capturing candidate bio-data, subject entries, and examination details, ensuring accuracy and completeness of registration information prior to examination processing.

Our Vision

To provide an efficient, transparent, and secure digital platform for candidate registration, supporting accurate examination administration, effective planning, and the integrity of the national assessment process.

What is the Online Candidate Registration System?

The Online Candidate Registration System allows authorised school personnel to securely capture, review, and submit candidate registration details for a specified examination session. The system supports the registration of candidates across different examination levels and entry types, enforces validation rules to minimise errors, and ensures that all submitted data complies with ZIMSEC registration requirements.

Key Features

- Secure Web-Based Access for Schools
- Comprehensive Capture of Candidate Bio-Data
- Subject Selection and Validation
- Support for Different Examination Levels and Entry Types
- Real-Time Data Validation and Error Checking
- Controlled Submission and Approval Workflow
- Audit Trails for Accountability and Traceability
- Accurate Registration Data for Examination Planning
- Role-Based Access Control
- Developed and Maintained by ZIMSEC

ZIMSEC
For Performance Measurement

2. CENTER HEAD ACCOUNT REGISTRATION

Click the LOGIN button situated at the far-right top corner of the screen. See image below.

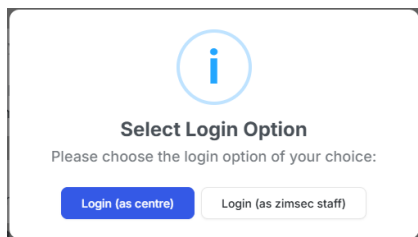
Candidate Registration System Home Contact Us Video Tutorial Get Manual Send Feedback Login

Welcome

Overview

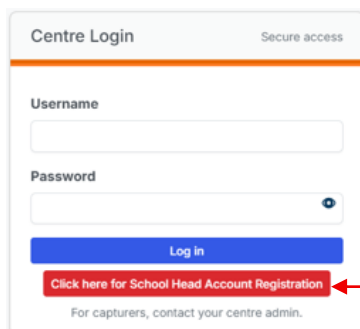
The Online Candidate Registration System is a secure, web-based platform developed by the Zimbabwe School Examinations

A pop-up screen as shown below will appear.



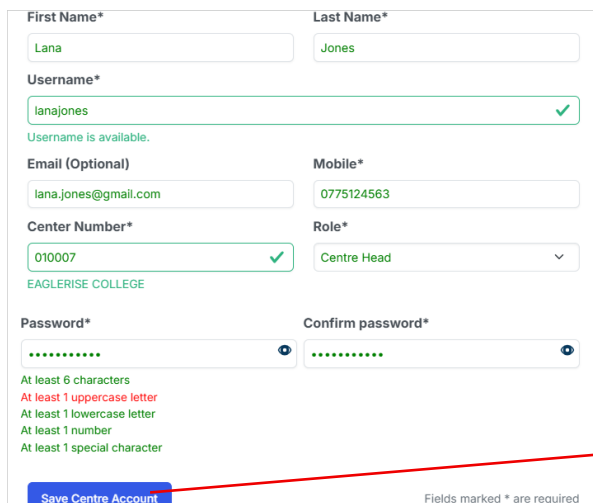
The screen displays an information icon (i) in a blue circle at the top. Below it, the heading "Select Login Option" is centered. Underneath, the text "Please choose the login option of your choice:" is displayed. At the bottom, there are two buttons: "Login (as centre)" in blue and "Login (as zimsec staff)" in white with a grey border.

Click on the **Login (as centre)** button to register the Data Capturer's account that will be used to register candidates online for the centre. The screen below will pop up:



The form is titled "Centre Login" with "Secure access" on the right. It contains fields for "Username" and "Password". Below these fields is a blue "Log In" button. A red button labeled "Click here for School Head Account Registration" is positioned below the "Log In" button. At the bottom, there is a note: "For capturers, contact your centre admin."

If registering the Data Capturer for the first time the click on this button



The registration form includes fields for "First Name*" (Lana), "Last Name*" (Jones), "Username*" (lanajones), "Email (Optional)" (lana.jones@gmail.com), "Mobile*" (0775124563), "Center Number*" (010007), and "Role*" (Centre Head). It also has "Password*" and "Confirm password*" fields. A "Save Centre Account" button is at the bottom left. A list of requirements is shown below the password fields: "At least 6 characters", "At least 1 uppercase letter", "At least 1 lowercase letter", "At least 1 number", and "At least 1 special character". A note at the bottom right states "Fields marked * are required".

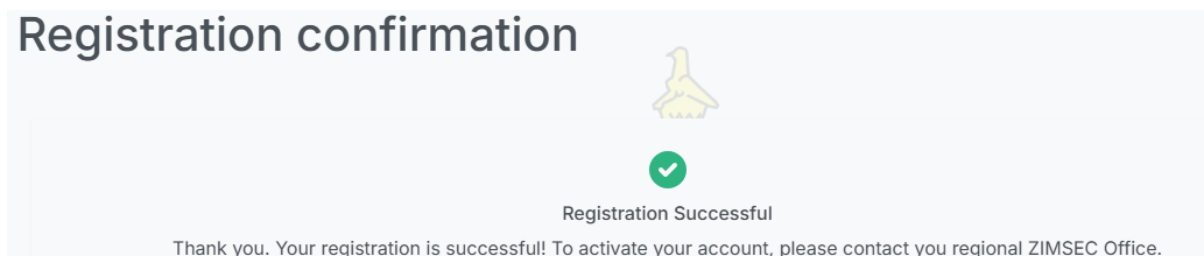
Enter the required denoted by *

- First Name
- Surname (Last Name)
- Username
- Email(Optional)
- Mobile
- Center Number
- Role
- Passwords
- Confirm Password

Click the **Save Centre Account** to save the record.

Save Centre Account

When the record is successfully saved the message below will be displayed.



The message is titled "Registration confirmation" and features a yellow hand icon pointing to a green checkmark in a circle. Below the checkmark, it says "Registration Successful". The text at the bottom reads: "Thank you. Your registration is successful! To activate your account, please contact you regional ZIMSEC Office."

After this message, regional contact details for every region will be displayed.

Once the account has been created and saved successfully, contact your Regional Office for activation.

3. CENTER HEAD ACCOUNT ACTIVATION & ACTIVITIES

Once activated, then Login again using your login credentials you used at creation on account, i.e username and password. A landing page opens up for you as shown below:

Candidate Registration Syst em User List Dashboard Candidates Entries Management Finance Reports Hello Ianajonest Logout

Welcome EAGLERISE COLLEGE

Overview

The Online Candidate Registration System is a secure, web-based platform developed by the Zimbabwe School Examinations Council (ZIMSEC) to enable schools to register candidates for national examinations. The system provides a controlled and reliable mechanism for capturing candidate bio-data, subject entries, and examination details, ensuring accuracy and completeness of registration information prior to examination processing.

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What is the Online Candidate Registration System?

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3.1. CENTRE MAIN MENU

User List Dashboard Candidates Entries Management Finance Reports

To access any menu item, click on the menu item.

3.2. USER LIST

User List [Create User](#)

Search by centre number, name or username. [Search](#) Page 1 of 1 • Total: 1

FIRST NAME	LAST NAME	USERNAME	EMAIL	PHONE	ROLE	STATUS	ACTIONS
Tawedzerwa	Muvhunzi	tmuvhunzi		0777226218	CentreAdmin	Inactive	Edit Activate Reset Password

This menu will display all the centre users of the centre currently logged in. The Centre can add data capturers here by clicking the [Create User](#) button.

3.2.1. CREATING A CENTRE USER

When you click **'Create User'** button the screen below opens up:

Register Centre User Create a new centre user

First Name* Last Name*

Username* Username is available.

Email (Optional) Mobile*

Center Number* EAGLERISE COLLEGE

Role* Centre User

Password* Confirm password*



At least 6 characters
At least 1 uppercase letter
At least 1 lowercase letter
At least 1 number
At least 1 special character

Enter the following details:

- First Name
- Last Name (Surname)
- Username
- Email (optional)
- Mobile Number
- Centre Number (is provided for you by the system)
- Role (Select role from drop down. Role is always centre user)
- Password (it must adhere to password policy as shown below)

At least 6 characters
At least 1 uppercase letter
At least 1 lowercase letter
At least 1 number
At least 1 special character

- Confirm Password (What you type here must match what you entered on password)

Note: For the password and Confirm password, to avoid typing errors, you can see what you are typing, click on  to the right of the field. It changes to  and you can see what you typing or have typed.

All mandatory fields are indicated by a *

Once the data is captured satisfactorily, click the **Save Centre Account** button. Once successfully saved, the record immediately shows on the list of centre users.

User List Create User

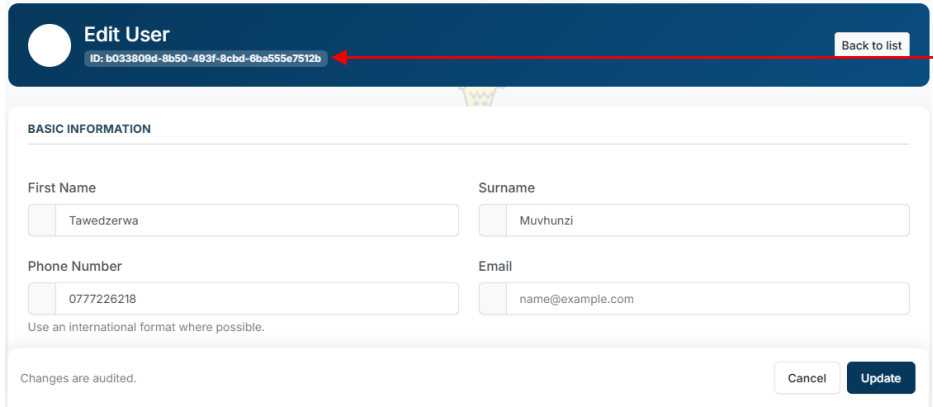
Search by centre number, name or username. Page 1 of 1 • Total: 2

FIRST NAME	LAST NAME	USERNAME	EMAIL	PHONE	ROLE	STATUS	ACTIONS
Tinashe	Gatsi	tinagatsi	tgatsi@gmail.com	0778985624	CentreUser	Inactive	<input type="button" value="Edit"/> <input type="button" value="Activate"/> <input type="button" value="Reset Password"/>
Tawedzerwa	Muvhunzi	tmuvhunzi		0777226218	CentreAdmin	Inactive	<input type="button" value="Edit"/> <input type="button" value="Activate"/> <input type="button" value="Reset Password"/>

3.2.2. EDIT USER DETAILS

The EDIT Button 

This button allows you to save certain details of the centre user.



Internal User ID- It cannot be altered



You can change:

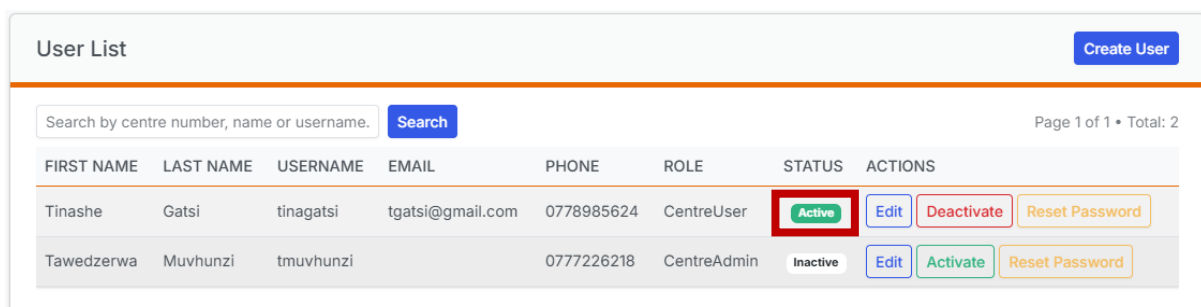
First name, Surname (Last Name), Phone Number, Email and Mobile

Note: all changes are audited.

3.2.3. ACTIVATING A CENTRE USER ACCOUNT

- The ACTIVATE Button

This button activates the centre account for use. An account that is inactive cannot be used to capture candidate registration details. When an account is activated, the status changes from  to .



FIRST NAME	LAST NAME	USERNAME	EMAIL	PHONE	ROLE	STATUS	ACTIONS
Tinash	Gatsi	tinagatsi	tgatsi@gmail.com	0778985624	CentreUser	Active	Edit Deactivate Reset Password
Tawedzerwa	Muvhunzi	tmuvhunzi		0777226218	CentreAdmin	Inactive	Edit Activate Reset Password

3.2.4. RESETTING A USER PASSWORD

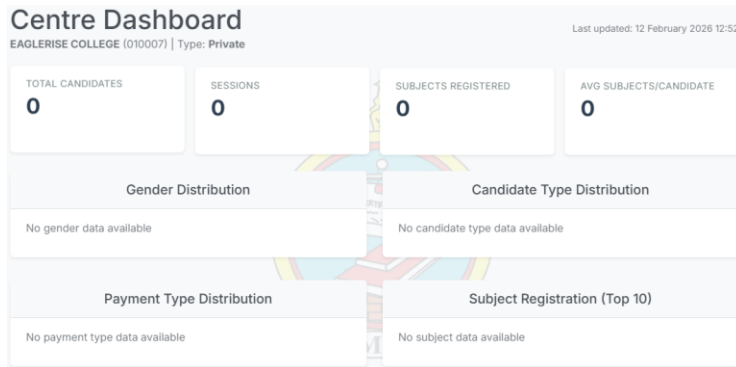
- The RESET PASSWORD  Button

This button resets the centre user's password to the default password. The centre user's password is reset to **Zimsec123***.

- BACK TO LIST Button

Should have gone to the User List menu or you do not have the required data readily available you can exit the menu by clicking the [Back to User List](#) button.

3.3. THE DASHBOARD



This menu gives summaries of all activities regarding the candidate registration data entry.

3.4. CANDIDATES

Select your session below :

Year :

Level :

Session :

Entry Type :

Enter the Year, Level, Session and Entry Type (normal or late entry) for candidates.

The screen shown below will open up showing candidate registration summaries.

Metric	Value
Total Candidates	0
Transferred	0
Special Needs	0

Registered Candidates Click a row to view more details

CANDIDATE NO	NAME	DOB	GENDER	TYPE	TRANSFER
--------------	------	-----	--------	------	----------

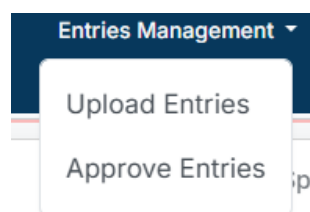
To view more details, click the row and a pop-up screen as shown below will open up.

3.5. ENTRIES MANAGEMENT

This menu consists of two sub-menu items:

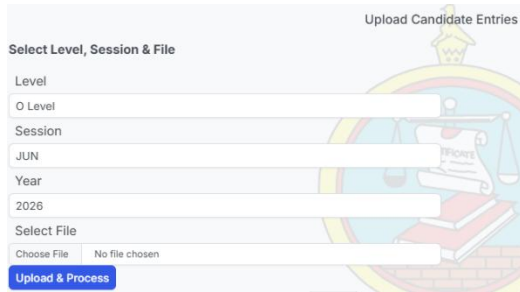
Upload Entries

Approves Entries



3.5.1. UPLOAD ENTRIES

This menu is used to upload offline entries for candidate registration for the selected Level, Session, Year. Select the file to load. Once done, click the **Upload & Process** .



Take note that you should always upload the most recent file by checking the file's date stamp.

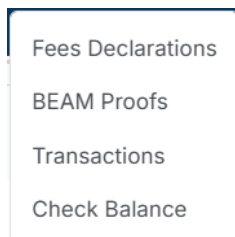
Before you upload the entries file, please ensure that candidate registration details are correct. Once submitted, errors will have to be processed through ZIMSEC entries department by filling in the required amendment forms provided for.

3.5.2. APPROVE ENTRIES

Clicking on this menu provides a report with candidate entry summaries for the session. For centres that register candidates across the sessions, the report will be broken down per session.

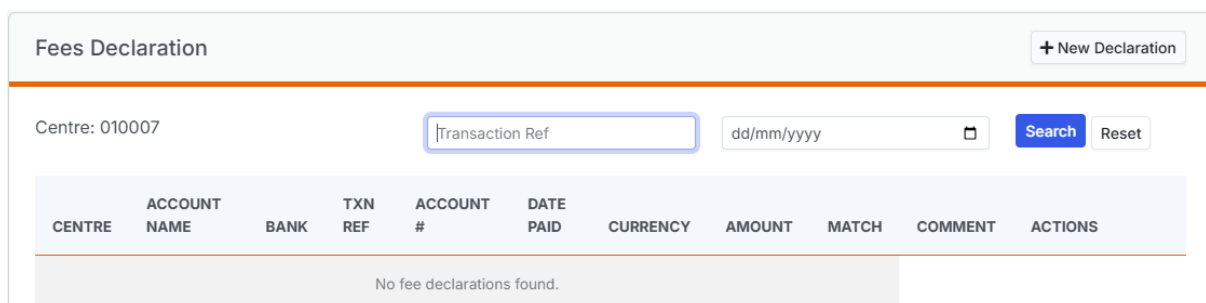
3.6. FINANCE

The finance menu is broken down into the following sub-menus:

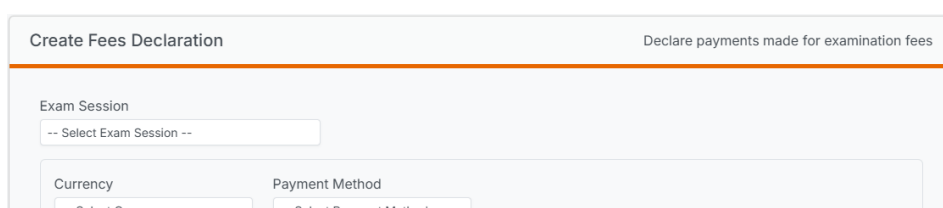


3.6.1. FEES DECLARATIONS

To see the fees declarations for the session, enter the transaction reference number and date in the format DD/MM/YYYY. Click the **Search** button so that it searches for the fee's declaration with that transaction reference number entered.



You can capture a new fees declaration by clicking the **+ New Declaration** button. A data entry screen shown below will open up.



Please provide the required details accurately. Click on the details captured.

button to submit the financial

3.6.2. BEAM PROOFS

When you click this menu BEAM Proof details already captured will be displayed as illustrated below.

BEAM Proof Uploads							Upload New
CENTRE	EXAM	CANDIDATES	UPLOADED	STATUS	ACTION AT	ACTIONS	
No BEAM proof uploads found.							

To capture a new BEAM Proof, click the **Upload New** button.

A screen that allows you to capture the new BEAM Proof will open up as displayed below.

The centre number is provided for. Select the session and year and also enter the total number of candidates on this BEAM proof you would like upload. When the necessary data has been correctly captured, click the **Upload Proof** button.

If you wish not to proceed with the upload, click the **Back to List** button to go back to the first page of the menu.

3.6.3. CHECK BALANCE

Centre Balance				
Centre:				
Centre 010007	Registration Fee 2,500.00	Deposited (Approved by ZIMSEC) 0.00	Amount Payable (Ex Beam) 0.00	
Final Balance (incl. Legacy & Reg Fee) 0.00				
Centre Breakdown of Registered Candidates				
Beam Balance 0.00	Self Balance 0.00	Donor Balance 0.00		
This list shows transfers and deposits that have been received by ZIMSEC Accounts. If any transfer/deposit you have conducted for examination fees does not appear on the listing below, please contact the ZIMSEC Accounts Office at the following number +263242307813 for clarification.				
Payable (Ex Beam) = Self + Donor (Beam excluded). Final Balance = Deposited - (Payable (Ex Beam) + Approved Amount(If Applicable) + Legacy Debt(If Applicable)).				
DEPOSITS (TRANSACTIONS)				
DATE	BANK ACCOUNT	REFERENCE	CURRENCY	AMOUNT
No transactions found.				

4. REPORTS

Go through the various reports available.

5. STANDARD CENTRE USER

To access the OCRS use the link below:

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- Controlled Submission and Approval Workflow
- Audit Trails for Accountability and Traceability
- Accurate Registration Data for Examination Planning
- Role-Based Access Control
- Developed and Maintained by ZIMSEC

6. LOGIN

Click the LOGIN button situated at the far-right top corner of the screen. See image below.

Candidate Registration System Home Contact Us Video Tutorial Get Manual Send Feedback **Login**

Welcome

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The Online Candidate Registration System is a secure, web-based platform developed by the Zimbabwe School Examinations

The following screen will be displayed:

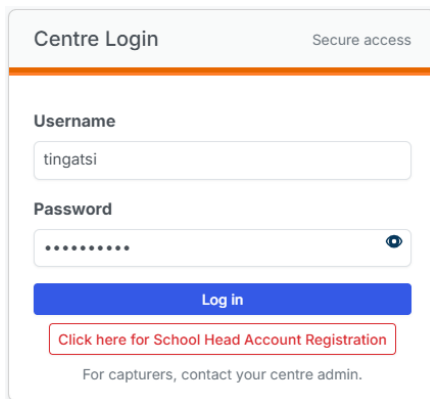
Select Login Option

Please choose the login option of your choice:

Login (as centre) Login (as zimsec staff)

Select this option to login

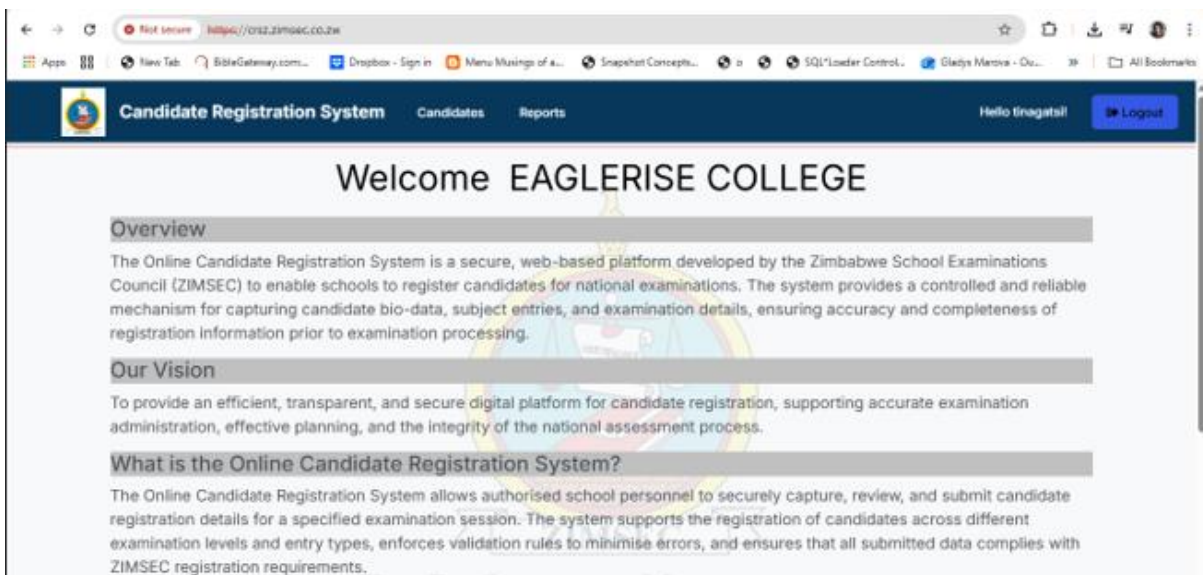
The following screen will be displayed:



The image shows a 'Centre Login' form with a 'Secure access' label. It contains a 'Username' field with the text 'tingatsi', a 'Password' field with masked characters and a visibility toggle, a blue 'Log In' button, and a red-bordered link that says 'Click here for School Head Account Registration'. Below the link, it says 'For capturers, contact your centre admin.'

Enter your username and password as when the account was created.

A landing page will appear as shown below.




7. THE MENU

The centre User data capturer menu has 2 menu items.



7.1. CANDIDATES

The candidates menu opens up the screen shown below.

Select your session below : 

Year :

Level :

Session :

Entry Type :

Enter the Year, Level, Session and Entry Type for the candidates you would like to register for exams.

7.1.1. REGISTERING A CANDIDATE FOR A SELECTED SESSION

The screen below appears immediately after selecting the required session (see Section 3.1.1 above).

Candidate List

010007 EAGLERISE COLLEGE + New Candidate


TOTAL CANDIDATES: **0**

LEVEL: **O Level**

SESSION: **NOV 2026**

ENTRY TYPE: **Normal**

Search by candidate name...

CANDIDATE #	LAST NAME	FIRST NAME	DATE OF BIRTH	SUBJECTS	ACTIONS
 No candidates found.					

To capture a candidate details click the  button.

The data entry screen shown below will open up.

Register Candidate Details

010007 EAGLERISE COLLEGE O NOV 2026 - Normal Entry

Candidate Info

Centre Number : Candidate Number :

Personal Details

Surname : First Name : Date Of Birth :

Demographics

Gender : Nationality : National ID :

Contact

Phone Number 1 : Phone Number 2 : Email :

Enrollment

Candidate Type : Payment Type :

Enrollment

Candidate Type : Payment Type :

Special Requirements & Satellite

Special Requirements : HearingImpairment PhysicalImpairment VisuallyImpairment

Select Subjects

Save

CODE	SUBJECT	OPTION	FEE	PAYMENT TYPE	CALA-R	ACTION
Total Number of Subjects : 0			Total Subjects Fee : \$0.00			

The **Centre Number** and **Candidate Number** is automatically provided for you. The candidate number automatically increments with each new candidate added.

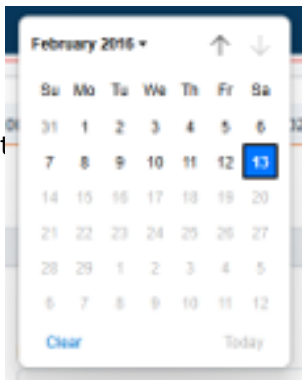
Capture the candidates details as follows:

Surname – as it is on the candidate registration document being used. Avoid typing errors by double checking spellings.

First Name(s) – If the candidate has more than one first name, capture them fully do not put full stops or commas to separate the names. DO NOT PUT INITIALS. If the candidate is rewriting, capture the details as they appear on the result slip from the previous section for which candidate is declaring a CALA.

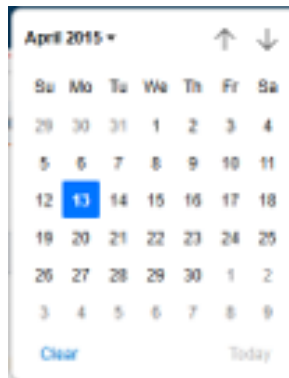
Date of Birth – use the date format provided for which is DD/MM/YYYY. It is encouraged to use the date picker by clicking on the which is to the far-right corner of the date of birth field.

That opens up the date picker pop-up screen:



Click the UP arrow to select previous years and months

The default



When you have selected the date of birth click the number in blue and the system will accept. For instance, in the example we have the date appears using the required date format as follows: 13-04-2015 (see below)

Date Of Birth :

13/04/2015

Gender – select from the list MALE or FEMALE

Nationality – select from the list LOCAL or TERRITORIAL

National ID – required format must not have dashes (-) in between, i.e

National ID :

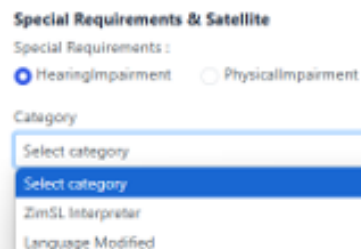
63801099E34

Candidate Type – select from FORMAL or NONFORMAL

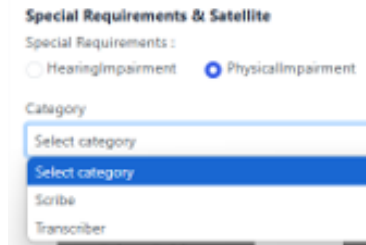
Payment Type – SELF or BEAM

7.2.1.1. Special Requirements & Satellite

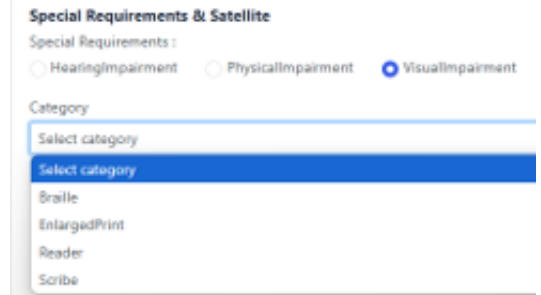
Hearing Impairment



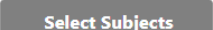
Physical Impairment



Visual Impairment



7.2.1.2. SELECTING SUBJECTS

Click the  button.

The screen below will open up:

Select Subjects



A grid of subject selection buttons. Each button contains a subject code and name. Some buttons are active (blue background with a checkmark), while others are disabled (grey background with a square icon). The active subjects are: 4001-AGRICULTURE, 4022-GEOGRAPHY, 4024-CHEMISTRY, 4025-BIOLOGY, 4026-ADDITIONAL MATHEMATICS, 4049-COMMERCE, 4053-DESIGN AND TECHNOLOGY.

Click on the subject the candidate is sitting exam for. For optional subjects, once one optional subject is selected the other optional subjects are disabled.

After subject selection, a list will be displayed on the initial screen as shown below:

CODE	SUBJECT	OPTION	FEE	PAYMENT TYPE	CALA-R	ACTION
4003	COMBINED SCIENCE		24	Self	<input type="radio"/>	Remove
4004	MATHEMATICS SYLLABUS B		24	Self	<input type="radio"/>	Remove
4005	ENGLISH LANGUAGE		24	Self	<input type="radio"/>	Remove
4006	HERITAGE STUDIES		24	Self	<input type="radio"/>	Remove
4007	SHONA LANGUAGE		24	Self	<input type="radio"/>	Remove
4022	GEOGRAPHY		24	Self	<input type="radio"/>	Remove
4023	PHYSICS		24	Self	<input type="radio"/>	Remove
4024	CHEMISTRY		24	Self	<input type="radio"/>	Remove
4025	BIOLOGY		24	Self	<input type="radio"/>	Remove
4027	PURE MATHEMATICS		24	Self	<input type="radio"/>	Remove
4029	LITERATURE IN ENGLISH		24	Self	<input type="radio"/>	Remove
4044	HISTORY		24	Self	<input type="radio"/>	Remove
4001	AGRICULTURE		24	Self	<input type="radio"/>	Remove
4021	COMPUTER SCIENCE		24	Self	<input type="radio"/>	Remove
Total Number of Subjects : 14			Total Subjects Fee : \$336.00			

For a CA declaration, click the button  a screen will open as shown below.



Input cala details: : ×


Previous Year:

Previous Center No:

Previous Candidate No:

Click the  button to accept.

If the details are not found in the ZIMSEC data base, an error message will be displayed.



Error!

Previous candidate details were not found, please input correct details and try again

The total fees is also displayed at the bottom of the screen.

Total Number of Subjects : 14	Total Subjects Fee : \$336.00
--------------------------------------	--------------------------------------

Click the  button.

A confirmation message will be displayed as shown below.



Saved!

Candidate details have been successfully saved



The record will be displayed on the initial screen.

CANDIDATE #	LAST NAME	FIRST NAME	DATE OF BIRTH	SUBJECTS	ACTIONS
3001	TUREYA	PETER TINAYE SALOM	2014-04-13	14	Edit Details Confirmation Delete

The **EDIT** button.



The edit button opens up the data entry screen so you can alter candidate details that were captured incorrectly.



The **DETAILS** button.

The details button will open up the following screen.

Candidate Details

[Edit](#) [Back to List](#)


Centre 010007	Candidate Number 3001	Full Name PETER TINAYE SALOM TUREYA	
Date of Birth 2014-04-13	Gender MALE	Nationality LOCAL	National ID 63801247E35
Phone 1 0774235984	Phone 2 0778415369	Email example@gmail.com	
Candidate Type FORMAL	Payment Type SELF	Date Registered 2026-02-13	Registered By tinagatsi

REGISTERED SUBJECTS

CODE	SUBJECT	FEE	PAYMENT TYPE
4003	COMBINED SCIENCE	24.00	SELF
4004	MATHEMATICS SYLLABUS B	24.00	SELF
4005	ENGLISH LANGUAGE	24.00	SELF
4029	LITERATURE IN ENGLISH	24.00	SELF
4044	HISTORY	24.00	SELF
4001	AGRICULTURE	24.00	SELF
4021	COMPUTER SCIENCE	24.00	SELF

[Confirmation of Entry](#)

The **CONFIRMATION** button will generate a report in PDF format as shown below:



010007 EAGLERISE COLLEGE

Confirmation of registration for O Level November 2026

3001 TUREYA PETER TINAYE SALOM

Date Of Birth **13/4/2014** Gender **MALE**

Code	Subject Name	Option	CA Details	Fees	Penalty
4001	AGRICULTURE			\$24.00	0.00
4003	COMBINED SCIENCE			\$24.00	0.00
4004	MATHEMATICS SYLLABUS B			\$24.00	0.00
4005	ENGLISH LANGUAGE			\$24.00	0.00
4006	HERITAGE STUDIES			\$24.00	0.00
4007	SHONA LANGUAGE			\$24.00	0.00
4021	COMPUTER SCIENCE			\$24.00	0.00
4022	GEOGRAPHY			\$24.00	0.00

[Delete](#)

When you click the **DELETE** button, the current record will be deleted.

7.2.1.3. REPORTS

Provide session details for the reports you want to run.












Select your session below : ✕

Year :

Level :

Session :

Below is a list of reports, provided for.

- CANDIDATE REPORTS**
 -  Candidate List
 -  Previously Registered Candidates
 -  Candidates By Subject
 -  Special Requirements
 -  BEAM Candidates
 -  Donor Candidates
 -  Late Entry Candidate List
- CENTRE & FINANCE**
 -  Fees Summary
 -  Centre Table Of Numbers
 -  Entry Register
 -  Confirmation of Registration (bulk)