

Standard Operating Procedure (SOP)_Students View_4/2026

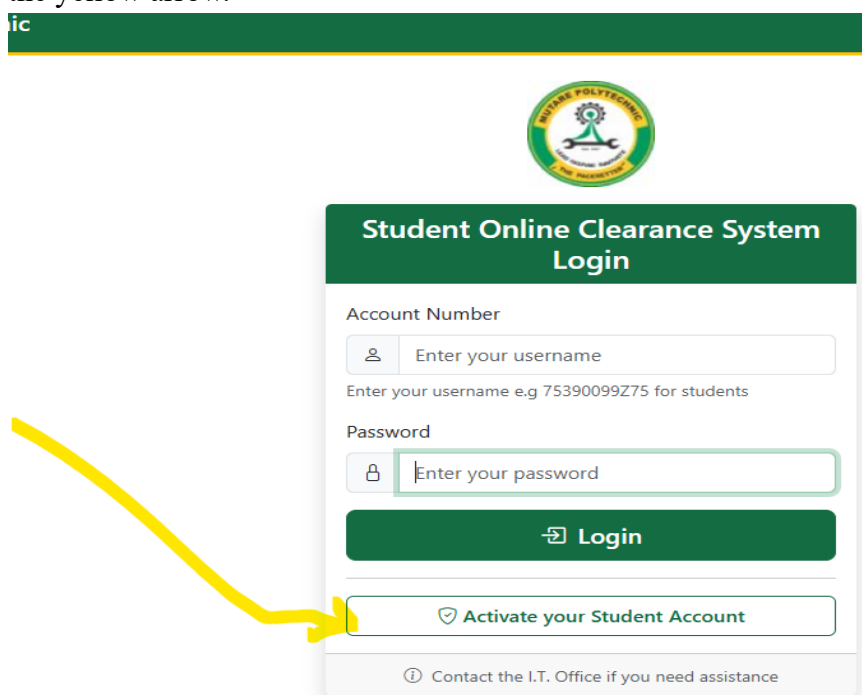
Students Online Clearance and Results View.

This SOP shall be used by the students to view progress of clearance and results. The results shall not be used as official documents.

NB: Clearance is strictly online. You should only visit the institution when all the departments have cleared you, with a printed unofficial copy of your transcript. If you have any queries, contact the relevant department. Online results and clearance are only available starting from the June 2026 examination. Candidates from previous sessions should physically visit the institution for clearance and results collection.

Procedure

1. Visit your student portal on the institution website <https://mutarepolytechnic.ac.zw/>
2. Click/tap the student portal link or follow this link: <https://mutarepoly.qfreeportal.com/>
3. Create your account by tapping/clicking ‘Activate your Student Account’ pointed by the yellow arrow.



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Student Online Clearance System Login

Account Number

Enter your username e.g 75390099Z75 for students

Password

Login

[Activate your Student Account](#)

📞 Contact the I.T. Office if you need assistance

4. Enter your ‘Candidate Number’ and ‘Student Number’, as indicated by the yellow arrows.

Activate Your Student Account

1. Identify 2. Contact 3. Code 4. Password

Enter your candidate number and student number to get started.

Candidate Number*
e.g. 1130003L00021

The candidate number given to you by the Exams Office

Student Number*
e.g. 75390099Z75

The account number as it appears on your student ID card

Continue →

[Already activated? Sign in](#)

📞 Contact the Exams Office if you need assistance

5. Enter your '**Mobile Number**' or '**Email Address**', or both so that you receive your verification code. Click/tap '**Send My Code**'

Activate Your Student Account

1. Identify 2. Contact 3. Code 4. Password

Welcome, [REDACTED] Where should we send your code?
Give a mobile number or an email address — whichever you have. Adding both means we can still reach you if one does not work.

Mobile Number
0771234567

We will text your code to this number

Email Address
you@example.com

We will email your code to this address

Send My Code

📞 Contact the Exams Office if you need assistance

6. Enter the 'Activation Code sent to your email/phone number.
7. Create your new password.
8. Now log in to your account and check progress of clearance or view your results if you are cleared by all departments.
- 8.1. The outstanding department will show in the clearance progress page as shown below

Mutare Polytechnic Dashboard

Clearance: [Redacted]

Refresh Status Back

Clearance In Progress
Your clearance is being processed. Please check back shortly.

Student Information	Clearance Checks
Name: [Redacted]	Library Pending
Account: [Redacted]	Accounts ✓ Cleared
Candidate #: [Redacted]	HOD ✓ Cleared
Department: Purchasing and Supply	Dean ✓ Cleared
Level: ND 2-Year Programme 2025 August Intake	
Exam Period: July 2026	

9. If you have been cleared by all departments, click/tap **‘View My Results’**, as indicated below by the yellow pointer:

Mutare Polytechnic Dashboard

Welcome, [Redacted]

Your Profile	Clearance Status
Name: [Redacted]	Candidate Number: [Redacted]
Account: [Redacted]	Department: Purchasing and Supply
Email: Not set	Examination Period: July 2026
Level: ND 2-Year Programme 2025 August Intake	Level: ND 2-Year Programme 2025 August Intake
Department: Purchasing and Supply	✓ Congratulations! You have been cleared for examinations. Clearance Form Number: CLR-2026-07-EE188A48 View My Results View Full Details

Quick Actions

My Clearances

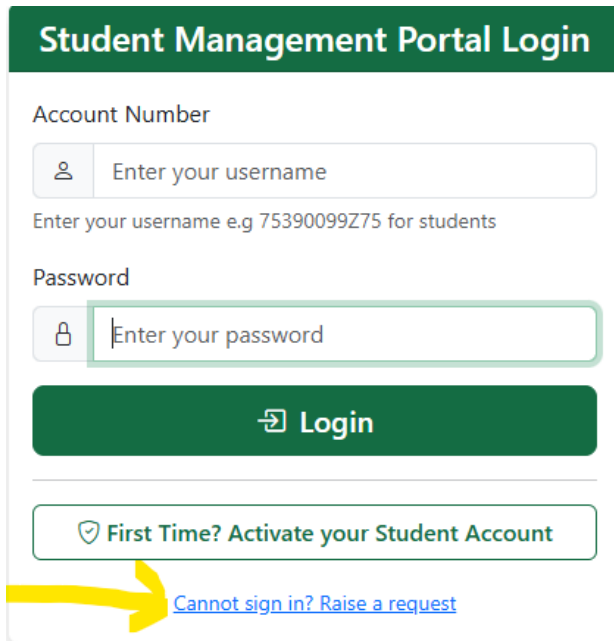
Library Status

Library account not found. If you have a library account, please contact the Library.

- 9.1. If the clearance is not yet completed, you will not be able to view your results. Click/tap the **‘View Clearance Progress’**, and check your outstanding issues and departments that are yet to be cleared. Please contact the responsible department if you have any queries.
10. If you are cleared by all departments, download your results slip and print.
11. Take the printed unofficial copy of your transcript to Examinations Office as evidence of clearance, and get your official results.

Help Desk

- i. If you face any challenges trying to log in, click/tap **‘Cannot sign in? Raise a request’** as shown by the yellow arrow on the picture below:



Student Management Portal Login

Account Number

Enter your username e.g 75390099Z75 for students

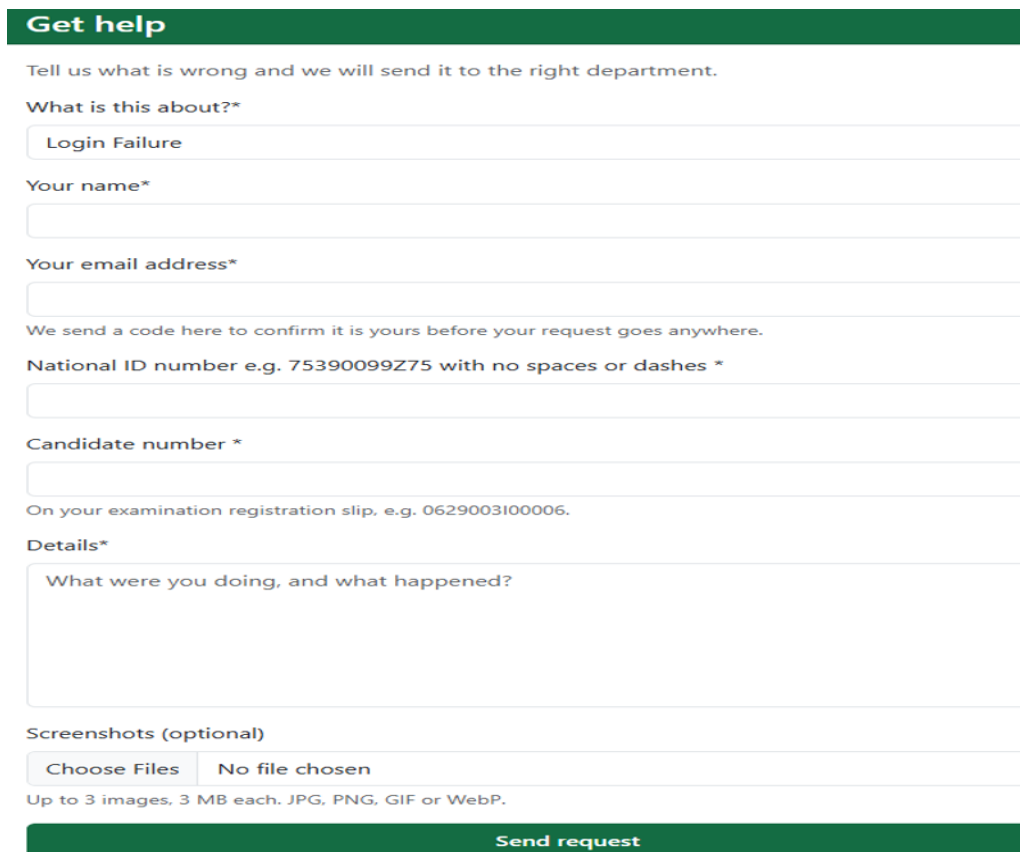
Password

Login

First Time? Activate your Student Account

[Cannot sign in? Raise a request](#)

- ii. You will be required to fill in your information and send your request as indicated in the picture below:



Get help

Tell us what is wrong and we will send it to the right department.

What is this about?*

Your name*

Your email address*

We send a code here to confirm it is yours before your request goes anywhere.

National ID number e.g. 75390099Z75 with no spaces or dashes *

Candidate number *

On your examination registration slip, e.g. 0629003100006.

Details*

Screenshots (optional)

Up to 3 images, 3 MB each. JPG, PNG, GIF or WebP.

Send request