## To access the Portal Go To

www.examinations.ie		www.gov.ie/LeavingCertificate			
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You will need

- your examination number
- your Personal Identification Number (PIN) which is the first 4 digits of your Personal Public Services Number (PPS number)
- an email address to which you will have regular access over the coming months
- your mobile phone number.
- NB: Do not use Yahoo/Ymail email accounts as there are issues delivering emails to Yahoo accounts. Please use a different email account type.
- Click on Leaving Certificate Candidate Self Service Portal (CSSP) 2021
- Select the green Step 1: Register button. This brings you to the first page of the Registration process.
- On this page enter your Examination number in the first box.
- Enter the first 4 digits of your PPS number in the box marked PIN. Click **Register**.
- This brings you to the Registration page. This is where you will create your Candidate Self Service Portal Account.

To create your account you need to enter and confirm;

- a. Your mobile number
- b. Your email address
- You also need to create a password which you will need to enter and confirm.
- The password must be a minimum of 8 characters and include upper and lower-case characters and numbers.
- When you have this done, click **Register** button.
- You should receive an Account Activation email from the State Examinations Commission to activate your account.
- While you might / might not receive your email immediately (check your SPAM & JUNK FOLDERS.)

- If after 2 hours you do not receive the Account Activation email you should contact the helpdesk Phone 1800-111135 or 1800-111136.
- You can also get in touch by email to <u>candidateportal@examinations.ie.</u>
- In order to complete the registration process, you must click on the link in the email sent to your email account.
- The email will be from the State Examinations Commission. Clicking the link in the email completes the registration process and confirms the creation of your Candidate Self Service Portal Account.
- NB: Your Account is not activated until you click on the link in the Account Activation email.
- When you click the link in the Account Activation email you will be brought to the Login for Step 2

## You can also access the Login button from the from the CSSP Homepage.

- Enter your examination number and the password you created during the registration process.
- Click the **Log In** button.
- a. Personal Details
- This will bring you to the **Personal Details** Screen.
- On the **Personal Details** screen you will see your personal details as follows:

## Your Name, Examination Number and Date of Birth

- You will be required to confirm if you are repeating your Leaving Certificate. (External candidates already provided this information.)
- Your School Details this will state the name of the School you are attending.
- It will also show the School Roll Number. (60240j)
- You cannot change your name or date of birth on the portal.
- If these details are incorrect, please advise your school to email the State Examinations Commission to correct these details.
- You will be able to do the following by checking the boxes or selecting from the drop-down menus (as appropriate): -
  - Withdraw from a subject in which you had been entered for the Leaving Certificate
  - Change the level of your subjects
  - Add a subject\* not listed in which you are following a program of study
- Please provide the most up to date information that you have about your intentions at this point and time. SEC will use this information for planning purposes.
- When you have made your choices by completing the form and **before** you hit the **SUBMIT** button, you should carefully review on the page to ensure it is correct. You will not be able to go back to alter your choices on the portal at this time.
- Once this has been done, you will receive a **confirmation page which you can print** and/or save for your records.
- You will also receive a copy of this confirmation page by email from the State Examinations Commission.
- You are strongly advised to keep your account details securely (Examination number and the password you created) so you can access the portal end of April/early May when it re-opens for the next stage.