To access the Portal Go To

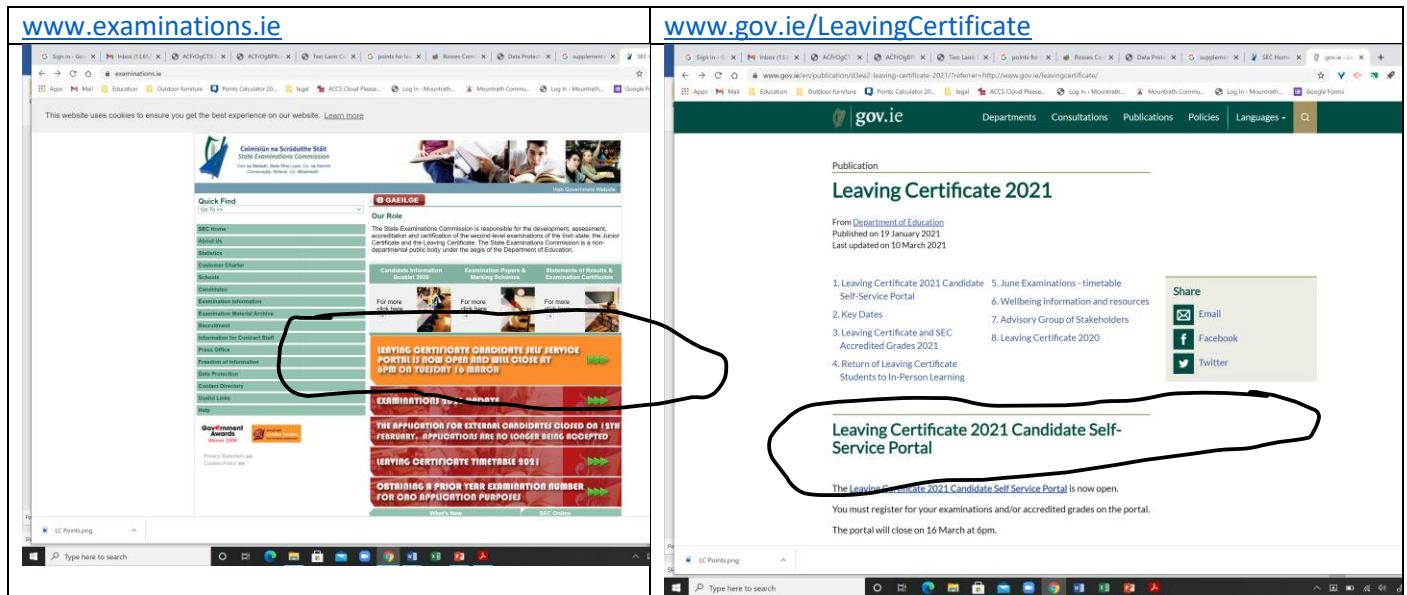| www.examinations.ie	www.gov.ie/LeavingCertificate

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 [candidateportal@examinations.ie.](mailto:candidateportal@examinations.ie)**

- 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.