Dear Principal,

As you are aware the Candidate Self Service Portal (CSSP) opened at 12 noon yesterday to allow Leaving Certificate candidates to confirm their subject and level entry details online, and to indicate whether they want to take the examinations, or to receive SEC Accredited Grades, or both.

We are receiving communications from candidates who registered on the portal yesterday to inform us that they have omitted or made errors in their selection on the portal. We are working through the emails that we have received from these students or their school, and we will be following up on these as soon as possible. There is no need to make contact with us again. We will confirm that these changes have been made in due course.

I would be grateful if you could remind the candidates who have yet to register of the following before they hit the Submit button on the portal:

When they have made their choices for each subject and **BEFORE** they hit the Submit button, they should carefully review their selections to ensure they are correct. When they see the **Warning** do not ignore it; check the page again. They will not be able to go back to alter their choices on the portal at this time.

This information should be brought to the attention of school management, teachers, students and parents at the earliest opportunity.

Many thanks for your ongoing cooperation in this matter.

Entries Section
State Examinations Commission