

STEP 1:- Register to Create your Account

1. Before you start the registration process you will need the following information to hand:
 - a. your examination number
 - b. your Personal Identification Number (PIN) which is the first 4 digits of your Personal Public Services Number (PPS number)
 - c. an email address to which you will have regular access
NB: Do not use Yahoo/Ymail email accounts as there are issues delivering emails to Yahoo accounts. Please use a different email account type.
 - d. your mobile phone number.
2. Go to www.examinations.ie Click on the **Leaving Certificate Candidate Self Service Portal (CSSP) 2022**
3. Select the green **Register** button. This brings you to the first page of the Registration process.
4. 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.
5. **To Create your Account** on this page, 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.

6. **Receive your Account Activation email** - you should receive an Account Activation email from the State Examinations Commission to activate your account. While you might receive your email immediately, it may take a few hours (depending on the delivery policies of individual email providers). Make sure to also check your SPAM & JUNK FOLDERS.

If after 2 hours you do not receive the Account Activation email you should contact the helpdesk - The SEC Candidate Portal helpline will be available at 1800 111135 or 1800 111136 from **9am to 5pm from 2 September to 12 September**. Outside of these hours queries may be emailed to candidateportal@examinations.ie. Please note this helpline is provided for queries relating to the Candidate Self Service Portal and the services provided through the portal.

7. **Activate your Account** — 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.**