



When they log on to the portal they will need to complete the following steps:

Leaving Certificate Candidates	STEP 1 Register to create your account
	STEP 2 Confirm your Subjects and Levels

To register students will require their examination number (given to all students in November) and PIN (first 4 digits of their PPSN)

Candidates must engage with the portal and review the information presented very carefully and complete Step 1 -Registration and Activate their Candidate Self Service Portal account.

Once a Candidate has created their account they will receive an Account Activation email from the State Examinations Commission to activate their account. To complete the registration process, Candidates must click on the link in the email sent to their 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 their Candidate Self Service Portal Account. **NB: An Account is not activated until a candidate clicks on the link in the Account Activation email.**

Candidates must then proceed to Step 2. Confirm Subjects and Levels. Candidate will see the subjects and levels which they are entered for currently and will be able to amend if necessary. Once they are satisfied they must click the Submit button. A confirmation email will then be sent to the email they registered on the portal outlining the subjects and levels they confirmed.

There is helpdesk support available at 1800-111135 or 1800-111136 between **9am to 5pm until Thursday 12 February** or they can email candidateportal@examinations.ie

Please note if any of these candidates have withdrawn please inform us by filling out the attached form (0232) and email it to entries@examinations.ie