



Candidate Self Service Portal - Registration for the Leaving Certificate

Candidates for Leaving Cert 2021 must register themselves individually online.

To use the portal, each candidate must register their own account with the SEC.

To create their own account candidates will need their Examination number, their PPSN (Personal Public Service Number or PPS) and their date of birth. All 6th year students received their examination numbers from Ms. Spellman this week.

The self-service portal opens for candidates at 12 noon on Wednesday 12th March. It will remain open until 6pm on Tuesday 16th March. There will be an opportunity in late April for candidates to change levels or opt out of an exam / Accredited Grade.

What should I do before logging onto the Candidate Self Service Portal?

Click on the [Before You Start Guide](#) and follow the step-by-step instructions very carefully.

Where do I find the Candidate Self Service portal?

Go to www.examinations.ie or www.gov.ie/LeavingCertificate Click on the Leaving Certificate Candidate Self Service Portal (CSSP) 2021

Once registered on the Candidate Self Service portal:

Follow the step-by-step instructions

Candidates will be presented with a list of the subjects they are registered in for their exams.

Candidates must check that list carefully. Make sure that no subjects are missing!

Candidates must select whether they want to do exams or take Accredited Grades or both.

[Our advice is to opt-in for both 'Sit Examination' and the 'Accredited Grade' at this stage of the process.](#)

Candidates must select the correct subjects and the correct level of exam. This is the level you are currently studying. You will generally find that your subjects will all be entered at Higher level. Make sure to adjust these correctly. If you are unsure about what level paper you will take in June, you will have an opportunity to change the level later in April when the portal reopens. It will not be possible to change your chosen level after the second portal has closed. This is to allow teachers and schools time to prepare estimated grades and to prepare the school for the exams. If you are sitting the exam in June, you will have the option of changing your level on the day as has always been the case.

It is possible to register for another subject you are doing outside of school e.g., Polish, Russian.

If any students need assistance with the Candidate Self Service Portal, Ms. Wallace and Mr. O'Toole will be available at 2pm on Friday March 12th in SF 160.

If you have any difficulty registering on the portal, please do not hesitate to contact us.

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