

Dear Principal,

In 2021, the State Examinations Commission (SEC) as part of its digital strategy, introduced a facility to allow Leaving Certificate candidates to confirm their subject and level entry details online (including adding or withdrawing from subjects), replacing the previous system of using individual Leaving Certificate candidate (E7) entry forms. The use of the online system, the Candidate Self Service Portal (CSSP) will continue for the 2023 Leaving Certificate.

The portal opened at 1pm yesterday Wednesday 8 February for candidates to confirm their subject entries and levels. It will remain open for this purpose until 5pm Tuesday 21 February.

Can you please advise all candidates in your school that it is essential that they register through the Portal as this Portal will provide candidates with the opportunity to confirm that their personal details are correct (i.e. Name and Date of Birth), their subject choice and levels, registration will also allow future access to their results and for the later stages of the process such as the appeals application process.

[Click here to login CSSP 2023.](#)

There is helpdesk support available for candidates at 1800-111135 or 1800-111136 between **9am to 5pm until Tuesday 21 February**. Outside of these hours you can email candidateportal@examinations.ie

Your sincerely

Jennifer Henry

Entries Section