

REGISTERING FOR THE LEAVING CERT EXAMS 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
Leaving Certificate Applied Candidates	STEP 1 Register to create your account

To register students will require their examination number and PIN (first 4 digits of your 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 your account. In order 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.**

Leaving Certificate 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.

Leaving Certificate Applied candidates need only to register and activate their account (step 1).

There is helpdesk support available at 1800-111135 or 1800-111136 between 9am to 5pm until **Friday 14 February 2025** or they can email candidateportal@examinations.ie

Please note if you have already notified the SEC by email that any of the above candidates have withdrawn from the Leaving Certificate please note that our system will be updated once the portal closes.

Your sincerely,

Grace Thompson

Entries Section

State Examinations Commission

Athlone

[MSLETB Email Disclaimer](#)

[Registered Charity No: 20083472](#)