



7th February 2023

Dear 6th Year Student/Parent/Guardian

In Circular Letter S 04/23 issued on 3rd February; the requirement is outlined for all Leaving Certificate candidates to register and create an account on the Candidate Self-Service Portal (CSSP), confirm their personal details, subjects, level entry details and add or delete subjects from their record. The portal will open on 8th February, and it will close on Tuesday 21st February at 12 noon. Candidates will **not** be able to add additional subjects after the portal closes on 21st February. Candidates will be given an opportunity to confirm their details later in the term.

Candidates will need their examination number, Personal Identification Number (first four digits of the candidate's PPS number), an email address and mobile phone number to log on to the CCSP. The State Examinations Commission will communicate directly with the candidate through this portal, for preparation for exams, issuing of results, viewing scrips and processing of appeals.

Should you require assistance with registration on the Candidate Self-Service Portal, please feel free to contact Ms. O'Hara (Yearhead).

Yours sincerely,

Paul Fogarty

Principal

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Deputy Principal