Candidate Self Service Registration Process

If you do not register you will NOT be able to access the range of online services available on the portal. The application to view scripts; the viewing of scripts marked online, the appeal application and the appeal results services are being provided exclusively online this year.   We strongly recommend that you complete the registration process as soon as possible.
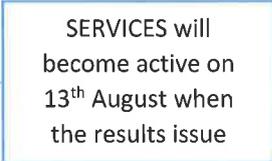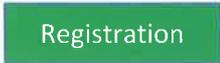
Step by Step Guide to Registration

1. Before you start, you will need your examination number and your Personal Identification Number (PIN). These are provided in your individual PIN letter which you have received from your school. You will also need an email address and mobile phone number to which you have regular access over the coming months.
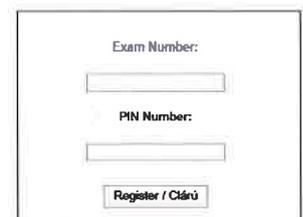
2. Go to www.examinations.ie   Click on this banner which appears on the home page.

   LC CANDIDATE SELF SERVICE PORTAL ▶▶▶

3. Click **Registration**

   | Registration | | Services |

   SERVICES will become active on 13th August when the results issue

4. **Registration** – Enter the Exam Number and PIN Number as shown on your letter.
   Click **Register**

   Exam Number:
   _____
   PIN Number:
   _____
   Register / Clárú

5. **Register Contact Details** – Enter and then re-enter your **Mobile number** and then your **Email address**.   Create a password that is 8 characters long, contains uppercase, lowercase and a number. Enter and re-enter your **Password**. Click **Register**.

6. **Account Activation -** You will see confirmation of your Exam Number, Email address and Mobile Number on screen.   You will also receive an email (*ensure to check Spam/Junk folders*) from the State Examinations Commission containing a link '**Click here to confirm your account'**.   Once you click this Link, your Registration has been completed. N.B. You must click this link to activate your account.

7. **Retain your login details (Exam Number and Password) so you can access the Candidate Self Service Portal** when the Results service goes live in August**.**

N.B.- It is important that you have continual access to the contact details you provide. The SEC and its agents will use these details to contact you in relation to any online service application(s) you make. The Organising Superintendent will have these details to contact you if you apply to view your scripts in your school.

Email candidateportal@examinations.ie if you have any difficulties regarding the registration