



Student Portal

Information here may change slightly as the portal is still being finalised. The school will facilitate the completion of Registration in school where required and are here to help and assist with questions.

We have put this information together based on a call with SEC and how the system worked last year. It will be most important to read the instructions on the portal when it becomes live.

In line with changes required to deliver Accredited grades to students due to sit Leaving Certificate examinations this year, the State Examinations Commission of the Department of Education and Skills has developed a Student Portal to facilitate both accredited grades and the Leaving Cert.

Please go to www.examinations.ie and read the “**Before you start guide**” When the Portal opens on Wednesday 10th of March

The portal will open at 12am on Wednesday 10th March and close at 6pm on Tuesday 16th of March(so there is plenty of time to get it completed) In this time period students need to do the following so as to ensure all goes smoothly.

It is essential that you carry out these steps at this time so that ultimately you have the opportunity to receive Accredited Grades that may be used to allow you to progress to employment, further education and training or higher education.

The Student Portal will reopen at a later stage when you will be asked to confirm your information. You will also use the portal to access your grades when the results issue and for the later stages of the process such as the appeals application process. You do not need to worry about this for now as all you need to do right now is register and, to confirm your subjects and

levels. Once you have registered, you will be contacted to alert you about the next steps that you need to take to receive your Grades this year.

The Student Portal has been designed to be easy to use but you do need to read the guide on the portal in full to make sure that you have everything that you need before you commence the registration (and confirmation of subject and levels) process.

1. Before your start, you will need

- a. your examination number which you should have received from school
 - b. your Personal Public Services number (PPS number)
 - c. an email address to which you have regular access over the coming months
not. Yahoo mail
 - d. your mobile phone number.
2. To confirm your identity in the registration process you will use the first or possibly last 4 digits of your PPS number as your personal identification number (PIN).
3. Go to www.examination.ie on Tuesday 9th after 12
4. Click on the link **Accredited Grades Student Portal** Flagged in Red on the page.
This will bring you to the Student Portal welcome page
5. Select the **Register Using Candidate Number and PIN** button. This brings you to the Registration Step 1 page. This is where you will confirm your identity.
6. **Confirm your Identity** — on the Registration Step 1 page enter your Examination number in the first box. Enter the first/last 4 digits of your PPS number in the box

marked PIN. Click **Confirm Identity**. This brings you to the Registration Step 2 page. This is where you will create your Student Portal Account.

7. **Create your Account** — on the Registration Step 2 page, you need to enter and confirm;
 - a. Your mobile number
 - b. Your email address **Not Yahoo mail or school email**

You also need to create a password which you will need to enter and confirm. When you have this done, click **Create Account** button. Doing this generates an email to your email address and this will bring you to the Account Activation page.

8. **Activate your Account** — in order to complete the registration process, you must click on the link in the email sent to your email account. The email will be from the State Examination Commission. If you do not seem to have received the email check your SPAM and JUNK folders before contacting the Helpdesk. However if portal is busy at any time this process may be delayed. Clicking the link in the email completes the registration process and confirms the creation of your account.