

Step 1: Gather your information

- Examination Number: Provided by your school.
- PIN: The first 4 digits of your PPS Number.
- Contact information: An email address and mobile number you can access over the coming months.

Step 2: Register on the portal

- Go to the Candidate Self Service Portal (CSSP).
- Enter your Examination Number and PIN.
- Click Register.

Step 3: Create your account

- Enter and re-enter your mobile number and email address.
- Create a password that is at least 8 characters long and includes uppercase, lowercase, and a number.
- Enter and re-enter your password.
- Click Register.

Step 4: Activate your account

- Check your email for a message from the State Examinations Commission (check your Spam/Junk folder).
- Click the "Click here to confirm your account" link in the email to activate it.

Step 5: Confirm your subjects

- Log back into the portal using your new account.
- Review your personal details and confirm your subjects and levels.
- Anyone completing an additional subject outside School please ensure you have included this in your subjects.