



Guide to Registration

Please read this guide in full before you commence

In line with changes required to deliver Calculated Grades to students due to sit Leaving Certificate and Leaving Certificate Applied examinations this year, the Calculated Grades Executive Office of the Department of Education and Skills has developed a Calculated Grade Student Portal.

If you have not previously registered you must first register.

If you have NOT registered, please proceed to STEP 1 in this guide.

The student portal has been designed to be easy to use but you do need to read this guide in full to make sure that you have everything you need before you commence the registration process.

If you don't find the answers you need after reading this guide you can contact the helpdesk at 1800-111135 or 1800-111136. Please note that due to COVID-19 restrictions the helpdesk phonedlines will ONLY be available between 9 am and 4 pm on Monday 28 September to Friday 2 October.

Outside of these hours you can email lcsupport2020@education.gov.ie.

Step 1: Register

1. Before you start, you will need
 - a. your Examination number —**see below if you do not know this number.**
 - b. your Personal Public Services number (PPS number)
 - c. an email address to which you have regular access over the coming months
 - d. your mobile phone number.
2. To confirm your identity in the registration process you will use the first 4 digits of your PPS number as your personal identification number (PIN).
3. Go to www.gov.ie/leavingcertificate
4. Click on the link **Calculated Grades Student Portal** at the top of the page. This will bring you to the Calculated Grades Student Portal welcome page
5. Select the green **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 4 digits of your PPSN in the box marked PIN. Click

Confirm Identity. This brings you to the Registration Step 2 page. This is where you will create your Calculated Grade 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

You also need to create a password which you will need to enter and confirm. The password must be a minimum of 8 characters and include upper and lower-case characters and numbers. When you have this done, click **Create Account** button. Doing this generates an email to your email address and brings 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 Department of Education and Skills. If you do not seem to have received the email check your SPAM and JUNK folders before contacting the Helpdesk. Clicking the link in the email completes the registration process and confirms the creation of your CGSP Account. Please note: you must click this link to activate your account.
9. Keep your account details securely (Examination number and the password you created) so you can access the portal later when we ask you to do so.

I DO NOT KNOW MY EXAMINATION NUMBER – HOW CAN I GET THIS?

You will have been provided with this 6-digit number earlier in the year by your school, centre of education or by the State Examinations Commission if you entered for your Leaving Certificate independently. Please check your records for the number.

If you still cannot trace the number and you are attending a school or other centre of education (including Further Education and Training Centres or private college) then you should contact them for assistance.

If you are an external candidate then you should have this number on record from the correspondence received from the State Examinations Commission.

If you are still unable to trace this number, you can contact the Helpdesk for assistance.

Why do I need to create a Personal Identification Number for this service?

As we are unable to issue Personal Identification Numbers to you directly or via your school we are asking you to create your own PIN using the first 4 digits of your Personal Public Service Number (PPS Number). Combining your examination number with this PIN will allow you to confirm your identity to register with the Calculated Grades Student Portal.

What is a PPS Number?

Your Personal Public Service Number (PPS Number) number is a unique reference number. A PPS Number is always seven numbers followed by either one or two letters.

I don't know my PPS Number – where can I find it?

You will find your PPS Number on the following documents:

- Public Services Card
- Medical Card or GP Visit Card



- European Health Insurance Card
 - Drugs Payment Scheme Card
 - Payslips you have received from your employer, if you are working
 - Correspondence from the Revenue Commissioners or the Department of Employment Affairs and Social Protection
2. If you live at home with a parent or guardian, please check with them to see if they know your PPS Number.

If you have checked all of the sources suggested and still cannot locate the number, you can check with your school as they may have this number on their records. (**Note:** Due to the public health emergency, you should make every effort to locate your PPS Number, following steps 1-3 above, before making contact with your school.)

I have checked all of the suggested sources and with my school and I still am unable to locate my PPS Number?

- If you still cannot find your PPS Number, you should call the Department of Employment Affairs and Social Protection at 071 967 2616 or 1890 927 999. **If you are under 18, your parent or guardian will have to make this contact on your behalf.**

I do not have a PPS Number, or I believe that I did not have one at the time I entered for the Leaving Certificate examinations. Should I obtain one now?

No. If you do not have a PPSN, or did not have one when you entered for the examinations, you should Email lcsupport2020@education.gov.ie

I have my PPS number, and I have entered the first four digits as my PIN but it is not recognised by the system, what should I do?

If you are sure that you have correctly entered your examination number and the first four digits of your PPS number, you should Email lcsupport2020@education.gov.ie

If I have technical difficulties accessing the Calculated Grades Student Portal, what should I do?

If you have any difficulties you can Email lcsupport2020@education.gov.ie

Data Protection

Data Protection Privacy notice

The privacy notice outlining further information on the use of personal data in this process together can be found at <https://www.education.ie/en/The-Department/Data-Protection/gdpr/parents-children/privacy-notice-students-calculated-grades-leaving-certificate-2020.pdf>. Full details of the Department's data protection policy is available at <https://www.education.ie/en/The-Department/Data-Protection/>