



An Roinn Oideachais
agus Scileanna
Department of
Education and Skills

Calculated Grades Data Collection Guide for Data Entry Users and Approvers

June 2020

Calculated Grades Data Collection Application Overview

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Part A - Before you Begin

1. Introduction

This guide is to assist schools with the process of inputting and submitting estimated percentage marks and class rank orders to the Department of Education and Skills for each of the students in this year's Leaving Certificate and Leaving Certificate Applied classes. The procedures for recording data in the application are similar between Leaving Certificate and Leaving Certificate Applied (LCA) but there are some differences to be aware of in relation to LCA, which are set out in Part D.

The Calculated Grades Data Collection Application has been created and built specifically for this task. The Application is part of the Esinet portal, which most schools will be familiar with. This guide is for Data Entry Users and Approvers.

The system of Calculated Grades depends entirely on the quality of the data gathered by schools and the accuracy with which this data is recorded. You are required to take your time in relation to this process in order that the data collated through this process accurately reflects the data on the forms. Any errors made at this stage will have an impact on the calculated grades that students receive.

2. User Types and Login Support

There are two user roles required to enter, approve and submit estimated percentage marks and class rank orders to the Department of Education and Skills.

- Data Entry Users – typically the Calculated Grade Aide
- Approvers – typically the Principal

The role for each user is explained in detail further in this guide.

The school's Local Administrative User (LAU) should assign the new roles. See Appendix 1 for full details on how to set up the roles on Esinet.

If you have any issues accessing the Esinet portal you should contact 01 889 2255 or 01 889 2175.

3. Supporting Documentation

As indicated in the '*Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings*', teachers will have already completed Forms A and B.

Principals will have completed Forms C and D (where appropriate).

Form A: Estimated Percentage Mark form for recording each student's estimated mark
Form B: Class Rank Order form for recording the rank order of the particular class
Form C: School sign-off on estimated mark for a subject studied outside of the school
Form D: Subject entry for which the school cannot sign off on an estimated mark.
School Matrix: You have been provided with a school matrix from the State Examinations Commission. The matrix is a list of students registered to sit the Leaving Certificate examination in your school.

For more information on the above documentation, please see *Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings* on www.gov.ie/leavingcertificate

Part B - The Role of the Data Entry User

A summary of the role of the Data Entry User is below:

- Receive and check the relevant documentation - Matrix, Form A, Form B, Form C and Form D
- Assign Class IDs to the Forms
- Ensure that each student is correctly entered on the Calculated Grades Data Collection Application
- Enter the relevant Class IDs on the application
- Enter the estimated percentage marks and rank orders as set out in Form B
- Enter the estimated percentage marks and insert a rank of 1 for each Form C
- Enter a percentage mark of 0 and a rank of 1 for each Form D
- Ensure that all data entered is correct and submit data for approval

The process is described in detail in the following section:

1. Checking Documentation

The Principal will provide you with Forms A and Forms B for every Leaving Certificate and Leaving Certificate Applied class for each subject at each level in your school. However, you will not be entering data on the Calculated Grades Data Collection Application from Form A, this is for reference only.

You may also receive a number of Forms C and/or Forms D from the Principal.

You must ensure that each form is fully completed and signed by the appropriate person in advance of entering any data on the Calculated Grades Data Collection Application on Esinet. If there are any anomalies, you must inform the Principal immediately who will ensure that this is rectified.

2. Assigning a Class ID to Forms B, C and D in advance of logging in

For the Calculated Grades model to work we need to know which class group within a subject and level each student belongs to. To do this you need to follow the steps below.

Before logging in to the application it is very important that you assign a Class ID to each class and write it on the relevant Form B. Assigning students to classes will be one of the first tasks to be done when you log in. You will be much less likely to make a mistake if you have associated a Class ID with each relevant form in advance. Forms C and D are treated as particular classes.

The format of the Class ID for every Form must be two characters, consisting of one letter followed by one digit. How you assign a Class ID is explained in further detail below.

Once you have a Class ID assigned to each class group you should write the Class ID beside the School Roll number on each Form B, C and D.

The process of assigning Class ID's varies for Forms B, C and D. Details are as follows.

2.1 Assigning Class ID to Forms B

Each teacher's class group should be assigned a letter as the first character of the Class ID to identify the class group. If a teacher has more than one class group, then a different letter should be used for each.

In the case of Forms B, only letters in the range from A to R should be used.

The digit that is used as the second character in the Class ID should be used to identify the level:

- 1 - Higher Level
- 2 - Ordinary Level
- 3 - Foundation Level
- 4 - Common Level*

*Common level denotes Leaving Certificate Applied Subjects and tasks and Link Modules (LCVP).

For example, in the case of Irish, there may be five classes with five different teachers with a combination of levels within some or all of those classes. The first teacher may have a combination of Higher and Ordinary level students in the class. The Class ID for this teacher's class would be A1 for the Higher Level students and A2 for the Ordinary Level students. The second Irish teacher may only have Higher Level students and therefore the Class ID for this class would be B1, and there would be no class B2.

In the case of LCA, for example, if there is one class for Active Leisure Studies, the class ID will be A4.

Class IDs need only be unique within the subject. The same letter may be used again for different subjects. For example, the Class ID for Link Modules (LCVP) may be D4 and the Class ID for LCA Social Education may also be D4. Likewise, an Ordinary Level Mathematics class and an Ordinary Level Irish class can both have A2 as the Class ID.

Example for Form B

Teacher	Irish Higher	Maths Foundation	Accounting Ordinary	English and Communication (LCA) Common	LCVP
Teacher 1	A1	A3	A2	A4	A4
Teacher 2	B1	B3	B2	B4	B4
Teacher 3	C1		C2		
Teacher 4	D1				
Teacher 5	E1				
Teacher 6	F1				

2.2 Assigning Class ID to Forms C

There must be a separate Class ID for each Form C that you receive, i.e. two or more Forms C for the same subject should NOT be put in the same class. Even if several of these forms have come from the same outside teacher of the same subject and they have a Form B with them, they should still not be put in the same class. If there is an associated Form B, this should be ignored and the Class ID should be associated with, and written on Form C.

In the case of Forms C, only letters in the range from U to W should be used.

In the case of Forms C, a character indicating the level is not required. Instead, the format of the Class ID must be 2 characters, consisting of the letter followed by any number. Again, Class ID's may be replicated in different subjects.

For example, if there are two students studying Romanian outside of school the Class ID's may be U1 and U2. If there are three students studying Economics outside of school the Class ID's may be V1, V2 and V3.

Example for Form C

Student	Subject	Class ID	Rank
Student 1	Romanian	U1	1
Student 2	Economics	U2	1
Student 3	Polish	W1	1
Student 4	Polish	V1	1

2.3 Assigning Class ID to Forms D

There must be a separate Class ID for each Form D that you receive, i.e. two or more Forms D for the same subject should NOT be put in the same class.

In the case of Forms D, only letters in the range from X to Z should be used.

In the case of Forms D, a character indicating the level is not required. Instead, the format of the Class ID must be 2 characters, consisting of the letter followed by any number.

Again, Class ID's may be replicated in different subjects. For example, if there are two Forms D for Agricultural Science, the Class ID's would be X1 and X2. If there is also a Form D for Applied Mathematics, this can also have the Class ID X1.

Example for Form D

Student	Subject	Class ID	% Mark	Rank
Student 1	Music	X1	0%	1
Student 2	Music	Y1	0%	1
Student 3	Agricultural Science	X1	0%	1
Student 4	Lithuanian	Z1	0%	1

Once you have a Class ID assigned to each class group you should write the Class ID beside the School Roll number on each Form B, C and D.

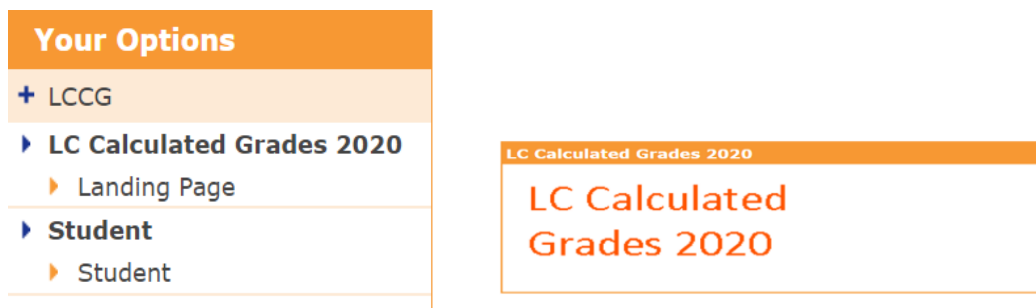
3. Calculated Grades Data Collection Application.

3.1 Accessing the Calculated Grades Data Collection Application.

The Calculated Grades Data Collection Application forms part of the Esinet portal.

Once you have logged in, you will see a new menu called **LC Calculated Grades 2020**.

You can access the application through the link on the left of the page or the banner in the middle of the page.



3.2 The Landing Page

The Landing page displays the following information:

The image shows a screenshot of the Landing Page table. At the top, there is a 'PDF' button, a 'Display' dropdown set to '20', and a 'Records' label. To the right, there is a 'Filter Data:' label and a text input field. The table has a dark blue header with the following columns: Subject, Subject Level, Total Students, Number Results Entered, % Mark Entered, Invalid Entries, and Approved. The first row of data shows 'Irish' as the subject, 'Higher Level' as the subject level, 65 as the total students, 0 as the number of results entered, 0 as the percentage of marks entered, 0 as the number of invalid entries, and 'No' as the approval status.

Subject	Subject Level	Total Students	Number Results Entered	% Mark Entered	Invalid Entries	Approved
Irish	Higher Level	65	0	0	0	No

- List of subjects
- The level for each subject
- Total count of students for that subject at that level
- Number of results entered so far by the Data Entry User (0 when you first log in)
- Overall Percentage of Marks entered by the Data Entry User (that is, the number entered so far as a percentage of the total number to be entered - this tracks your progress).
- The number of Invalid Entries – where the rank order is duplicated
- Whether or not the subject has been approved by the Approver (Yes/No)

You can filter, order and extract data in PDF format from every page in the application.

All Leaving Certificate and Leaving Certificate Applied subjects are listed on the Landing Page. Where you see a subject listed with Common level, this denotes an LCA subject or task or the Link Modules (LCVP). All Leaving Certificate Established subjects are listed separately at each level.

When you click on the subject name, you will be brought to the Calculated Grades Data Entry page and presented with the full list of students for that subject and level.

3.3 Calculated Grades Data Entry Page

Step 1.

The first task you must carry out is to make sure that there are no unresolved discrepancies between any of the student levels as displayed on this screen and the levels according to the school's records (Forms B). The **only** way to change the level (or the Class ID) of a student after the Class IDs have been entered on the Calculated Grades Data Collection Application is to call our helpdesk and arrange for all of the data related to that subject in the school to be wiped clean and to reset the process of assigning Class ID's. This creates a lot of extra work for you and delays the process. This is why it is important to have checked all the level information in advance and to have associated Class ID's with the correct forms on paper in advance.

As you are aware all Leaving Certificate and Leaving Certificate Applied Students were asked to register on a Student Portal. Leaving Certificate students were asked to confirm their levels. Where a Leaving Certificate student has/has not confirmed levels on the student portal this will be flagged/identified on the Calculated Grades Data Collection Application with a Y/N under Portal Confirmed.



Forename	Surname	Subject	Subject Level	Class Id	% Result	Rank Order	Portal Confirmed
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If the level that the student has confirmed matches the level at which the school has generated an estimated mark, then the data may be inputted. However, if the level on the system does not match the level at which the estimated mark has been generated, it may be necessary for the school to change the level at which they generated the estimated percentage mark. If there is a difference between the level on the system and the estimated percentage mark level and the student has an N indicator for that subject (indicating that they did not confirm their level on the Student portal), then the school may need to make contact with the student. If any of these reviews require a change to the level shown on the system, the school will need to contact the helpdesk immediately.

Step 2.

You must now enter the appropriate Class ID to each student in the subject and level using the Class ID's. You will have already done this on the paper forms, now you need to record it in the system. This needs to be done for all students in the subject and level before you can enter estimated percentage marks and rank orders for every student.

Inputting the Class ID

- Click on the 'Click to Edit' button
- Enter the relevant Class ID that you have already assigned to each form
- When all students are assigned a Class ID for that subject and level, you will receive an alert informing you that data is now entered and ready for approval – Click Ok
- This will generate the option to 'Approve Subject Classes'. **You should not select 'Approve Subject Classes' yet**, as you need to carry out a further check. If you click this button you will not be able to edit this information
- You should now download and print the output by clicking on the PDF button
- You should compare the information on PDF output for each level with the relevant Forms B, C and D to make sure that all students are entered correctly

- Once you are sure that you have assigned each student to their appropriate class, select

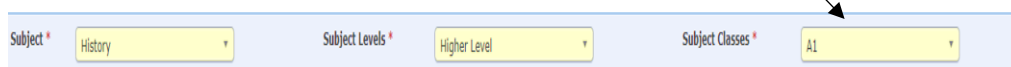
Approve Subject Classes

Once the Class IDs are assigned, you cannot edit this information again. Therefore, due care and diligence should be exercised at all times.

Step 3.

Entering Estimated Percentage Marks and Rank Orders

Following the assignment of the Class ID's within a subject and level, students will be displayed by class. To enter the % Mark and Rank order for each student, filter by class by selecting the from drop-down menu



Subject * History Subject Levels * Higher Level Subject Classes * A1

To ensure accuracy, you should enter the % Mark and Rank Order for each student within each class, in order to do this you should filter by student ID or name.



PDF Filter Data:

Candidate ID	Forename	Surname	Subject	Subject Level	Class Id	% Mark	Rank Order	Portal Confirmed
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Form A – You should not enter any data directly from this form. You should not need to refer to it at all. In certain circumstances, you may be able to use Form A to resolve an ambiguity on Form B – for instance, if the handwriting on Form B results in an ambiguity about a Student's ID, it might be possible to clearly resolve the problem by referring to the corresponding Form(s) A. Nevertheless, if there remains any doubt at all, you must refer the forms back to the Principal to resolve the issue.

Form B – You must assign each Form B their own Class ID. You must enter the % Mark and Rank Order as per Form B.

Form C – It is essential that each Form C has their own Class ID and that you enter the % Mark as indicated on the form. You should enter a Rank of 1 for each Form C. Students listed on Form C will always have a ranking of 1. This is because they are not part of a class group in your school, but the Principal is satisfied that they have sufficient and appropriate evidence available to them to stand over the estimated percentage mark being provided.

Form D – It is essential that each Form D has their own Class ID and you must enter a % Mark of 0. You should enter a Rank of 1 for each Form D. Students listed on Form D will always have a % Mark of 0 and a Rank of 1. This is because they are not part of a class group in your school, and the Principal is NOT satisfied that there is sufficient evidence available to them to stand over an estimated mark.

You should maintain regular contact with the Approver to alert them whenever you have submitted data for approval.

You should then proceed to

- Click on the 'Click to Edit' button under % Mark and Rank Order
- Where you have a Form B, enter the % Mark and rank as per Form B
- Where you have Form C, enter the % Mark and a Rank of 1
- Where you have Form D, enter the % Mark of 0 and a Rank of 1

- Once all data is entered, you will be given the option to 'Validate the Data' and 'Submit to Approver'. **You should not select 'Validate the Data' or 'Submit to Approver' yet.**
- You should sort the list of students in each class by Rank Order, by clicking on the 'Rank Order' column heading.
- You should now download and print the output by clicking on the PDF button and then printing the file generated.
- You should then compare the data on the Forms B, Forms C and Forms D to the printed file. The printout should be placed side by side with the Forms and each entry checked carefully across the documents. As well as the entries matching, they should be in the same order on both documents if everything has been done correctly.
- After you have checked the printed file against the relevant form, sign the PDF file and attach it to the form.
- Once you are sure that you have entered the correct data for each class in the subject, you should now 'Validate the Data' and 'Submit to Approver'.

Validate Data

Submit Data For Approval

N.B. If for any reason that the Approver does not agree that the correct data has been entered, they can choose to reject the data submitted by you.

If they reject it, the full data set for the specific subject and level will be returned for review and updating as appropriate. If a change in the estimated percentage mark or rank order is needed on Form B or C, you should be provided with an updated form from the Principal. As all appropriate checking of the estimated percentage marks and rank orders will have happened before the forms were handed over to you in the first instance, any change at this stage in the process should only be happening in exceptional circumstances.

Once complete, you should return the Forms A, B, C and D to the Approver. They will need these forms to carry out the approver role.

If you make an error, please alert the Approver immediately, so that they can reject the data, which will cause it to be referred back to you for review and correction.

Apart from the ones that you have signed and attached to Forms B, C, or D, any PDF print outs used by you for checking data should be disposed of securely at this point.

3.4 Student Page

The student page displays the list of Students registered for Leaving Certificate and Leaving Certificate Applied in your school.

To check the subject details for each Student click on the relevant Student ID.

Student ID	Forename	Surname	Date of Birth
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Part C - The Role of the Approver

The role of the Approver is to:

- Ensure that they receive the relevant documentation from the Data Entry User
- Ensure that each student's % Mark and Rank Order is correctly entered on the Calculated Grades Data Collection Application as per the Form B
- Ensure that a % Mark and a Rank of 1 has been entered for each student and subject for which there is a Form C
- Ensure that a % Mark of 0 and a Rank of 1 has been entered for each student and subject for which there is a Form D
- Approve or Reject the Data as appropriate
- Submit the data the Department of Education and Skills – data for all students in the school (i.e. for all subjects, levels and classes) must be input and approved before the final data set can be submitted to the Calculated Grades Executive Office.

Note: Student Page

The student page displays the list of Students registered for Leaving Certificate and Leaving Certificate Applied in your school.

Student ID	Forename	Surname	Date of Birth
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You may find it useful to view all data entered for each individual student by clicking on the relevant Student ID.

1. Checking Documentation

Ensure that you maintain good contact with the Data Entry User to retrieve Forms A, B, C and D for checking once data has been entered on Calculated Grades Data Collection Application.

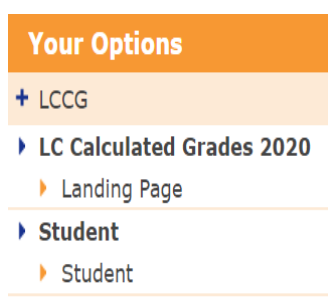
2. Calculated Grades Data Collection Application

2.1. Accessing the Calculated Grades Data Collection Application

The Calculated Grades Data Collection Application forms part of the Esinet portal. You should log in to it in the usual way.

Once you have logged in, you will see a new menu called: **LC Calculated Grades 2020**.

You can access the application through the link on the left of the page or the banner in the middle of the page.



2.2 The Landing Page

The Landing page displays the following information:

Subject	Subject Level	Total Students	Number Results Entered	% Mark Entered	Invalid Entries	Approved
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This page is where you can see progress of data inputted by the Data Entry User, and what subjects you have already approved.

- List of subjects
- The level for each subject
- Total count of students for that subject at that level
- Number of results entered by the Data Entry User
- Overall Percentage of marks entered by the Data Entry User (that is, the number entered as a percentage of the total number to be entered). Once all data has been inputted for a subject and level, this will display 100%
- The number of Invalid Entries – where the rank ordering is duplicated
- Whether or not the subject has been approved by the Approver (Yes/No)

You can filter, order and extract data in PDF format from every page in the application.

All Leaving Certificate and Leaving Certificate Applied subjects are listed here. Where you see subjects listed with Common level, this denotes an LCA subject or task or the Link Modules (LCVP). All Leaving Certificate Established subjects are listed separately at each level.

When you click on the subject and level, you will be brought to the Calculated Grades Data Entry page and presented with the full list of classes.

Approvers can only approve a subject/level which is 100% complete and which has been submitted for approval. Approvers should use the Landing Page to monitor progress.

2.3 Calculated Grades Data Entry Page

This is the page where you will check and Approve or Reject the data submitted by the Data Entry User before issuing data to The Department of Education and Skills.

Before approving the % Mark and Rank order, you should

- Order the list of students in each class by Rank Order
- Download and print the output by clicking on the PDF button
- Compare the data on Forms B, Forms C and Forms D to the PDF file
- Once you are sure that the data is correct, you should Approve. You should only approve if you are sure that there is no further change to make

If you consider that the data entered is not correct, you can Reject the Data. The data for that subject and level will be returned to the Data Entry User for review and edit as appropriate.

If you reject the data due to an error on Form B, C or D, you should return the amended/new paperwork to the Data Entry user to allow them to key the relevant information from a fully correct copy of the form(s).

Approve Class Data

Reject Class Data

All PDF files used by you for checking data should be disposed of securely at this point. These files display the status of 'Awaiting Approval'.

Once approved, there will be no further chance to make amendments to the % Mark or Rank for that class.

It is at this stage that you need to print the full and final data set approved by you before you submit to The Department of Education and Skills. The PDF files will display the status of 'Approved'. In order to do this, you should:

- Go to Landing Page
- Click on each Subject and Level
- Filter by each class
- Generate and Print the PDF file
- Sign and date each PDF file
- Retain these PDF files along with Forms A, B, C and D. These records will be needed for the Appeals and Quality Assurance Processes.

2.4. Submitting Data to the Department of Education and Skills

Following the approval of all % Marks and Rank orders for all subjects and levels, you will be presented with a new option to allow you to Submit all data to the Department of Education and Skills (DES)

Submit Results to DES

3. Sign off

When all the data is submitted to the Department of Education and Skills, you are required to Complete the Sign off declaration – See Appendix 2 – and retain it with all other documentation.

Part D - Leaving Certificate Applied

The same procedures apply to Leaving Certificate Applied as to Leaving Certificate Established. If you have any questions, the LCA co-ordinator should assist in the process.

Class ID

As with Leaving Certificate Established, there will need to be two digits for each class ID. The second digit refers to the subject level, so LCA class IDs will always have “4” as the second digit to indicate “common level”. The first digit is a letter which indicates the class within the school. e.g. If there are 2 French classes the class IDs can be “A4” & “B4”.

Percentage Marks

Only the percentage marks for each student on the Form B can be entered, credits cannot be entered and are not relevant to this process.

Student not on Calculated Grades Data Collection Application

If there are any students not on application, you must then contact the Helpdesk before proceeding. The following is a list of “Year 1” subjects and tasks.

Language, Personal Reflection Task, Vocational Education Task and Vocational Preparation Task.

The following is a list of the Late/Deferral tasks that may require a mark for Year 2 students
Contemporary Issues Task, Practical Achievement Task and Vocational Education Task.

Part E - Quality Assurance

The Calculated Grades Executive Office (CGEO) will carry out a number of checks as part of the Department of Education’s Quality Assurance Process. To facilitate this, the CGEO will contact a randomly selected number of schools to request a copy of all paperwork for a class, subject or the whole school to check. Please ensure that you have retained all paperwork in a safe place.

Part F - Helpdesk and Support

The Calculated Grade Executive Office are available from **10:00am to 4:00pm**, Monday to Friday to assist with any issues or queries you may have in relation to the Calculated Grades Data Collection Application bearing in mind that due to Covid19 Health and Safety restrictions our offices are not staffed to capacity as we continue to follow public health guidelines by working from home where possible.

CONTACT DETAILS

Email	cgdatacollection@education.gov.ie
Phone	1-800-111138 / 1-800-111139 or 090 64 84135 / 090 64 84185

Appendix 1 – Setting up Data Entry and Approver Roles on Esinet.

Table of Contents

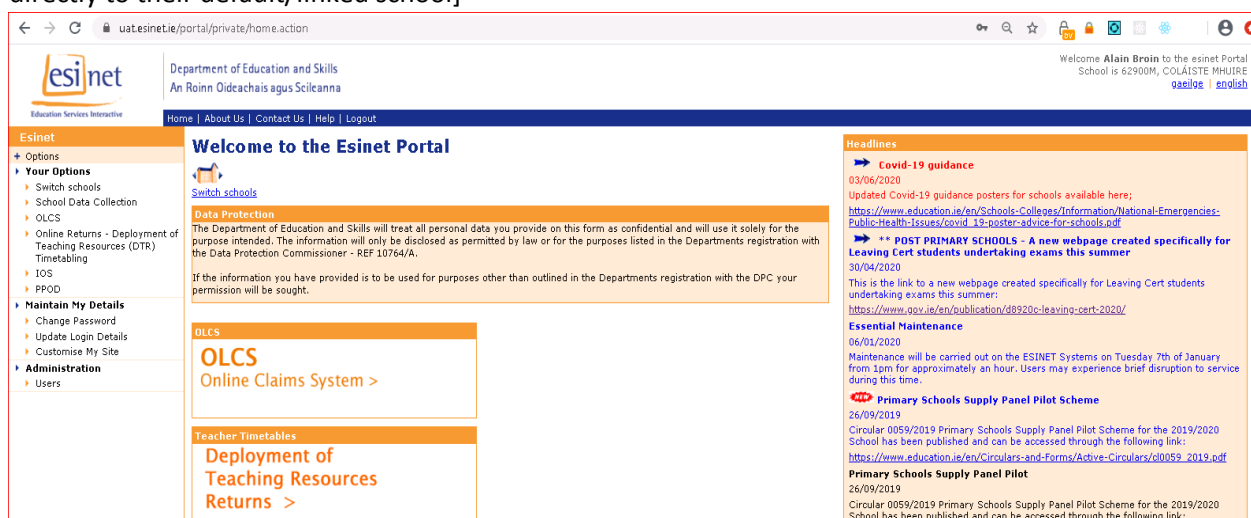
Local Administrator - Add a New User (Data Entry or Approver).....	16
Data Entry or Approver - First login.....	18

Local Administrator - Add a New User (Data Entry or Approver)

www.esinet.ie

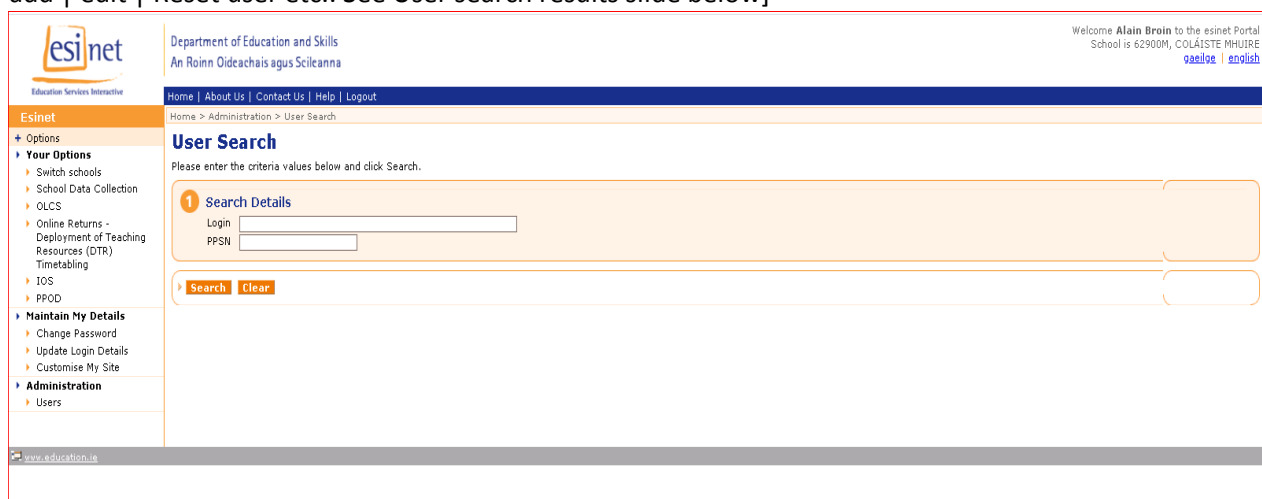
If you have any difficulties with the process below, please contact 01 889 2255 or 01 889 2175

Select Users from side menu on Esinet Landing Page [Note: When LAU logs on, their user session will link them directly to their default/linked school]



The screenshot shows the Esinet Portal Home Page. The header includes the Esinet logo, the Department of Education and Skills name in English and Irish, and a welcome message for Alain Broin. The left sidebar contains navigation options like 'Your Options', 'Maintain My Details', and 'Administration'. The main content area features a 'Welcome to the Esinet Portal' message, a 'Data Protection' notice, and links to 'OLCS' and 'Teacher Timetables'. The right sidebar displays 'Headlines' with links to COVID-19 guidance, primary schools supply panel pilot scheme, and essential maintenance.

This may appear counter intuitive, but before Adding a new user, LAU user must search for a User before adding a new one [searching using their own User login id will enable them to see the necessary rendered buttons to add | edit | Reset user etc.. See User search results slide below]



The screenshot shows the Esinet Portal User Search Page. The header is identical to the home page. The left sidebar is the same. The main content area is titled 'User Search' and includes a search form with fields for 'Login' and 'PPSN', and buttons for 'Search' and 'Clear'. The right sidebar is the same.

User will select New button on User Search Results page

Department of Education and Skills
An Roinn Oideachais agus Scileanna

Welcome **Alain Broin** to the esinet Portal
School is 62900M, COLAISTE MHUIRE
[9a810a](#) | [enroll](#)

Home | About Us | Contact Us | Help | Logout

Home > Administration > User Search Results

User Search Results

Click on the link to view the user's details.

Login	PPSN	Forename	Surname	Status
3008958	1162700T	Alain	Broin	Active

1 result(s)

[New](#) [Edit](#) [Reset User Account](#) [Reset User Password](#)

User is taken to this page

User Details to be added include [following are mandatory]

1. PPSN
2. Forename
3. Surname
4. Language [preferred language medium, Irish or English]
5. Note Login id has been auto generated, please note this for subsequent communication to new user.
[You will note in example below the autogenerated Login id is 2241835]
6. Enter temporary password, again please note this for subsequent communication to new user.
7. Add new user role for user from Add roles selection box.

Home | About Us | Contact Us | Help | Logout

Home > Administration > Add User

Add User

Complete the form below to add a new user.

1 User Details

PPSN *

User Title

Forename *

Surname *

Phone No

Email

Language *

User Status *

Updated by

Updated on

2 Account and Security Details

Login

Password

Select the Role you want to add from the list below and click the "Add Role" button. To add multiple roles hold the "Ctrl" key while you select.

3 Add Roles

User Roles [Add Role](#)

To remove a Role, tick the checkbox provided and click the "Remove Role" button

4 Remove Roles

☐ [User's School Role](#) [Remove Role](#)

[Add](#) [Cancel](#)

LCTwenty test user added with LC 2020 Data Entry User role

Home > Administration > Add User

Add User

Complete the form below to add a new user.

- User Details**
PPSN * 9871076A
User Title Mr.
Forename * LCTwenty
Surname * Test
Phone No
Email
Language * English
User Status * Active
Updated by 3008958
Updated on 03/06/2020 15:04:37
- Account and Security Details**
Login 2241835
Password *****
- Add Roles**
User Roles: Local Administrator, Data Entry, SWS Data Entry, LC Twenty Approver, PPOD Data Entry. Add Role
- Remove Roles**
User's School Role
LC 2020 Data Entry
Remove Role

Add Cancel

Confirmation Save User Success Page for new user 2241835

Department of Education and Skills
An Roinn Oideachais agus Scileanna

Welcome **Alain Broin** to the esinet Portal
School is 62900M, COLAISTE MHUIR
[gaelige](#) | [english](#)

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Save User Success

You have successfully saved the user 2241835

OK

[www.education.ie](#)

Note: Follow the same steps for setting up another individual with the LC20 Approver role.

Data Entry or Approver - First logon

As this is their first time logging onto Esinet they only need to enter their User login id and Password [temporary, entered at the time the user was being set up by the Local Administrator]

Department of Education and Skills
An Roinn Oideachais agus Scileanna

Welcome **Alain Broin** to the esinet Portal
School is 62900M, COLAISTE MHUIR
[gaelige](#) | [english](#)

Login to the esinet Portal

Please Enter Your Details

User ID 2241835
Password *****
Place of Birth

* If this is your first time logging into Esinet you only need to enter the User ID and Password.

Login Cancel

[Bookmark this page](#) | [Help](#)

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New user must complete the following self-registration questions:

Self Registration

As this is your first time to Login, please complete the form below to change the answers to your personal questions. Please ensure your answers are easy to remember as you will be requested to answer one of three questions each time you log on. Note that you MUST also change your password NOW. If a combination of upper and lower case characters are used you must continue to use the same format in future logins.
* Indicates required information.

- Personal Questions**

Birth Date *

Birth Place *

PIIN *

Email address(For password resetting only)
- Challenge Question**

Question *

Answer *
- Password Details**

Old Password *

New Password *

Confirm New Password *

[Save](#) [Cancel](#)

Once they have completed the Self Registration details and confirmed new password they will be taken to the Esinet Landing page and can access the LC Calculated Grades 2020 application by clicking on icon or clicking link on Your options sub menu on side menu on page.

The screenshot displays the Esinet Portal interface. At the top, there's a header with the Esinet logo and navigation links. The main content area is divided into sections: a 'Welcome to the Esinet Portal' message, a 'Data Protection' notice, and a prominent 'LC Calculated Grades 2020' button. The right sidebar features a 'Headlines' section with several news items, including 'Covid-19 guidance', 'POST PRIMARY SCHOOLS - A new webpage created specifically for Leaving Cert students', and 'Primary Schools Supply Panel Pilot Scheme'.



**An Roinn Oideachais
agus Scileanna**
Department of
Education and Skills

CALCULATED GRADES DATA COLLECTION APPLICATION

PRINCIPAL'S SIGN OFF

SCHOOL ROLL NO:
SCHOOL NAME & ADDRESS:

I confirm that:-

- The estimated percentage marks and rank orders that I have submitted to the Department of Education and Skills for my school are in accordance with the guidance set out by the 'Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings'.
- The draft copies of documentation have been securely disposed of.
- The full and final records including Forms A, B, C and D and signed final PDF files are stored securely, for retention by the Department of Education and Skills, if required for Appeals or Quality Assurance Processes.

Signature of Principal _____ Date _____