

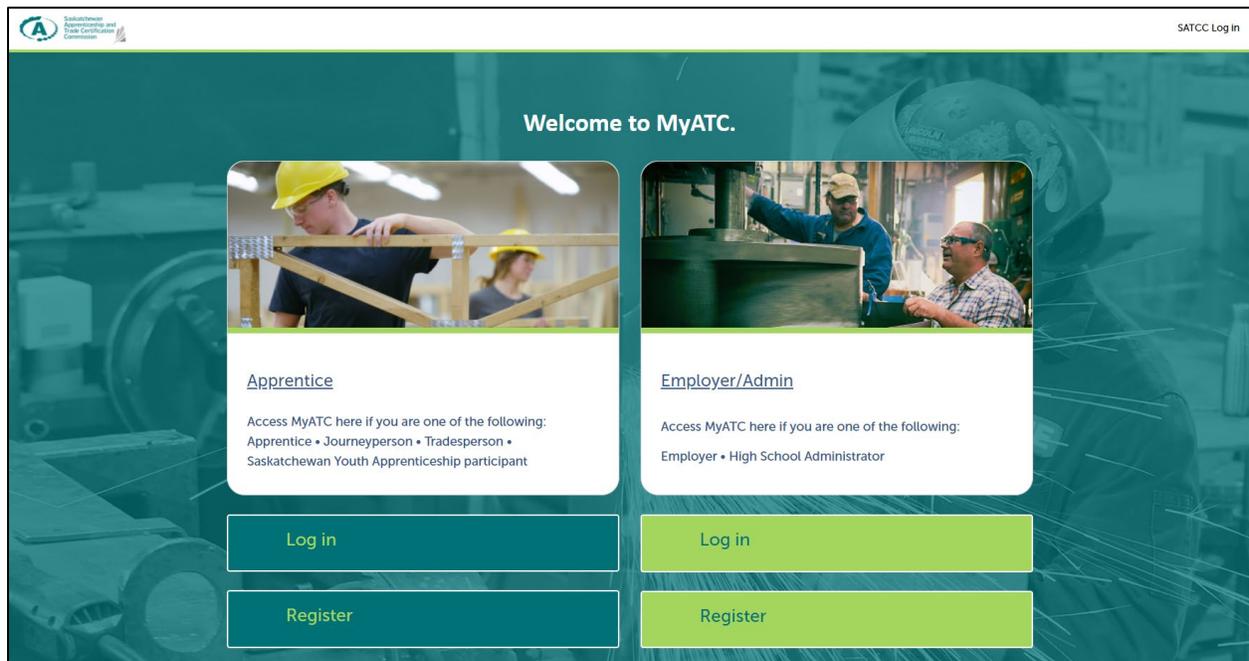
A Guide to Registering for MyATC – Apprentice Account

Log in page: <https://satcc.service-now.com/myatc/>

There are two paths to log in:

Apprentice – apprentices, tradespersons, youth apprentices, and journeypersons accessing personal services log in through this side.

Employer/admin – employers, joint training committees, high school administrators and SYA Champions log in through this side.



Apprentice account registration

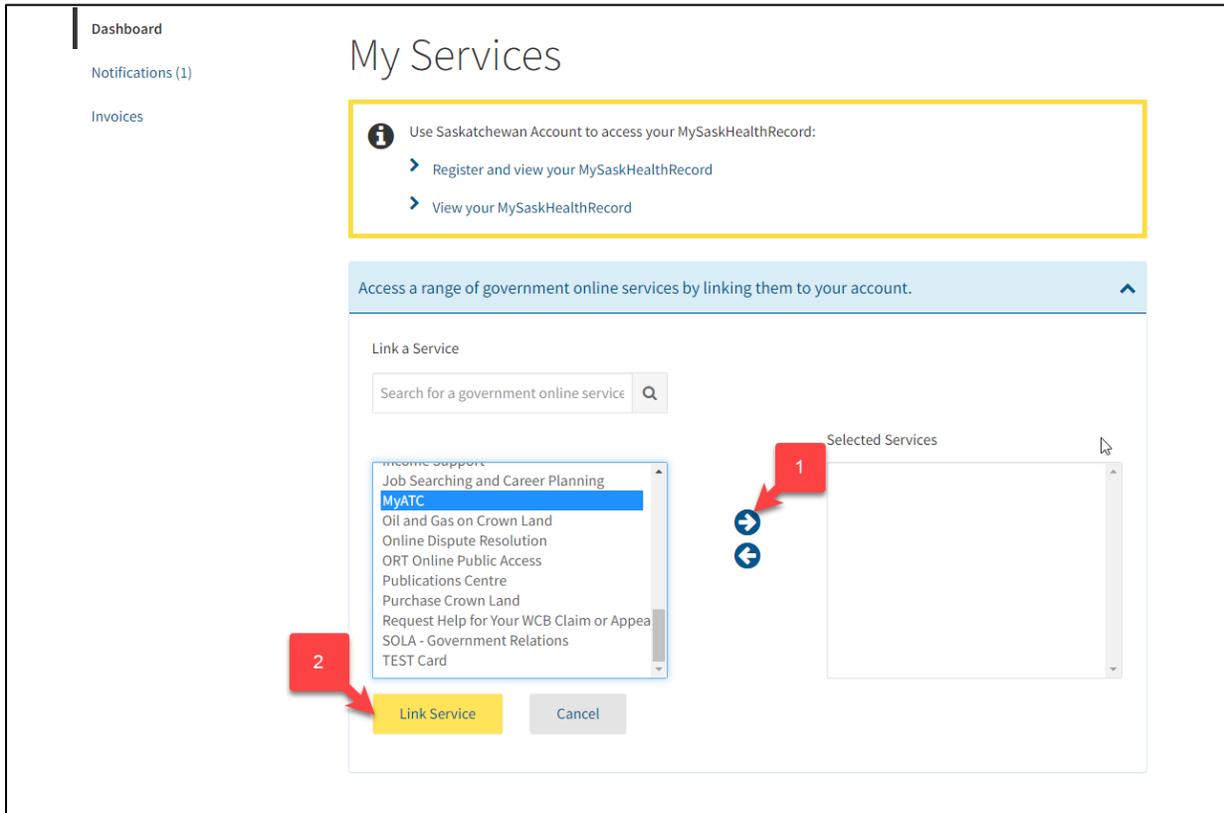
This client group is required to have a Saskatchewan Account, which is then linked to MyATC.

On the MyATC login page, if you already have a Saskatchewan Account, click Log in. If you do not have a Saskatchewan Account, click Register. For a tutorial on how to create an individual account, watch this [video](#).

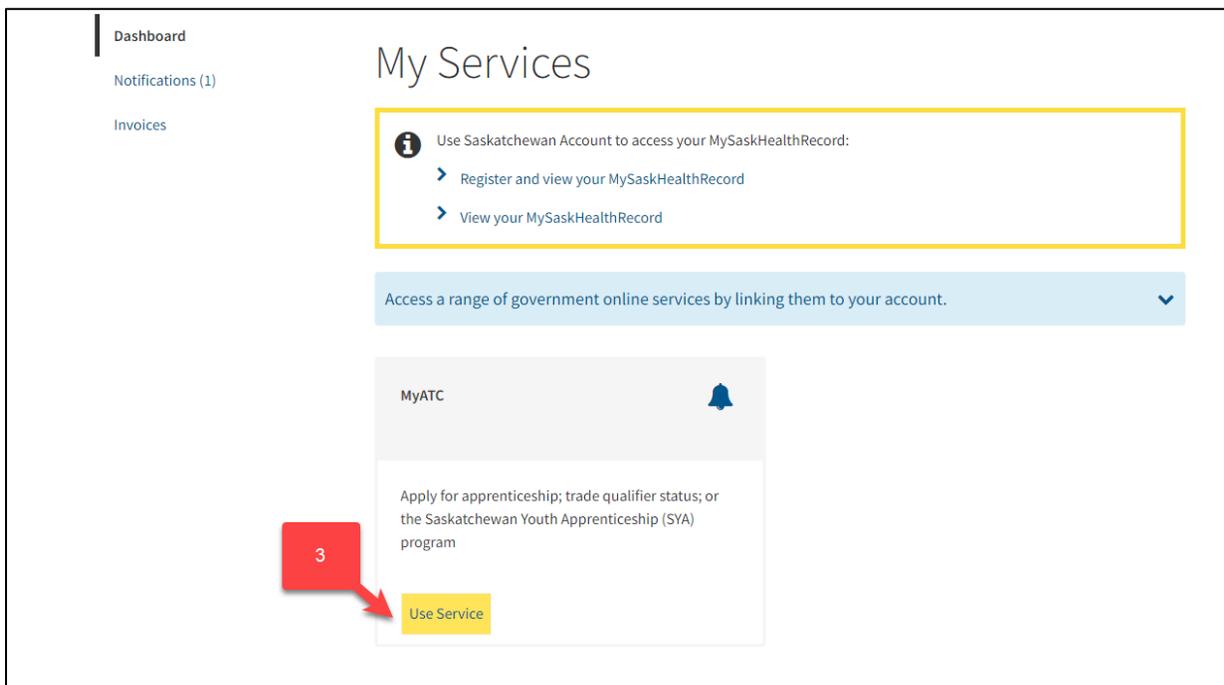
You may already have a Saskatchewan Account if you have accessed other government services such as MySaskHealthRecord, or applied for a notary public, or a hunting or fishing license.

Note: if you are creating a new Saskatchewan Account, it is advised that you use a personal email account, rather than a business or work email account.

Once you've logged in to your Saskatchewan Account, access My Services and link MyATC from the menu.



After linking the service, click the "use service" button.



Follow through and you will be asked a series of questions.

1. Accept Terms of Use

MyATC

Apply for apprenticeship; trade qualifier status; or the Saskatchewan Youth Apprenticeship (SYA) program
[View Service Overview](#)

Linked on: April 4, 2022

- Tasks
- Notifications
- Terms of Use

1 Accept Terms of Use

Terms of Use

Your personal information, including:

- Name;
- Address;
- Postal Code;
- Email address;
- Telephone number(s); and
- Any additional information that is reasonably required for the purposes of updating and maintaining a MyATC account

is collected by the **Saskatchewan Apprenticeship and Trade Certification Commission (SATCC)** under the authority of the *Freedom of Information and Protection of Privacy Act* s. 25 and *The Freedom of Information and Protection of Privacy Regulations*.

If you have questions or require further information about the collection, use and disclosure of personal information, you may contact the SATCC's Privacy Officer by mail at 2140 Hamilton Street, Regina, Saskatchewan S4P 2E3, or by phone Toll Free 1-877-363-0536 or by email to accessprivacysatcc@gov.sk.ca.

1. Introduction

Please read these MyATC Terms and Conditions (hereby referred to as "Terms and Conditions") carefully. They are a legal agreement between you and the Saskatchewan Apprenticeship and Trade Certification Commission (SATCC). By using MyATC, or by clicking the acceptance button, you agree to be bound by these Terms and Conditions, including all amendments made from time to time. If you do not agree to

2. Check Prerequisites. This step has three questions:

- *Have you previously registered with the SATCC as an apprentice, a tradesperson or an SYA participant?*
 - If you are a brand-new client and have never registered with the SATCC as an apprentice, tradesperson or an SYA participant, choose “no.”
 - If you are a current client, such as an apprentice, tradesperson, journeyperson, or SYA participant, choose “yes.” You will be required to enter your PIN in a subsequent question which will link your information.
 - If you are unsure, please call the SATCC at 1-877-363-0536 before continuing with this step.
- *Are you accessing MyATC on behalf of a training provider, employer or secondary school?*
 - If the answer is yes, do not continue. Register for MyATC through the employer/admin side.
- *Have you received a PIN from SATCC?*
 - Existing clients who registered with the SATCC prior to January 10, 2022 should have received a PIN in the mail. **If you did not receive a PIN, lost your PIN, or you are unsure, please call the SATCC at 1-877-363-0536 before continuing with this step.**

Terms of Use

2 Check Prerequisites

Are you a current client of the Saskatchewan Apprenticeship and Trade Certification Commission:

- An apprentice
- A tradesperson
- A Saskatchewan Youth Apprenticeship (SYA) participant

If you were mailed a PIN, you must select "Yes"

Yes
 No

Are you accessing MyATC on behalf of a training provider, employer or secondary school?

Yes
 No

Have you received a PIN from SATCC?

Yes
 No

Enter your PIN

Enter your last name as it appears on the letter containing the PIN you received from the SATCC

Troubleshooting points:

- A PIN is required to link your existing information to your Saskatchewan Account. If you have had any interaction with us in the past, we most likely have your information on file. Please call the SATCC at 1-877-363-0536 to determine two things:
 - If the SATCC has your information on file, then you require a PIN. After answering security questions, the SATCC agent can release your PIN to you.
 - If the SATCC has your information on file, what email address is on your file. The email you use on Saskatchewan Account must be the same as the one we have on your file in order to correctly link your information.
- During the linking process, you may receive this error message:

The screenshot shows a web page for 'MyATC' with a breadcrumb trail: Home > Services > Saskatchewan Account > Service Tasks. Below the breadcrumb, there is a 'Placeholder Text' and a link to 'View Service Overview'. A 'Linked on' date of September 24, 2021 is displayed. A prominent red-bordered box contains an information icon and the text: 'Service Temporarily Unavailable. This service is currently down for maintenance. Please check back very soon. We apologize for the inconvenience and thank you for your patience.' Below this, a 'Tasks' section is visible with a link for 'Unlink Service' and the text 'Unlink this service from your account.' A 'Contact Us' section is also present. At the bottom, there is a footer with the text 'Need help? Find answers at Saskatchewan Account Help.' and the 'Saskatchewan Account' logo.

- If you receive this message during the linking process, please send an email to SATCC@gov.sk.ca and include your name, date of birth, email address used for your Saskatchewan Account and a screen shot of error message.
- Once the problem has been resolved, you will receive an email from the SATCC with next steps.

3. Notification Settings

Tasks

Notifications

Terms of Use

Contact Us

✓ Accept Terms of Use

✓ Check Prerequisites

3 Notification Settings

Please let us know how you you like to be alerted to any notifications for this services. You can choose to receive your notifications by email, text or both. No private or sensitive information will be sent in these messages.

By Email

By SMS

[Back](#) [Next](#)

4 Start Application

[Unlink Service](#)
Unlink this service from your account.

4. Start Application

Tasks

Notifications

Terms of Use

Contact Us

✓ Accept Terms of Use

✓ Check Prerequisites

✓ Notification Settings

4 Start Application

[Back](#) [Apply](#)

[Unlink Service](#)
Unlink this service from your account.