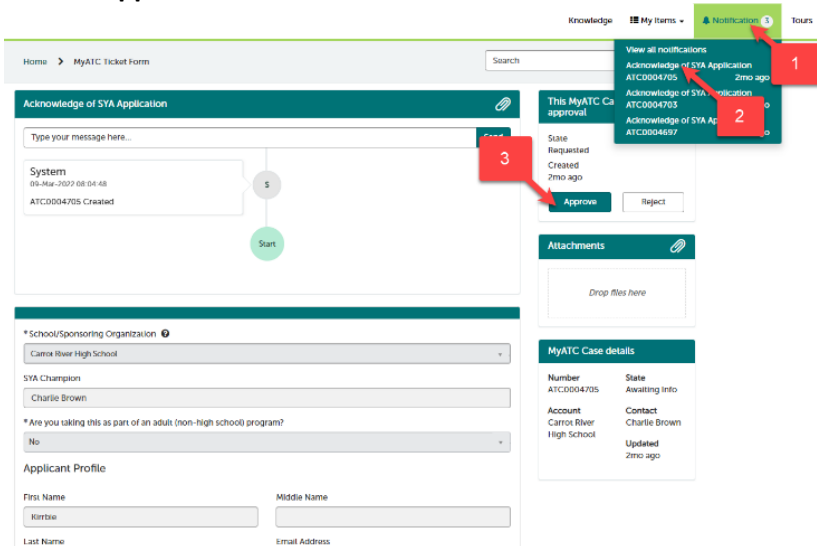


## Approving SYA Applications:

- Log in to MyATC: <https://satcc.service-now.com/myatc/>
- “Notifications” (Top left)
- Click “Acknowledge SYA Application”
- All SYA registrations awaiting approval will be under the tab “Awaiting Info Cases”
- Click each
- Approve each

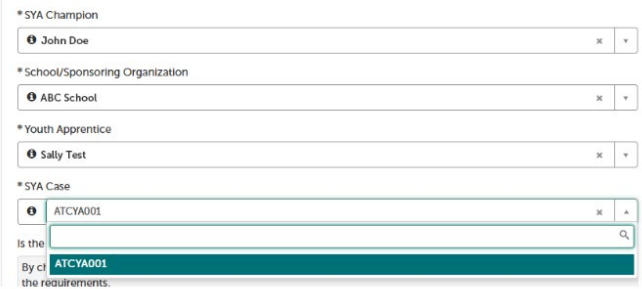


## Discontinuing Students:

- Login to MyATC
- In the top header, select “My Items” and then “Browse Service Catalogue”
- Choose “Submit Youth Apprentice Progress”
- There will then be five drop down menus
  - a. SYA Champion – Choose yourself
  - b. School –
  - c. Youth Apprentice – choose the current actively registered student you wish to discontinue
  - d. SYA Case – select the *only* option
  - e. “Is the Student Discontinued” – Yes

### Submit Youth Apprentice Progress

Track Youth Apprentice's SYA challenges or discontinue a Youth Apprentice who has not completed the requirements



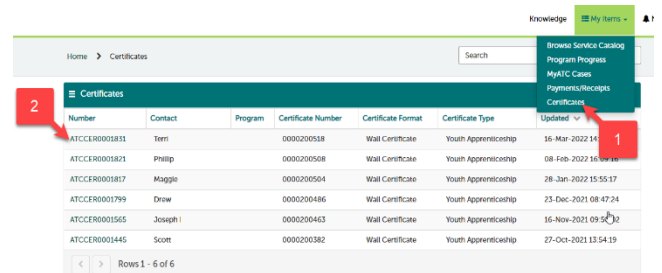
## Marking Completed SYA Students:

- Log in to MyATC: <https://satcc.service-now.com/myatc/>
- “My Items” (Top left)
- “Browse Service Catalogue”
- Choose “Submit Youth Apprentice Progress”
- There will then be five drop down menus:
  - SYA Champion – choose yourself
  - School – choose your school
  - Youth Apprentice – choose the current actively registered student you wish to update
  - SYA Case – select the only option
  - Click the check boxes next to the challenges the student has completed; click "Submit"

\*If all challenges are checked off as completed, the youth apprentice's status will automatically be changed to *complete* and the completion certificate will be generated

## Printing SYA Certificates:

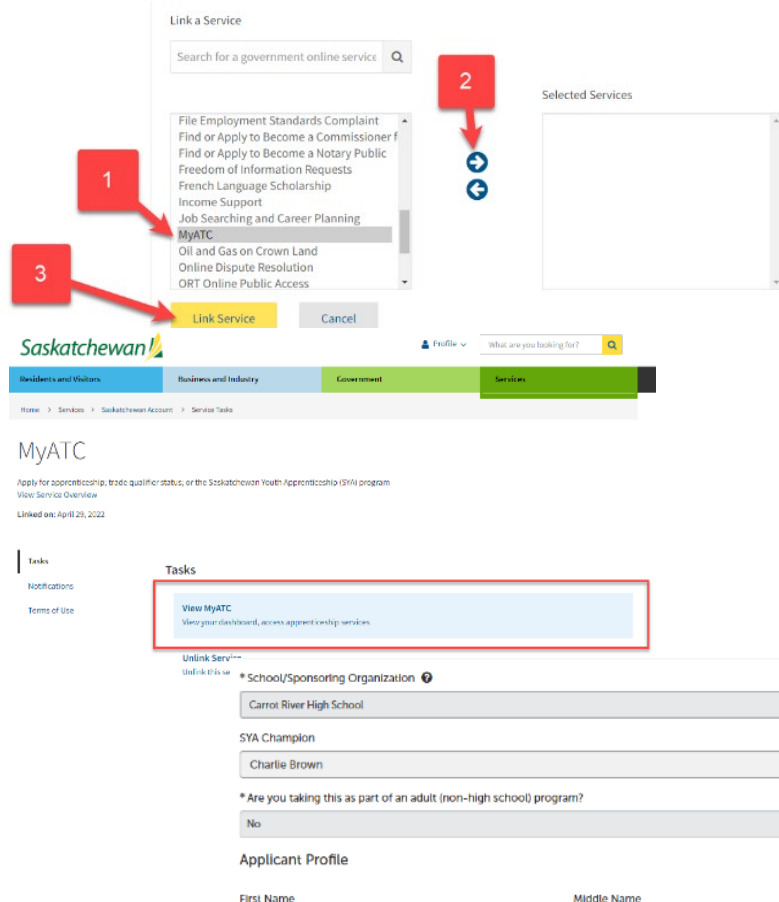
- Log in to MyATC: <https://satcc.service-now.com/myatc/>
- “My Items” (Top left)
- “Certificates”
- All students who have completed SYA will appear here
- Click blue text under “Number” column
- Open PDF of certificate under attachments
- Print



Number	Contact	Program	Certificate Number	Certificate Format	Certificate Type	Updated
<a href="#">ATCCER001831</a>	Terri		0000200588	Wall Certificate	Youth Apprenticeship	16-Mar-2022 14:15:17
ATCCER001831	Philip		0000200588	Wall Certificate	Youth Apprenticeship	08-Feb-2022 16:15:17
ATCCER001817	Maggie		0000200584	Wall Certificate	Youth Apprenticeship	28-Jan-2022 15:55:17
ATCCER001799	Drew		0000200486	Wall Certificate	Youth Apprenticeship	23-Dec-2021 08:47:24
ATCCER001565	Joseph		0000200463	Wall Certificate	Youth Apprenticeship	16-Nov-2021 09:58:17
ATCCER001445	Scott		0000200382	Wall Certificate	Youth Apprenticeship	27-Oct-2021 13:54:19

## Student Steps:

- Log in to MyATC: <https://satcc.service-now.com/myatc/>
  - Click Register on the Apprentice side
  - Log in with **Saskatchewan Account credentials** or create account
  - Sign in
  - Choose “Link Service”
  - Select **MyATC**. Use the arrow to move it into the **Selected Services** column
  - Agree to terms of use and check prerequisites
  - Select “Use Service”
  - Select “View MyATC” under Tasks and log in to MyATC
  - “My Items” (Top left)
  - “Browse Service Catalogue”
  - Fill in and complete SYA application
- Note:** Please ensure students use a personal email rather than a school account, as this will be used in their apprenticeship application after high school



**Link a Service**

Search for a government online service

File Employment Standards Complaint  
Find or Apply to Become a Commissioner f  
Find or Apply to Become a Notary Public  
Freedom of Information Requests  
French Language Scholarship  
Income Support  
Job Searching and Career Planning  
**MyATC**  
Oil and Gas on Crown Land  
Online Dispute Resolution  
ORT Online Public Access

Link Service Cancel

**Saskatchewan**

Home > Services > Saskatchewan Account > Service Tasks

**MyATC**

Apply for apprenticeship, trade qualifier status, or the Saskatchewan Youth Apprenticeship (SYA) program  
View Service Overview  
Linked on: April 23, 2022

Tasks

View MyATC  
View your dashboard, access apprenticeship services

Unlink Service  
Unlink this service

\* School/Sponsoring Organization

Carrot River High School

SYA Champion

Charlie Brown

\* Are you taking this as part of an adult (non-high school) program?

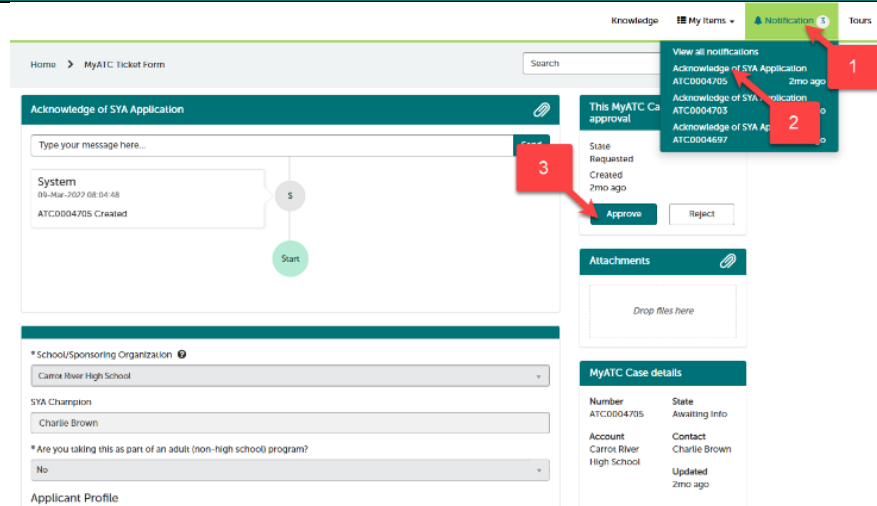
No

Applicant Profile

First Name Middle Name

## Teacher Steps:

- Log in to MyATC: <https://satcc.service-now.com/myatc/>
- “Notifications” (Top left)
- Click “Acknowledge SYA Application”
- All SYA registrations awaiting approval will be under the tab “Awaiting Info Cases”
- Click each
- Approve each



Home > MyATC Ticket Form

Acknowledge of SYA Application

Type your message here...

System  
09-Mar-2022 08:04:48  
ATC0004705 Created

\* School/Sponsoring Organization

Carrot River High School

SYA Champion

Charlie Brown

\* Are you taking this as part of an adult (non-high school) program?

No

Applicant Profile

First Name Middle Name

View all notifications

Acknowledge of SYA Application  
ATC0004705  
2mo ago

This MyATC Ca approval  
ATC0004703  
2mo ago

Acknowledge of SYA Application  
ATC0004497  
2mo ago

State Requested  
Created  
2mo ago

Approve Reject

Attachments

Drop files here

MyATC Case details

Number  
ATC0004705  
State  
Awaiting Info

Account  
Carrot River High School  
Contact  
Charlie Brown

Updated  
2mo ago

## Viewing Students:

- Log in to MyATC: <https://satcc.service-now.com/myatc/>
- “My Items” in top right
- “Program Progress” → all students will be listed including their state (ie. Active, completed, or cancelled)

## Changing Your School’s Primary Contact:

- Please contact our SYA Coordinator (306-787-2368 or [youthapprenticeship@gov.sk.ca](mailto:youthapprenticeship@gov.sk.ca)) to **remove yourself as the primary contact** for your school, or to **be established as a new primary contact**
- Note:** a new school specific registration code will be generated