

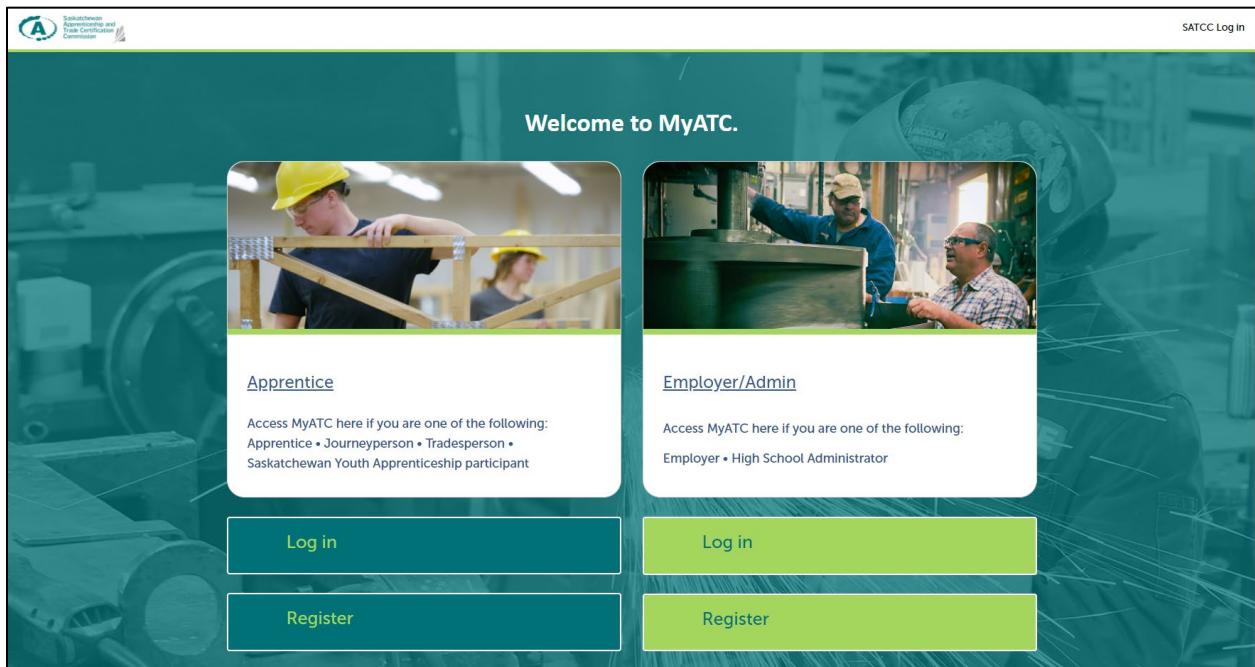
A Guide to Registering for MyATC – Employer/Admin

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.



Employer/admin account registration

Employers, joint training committees, supervising journeypersons and high school administrators will be required to have a registration code prior to registering their account.

If you are an employer or school who had clients registered with the SATCC prior to January 10, you should have received a registration code in the mail. If you did not receive the code, or lost it, please call us at 1-877-363-0536.

If you are a new employer or school, please call us at 1-877-363-0536 to register your organization.

The registration code is unique to your organization. Share the code with employees who need access to the employer services, such as supervising journeyperson or HR staff, so they can also access the employer services.

Once you have your registration code, choose the Register button on the Employer/Admin side.

The image shows a web form titled "Customer Registration" for the Saskatchewan Apprenticeship and Trade Certification Commission. The form is contained within a white box with a dark teal header. The header contains the commission's logo and name. Below the header, the form has four input fields: "First Name" (placeholder: first name), "Last Name" (placeholder: last name), "Business Email" (placeholder: business email), and "Registration Code" (placeholder: Your company registration code). Below these fields is a checkbox labeled "I agree to the [Privacy Policy](#) and Community [Terms and Conditions](#)". Underneath that is a reCAPTCHA verification section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms". At the bottom left of the form is a "Submit" button.

Complete the form. Be sure you use an email address you have access to as you will be sent an activation email once you complete this form.

Multiple people in your organization can use the same registration code to make their own accounts that are linked to the organization.


Multi-Factor Authentication Set Up

When first logging in to your account, employers will be prompted to set up multi-factor authentication. Multi-factor authentication adds an additional level of protection to confirm your identity and secure your account.

There are two ways of doing this – through a mobile app or by downloading a desktop computer authenticator.

Mobile App Download

Follow the directions on the screen when logging in to register an authenticator app. If you do not have an authenticator application on your mobile device, you can download one from your device's app store. Supported applications include: Google Authenticator, Microsoft Authenticator, LastPass Authenticator, Duo, Authy, FreeOTP and Okta Verify. **Please note that the QR code below is an example and you must visit your login page to receive your personal QR code.**

<p>1. Download an authenticator app that supports Time Based One-Time Password(TOTP) on your mobile device.</p> <p>More Details</p>	<p>2. Open the app and scan the QR code below to pair your mobile device</p>	<p>3. Enter the code generated by the Authenticator app below</p>
		<input type="text" value="6-digit code"/> <input type="button" value="Pair Device"/>
<p>Or type in:</p>		

Take a photo of the QR code with the authenticator application or manually type in the code in the application to pair your device.

Enter the code generated by the app and click "Pair Device" and log in. The application responds with a six-digit code that refreshes every 30 seconds.

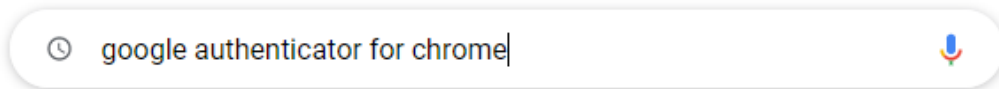
If you entered the correct code, a message appears telling you that multi-factor authentication is set up. If you entered an invalid code, look for the code on your mobile device again as it may have refreshed, and enter the code that you see.

Multi-factor authentication will then be enabled for your user account. You will be prompted to use multi-factor authentication the next time you log in.

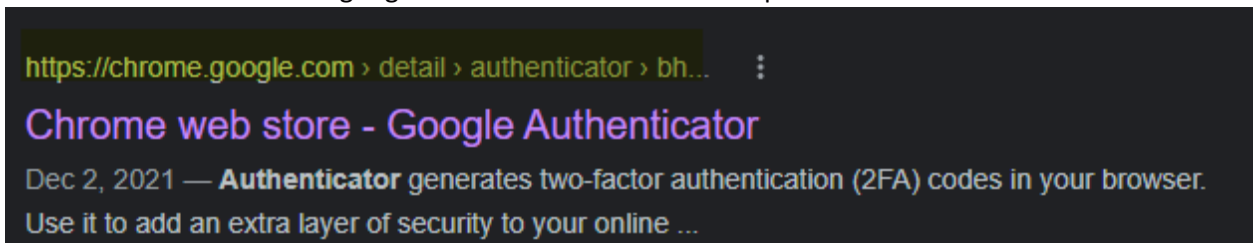
Desktop Download - Authenticator Google Chrome Extension

Employer/Designates who choose not to use a mobile device for authentication can download the authenticator from Google to use with the Google Chrome browser.

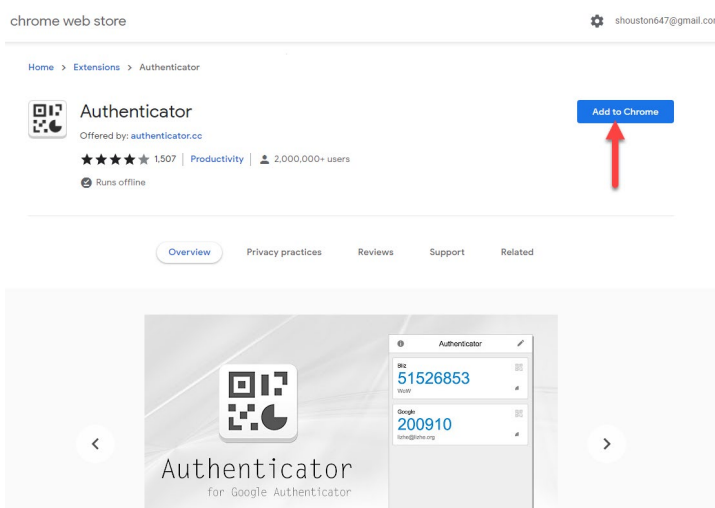
1. Open Google Chrome browser
2. Search: "google authenticator for chrome"



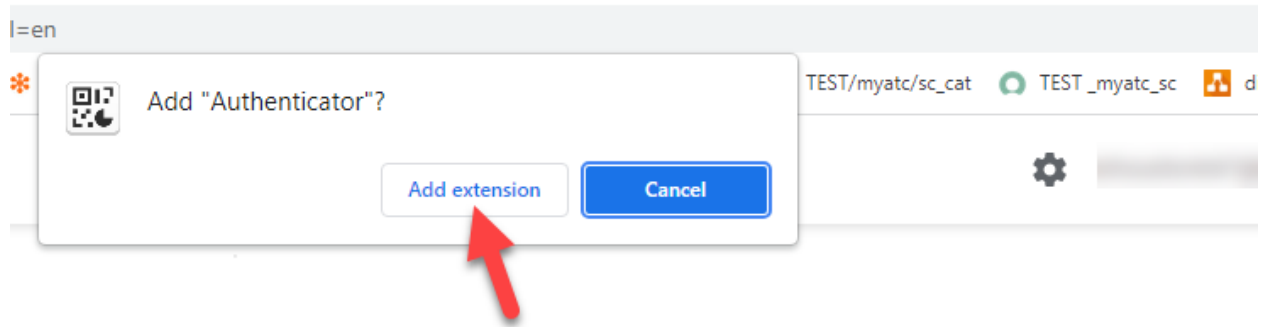
3. Find the Chrome web store and google authenticator then click to open



4. Add to Chrome

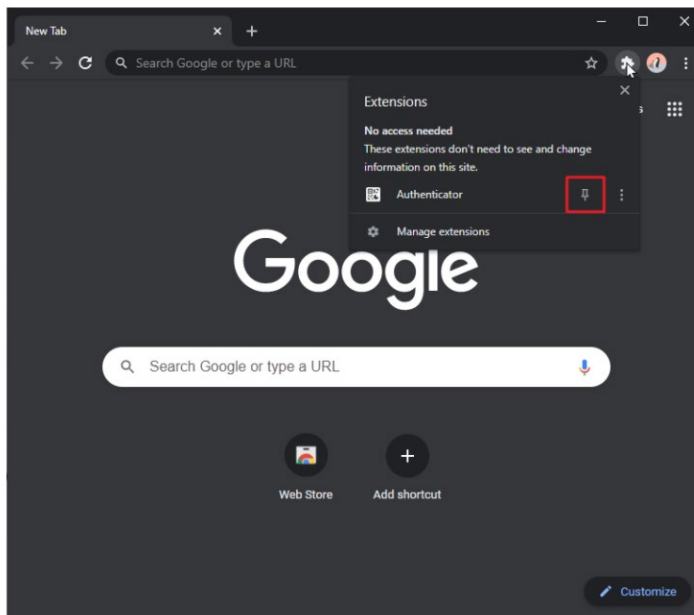


5. Add "Authenticator"



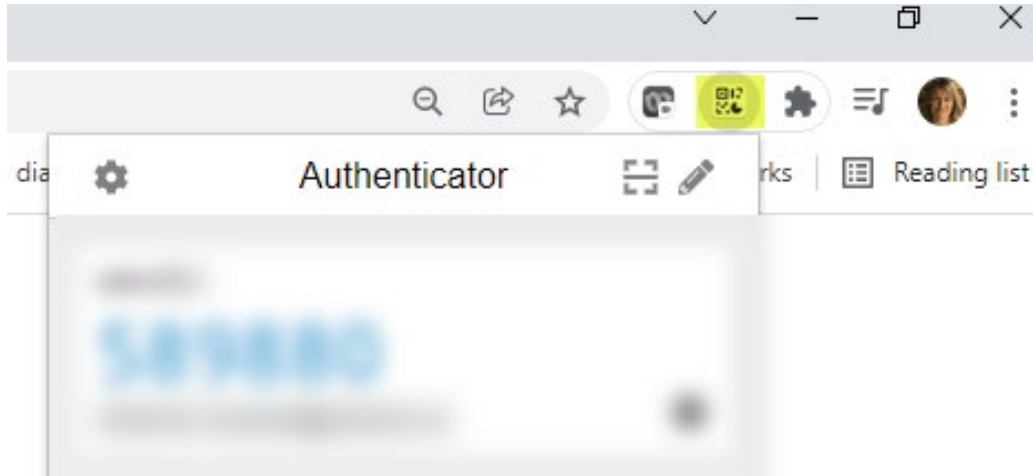
Checking...

6. Pin the icon to the toolbar

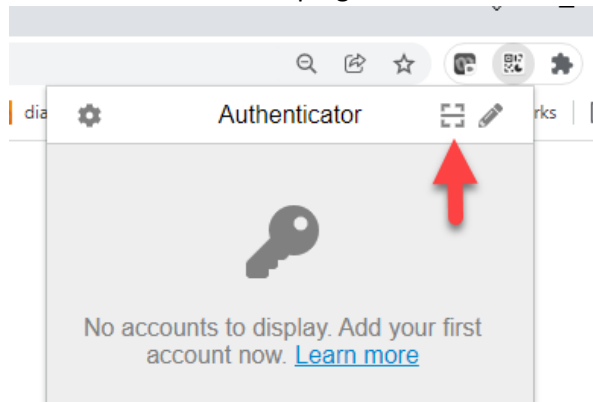


7. Add a QR Code

7.1. Click the Authenticator Extension's icon in your browser



7.2. Click the scan icon at the top right corner of the window

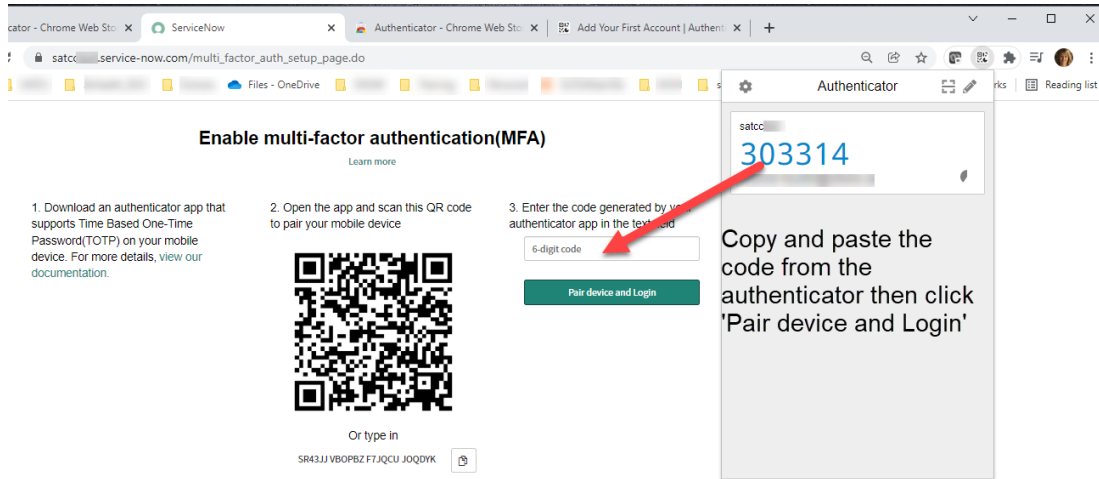


7.3. Click and drag to draw a square that completely covers the QR code



7.4. After the new account is added, you will see a new entry in the window.

8. The 6-digit number is your current one-time code. Copy and paste the 6-digit code. Note this code expires and will turn colours: red means it has expired.



Once authenticated, you will be taken into MyATC.

9. The next time you log in, you will get a screen prompting you for your 6-digit code. Repeat step #8 and provide the code.

Super User Accounts

There is a feature in MyATC that enables an employer or SYA Champion contact to manage multiple accounts through a single “super user” account.

Initially, when an employer contact logs into a site location account, the employer will see the apprentices only for that location. This poses challenges for employer contacts who oversee multiple site locations, or SYA Champion contacts who oversees multiple schools.

So for instance, if ABC Contracting’s owner, John Smith, needs to access his Regina site; Saskatoon site; and Prince Albert site; he would log into each site’s account separately using different login information.

If desired, an employer or SYA Champion contact can be set up to access all sites from one account. Employers and SYA Champions cannot access this enhancement on their own. SATCC staff can set up this access for you.

If you are interested in this option within MyATC, please contact us at 1-877-363-0536 or apprenticeship@gov.sk.ca.