



MyATC SYA

September 2025

saskapprenticeship.ca



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SYA Program Support - our team can help!

- Registering students for the SYA program
- Acknowledging SYA applications on behalf of schools or students
- Updating student progress within the SYA system
- Discontinuing or cancelling SYA programs or Youth Apprenticeships
- Reinstating SYA programs or Youth Apprenticeships
- Accessing SYA certificates
- Activating or deactivating school profiles in the system
- Changing the designated SYA Champion for a school



SYA Student: Registering for SYA



This is the primary way SYA students should register for SYA.

Create or Log In to Your Saskatchewan Account:

Your Saskatchewan Account is the same login you may already use for MySaskHealthRecord, SGI, or other provincial services. If you have one of these accounts, just sign in with your existing username and password.

⚠ Saskatchewan Account - SGI Maintenance Scheduled for January 21 - 22, 2025 [Show more](#)

Saskatchewan Sign In

Residents and Visitors **Business and Industry** **Government** **Services**

[Home](#) > [Services](#) > [Saskatchewan Account](#)

Saskatchewan Account Login

Email or Username

Password

 Show

[Forgot Password?](#)

[Sign In](#)

Or

[Create Account](#)

A Saskatchewan Account provides simple and secure access to government online services.

[About Saskatchewan Account](#) [Watch later](#) [Share](#)

Watch on YouTube

Simple
Use one login and password to log in to participating services.

Quick
Use participating government online services when it suits you.

Secure
Saskatchewan Account uses secure technology to enable authorized access to information. Read our [Privacy Policy](#).

Use Your Personal Email

- Make sure to use a personal email address that you will always have access to. This ensures you can recover your account if needed.

Start the Registration Process

- Click “Create Account.”
- Then select “Create Individual Account.”



Email Already in Use?

- If your email isn’t accepted when signing up, it means you already have a Saskatchewan Account. (When the email box turns red during registration, that’s the system telling you your email is already registered.)
Go back and click “Forgot Password” to reset your login credentials.

Saskatchewan

Sign In What are you looking for?

Residents and Visitors Business and Industry Government Services

Home > Services > Saskatchewan Account

Choose a type of Saskatchewan Account

There are two types of accounts.

Individual Saskatchewan Account

Use an Individual Saskatchewan Account to access services in a personal capacity.
Some government services may need you to verify your identity before you can use it.

Create Individual Account

Organization Saskatchewan Account

Use an Organization Saskatchewan Account to access government services for your business or organization.
This account type is best for the following legal entities:

- Sole proprietorships, including individuals with a GST number
- Partnerships, including limited partnership (LP) and limited liability partnership (LLP)
- Corporations, including those that end in Ltd, Inc, Limited, Corporation, or Corp.
- Trusts, including Family Trusts, Pension Plans, RRSPPs, RRIFs, Account Trusts, Employer Sponsored Plans
- Extra-Provincially Registered Companies

Create Organization Account

Select “Create Individual Account.”

Next, register your new account information.

Saskatchewan Support Code

- You will be asked to enter a 4-digit PIN.
- This is your Saskatchewan support code, which you choose yourself.

Saskatchewan

Sign In What are you looking for?

Residents and Visitors Business and Industry Government Services

Home > Services > Saskatchewan Account

Check Your Email

We've sent you an email to verify your Saskatchewan Account.
Click the link in the email and sign in to activate your Saskatchewan Account.
If you don't see the email, check your junk or spam folders.
Return to Saskatchewan Account login.

Need help? Find answers at Saskatchewan Account Help.

Saskatchewan Account

Residents and Visitors	Business and Industry	Government	Services
<ul style="list-style-type: none"> JL Test Test Redirect Births, Deaths, Marriages and Divorces JL Test Left Navigation Marriage Commissioner Registry Test KB Test KB Immigrating and Moving to Saskatchewan Testing RTS Education and Learning 	<ul style="list-style-type: none"> Agriculture, Natural Resources and Industry COVID-19 Information for Businesses and Workers Doing Business with Government Employment Standards Entrepreneurs Start or Exit a Business Environmental Protection and Sustainability First Nations, Métis, and Northern Community Businesses Hire, Train and Manage Employees Housing Development, Construction 	<ul style="list-style-type: none"> Budget, Planning and Reporting Cabinet, Ministries, Agencies and Other Governments Partnerships for Success Cannabis in Saskatchewan Doing Business with Government Educational Institutions and Child Care Facility Administration Federal Carbon Tax Find People and Government Offices Government Publications Health Care Administration and Provider Resources 	<ul style="list-style-type: none"> Residents and Visitors Services Business and Industry Services Government Services Services Directory

Check your email. Once you receive this email, click the link to sign in and activate your Saskatchewan Account.

Hi SYA,

You recently created a Saskatchewan Account.

[Click this link to sign in and activate your Saskatchewan Account.](#)

If the above link is not clickable, copy and paste this link into your web browser's address bar:

<https://services-uat.saskatchewan.ca/#/activate/1h92hp0e0j2hrugasur5s4cn86uv796t3ekkg3iq6sgvgr>

Regards,


Government of Saskatchewan

This message including attachments was sent to syatest@mailinator.com for a specific recipient. If you are not the intended recipient, any redistribution or copying of this message is prohibited. If you have received this email in error, [please let us know immediately](#), and delete this email.

After logging in, link the MyATC Service to your Saskatchewan Account:

- In the search box, type “MyATC.”
- From the results, select “MyATC” and click the right arrow to move it into the “Selected Services” box.
- Click “Link Service.”


My Services

 Use Saskatchewan Account to access your MySaskHealthRecord:



- Register and view your MySaskHealthRecord
- View your MySaskHealthRecord

Access a range of government online services by linking them to your account. ^

Link a Service



MyATC

Selected Services

Link Service

Cancel

On the next screen, select “Use Service.”

My Services



Use Saskatchewan Account to access your MySaskHealthRecord:

- [Register and view your MySaskHealthRecord](#)
- [View your MySaskHealthRecord](#)

Access a range of government online services by linking them to your account.



MyATC



Apply for apprenticeship; trade qualifier status; or the Saskatchewan Youth Apprenticeship (SYA) program

[Use Service](#)

Work through each step as follows:

- In the “Terms of Use” section, select “I Agree.”
- In the “Check Prerequisites” section, click “Next,” select “No,” click “Next”, then “Next” again.
- In the “Notification Settings” section, you can choose to keep email notifications on or turn them off. (SMS notifications are not available at this time.) Click “Next.”
- In the “Start Application” section, click “Apply.”

MyATC

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

Linked on: August 14, 2025

Tasks

Notifications

Terms of Use

Tasks

View MyATC

View your dashboard, access apprenticeship services

Unlink Service

Unlink this service from your account.

Need help? Find answers at Saskatchewan Account Help.

Saskatchewan
Account

On the next screen:

- Select “View MyATC.”
- You’ll be taken to the main MyATC page.
- Click on the “Browse Service Catalog” tile.
- Select the “SYA Application” tile and continue filling out the form.

Knowledge My Items Agents Interface Tours Carly Gent

Welcome Carly
MyATC

What are you looking for?

Browse Service Catalog
Find the correct service for you

Knowledge
Browse and search for articles, rate or submit feedback.

Get help
Contact support to make a request, or report a problem.

Most Read Articles

- Registering for Training
Jenna Boychuk • 57373 Views • 2mo ago • ★★★★★
- Submitting Hours of Experience (Verify Work Performed)
Jenna Boychuk • 30618 Views • 10mo ago • ★★★★★

Featured Articles

- MyATC Super User Enhancement for Employers and SYA Champions
Tamara Serres • 1556 Views • 9d ago • ★★★★★
- Accessing 2024 Tax Slips
Jenna Boychuk • 2904 Views • 7mo ago • ★★★★★

Home > MyATC Catalog > MyATC Services

Search

MyATC Services

Apprenticeship Application
Application for employed individuals wishing to join the Apprenticeship Program.

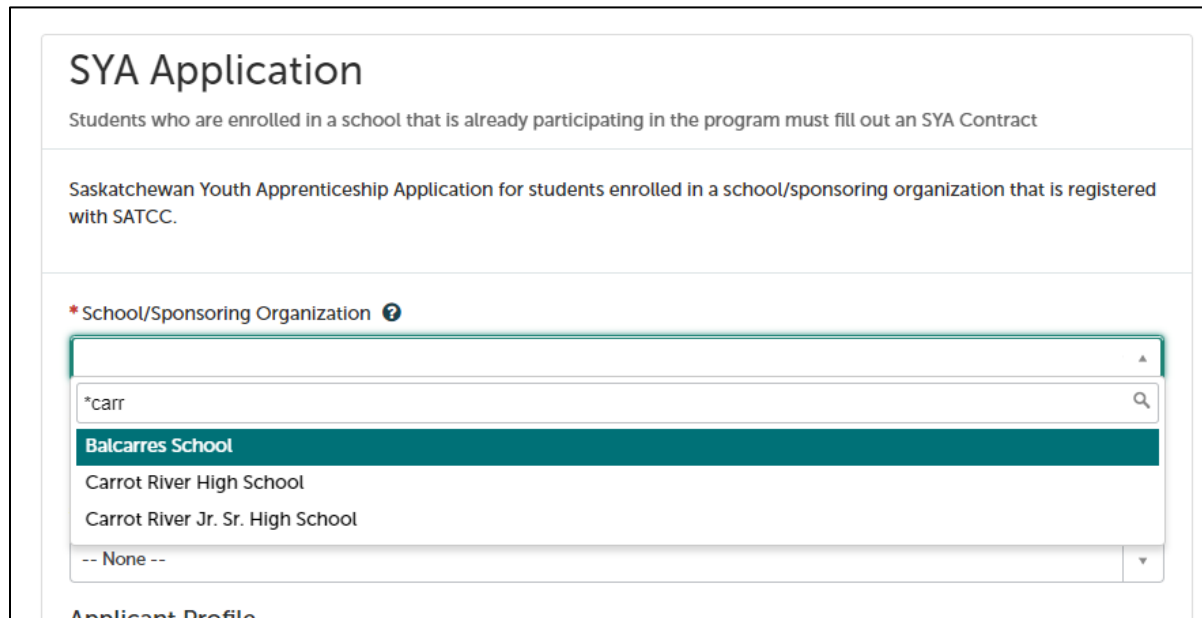
Generic Inquiry/Request
Ask general questions or request assistance for items not in the catalogue

SYA Application
Students who are enrolled in a school that is already participating in the program must fill out an SYA Contract

Trade Qualifier Application
For non-apprentices with work experience in a designated trade wishing to obtain certification in Saskatchewan.

Training Allowance
Application for Living Away from Home Allowance and/or Living Allowance

Search school name by typing or by scrolling through list.



SYA Application

Students who are enrolled in a school that is already participating in the program must fill out an SYA Contract

Saskatchewan Youth Apprenticeship Application for students enrolled in a school/sponsoring organization that is registered with SATCC.

* School/Sponsoring Organization ?

*carr

Balcarres School

Carrot River High School

Carrot River Jr. Sr. High School

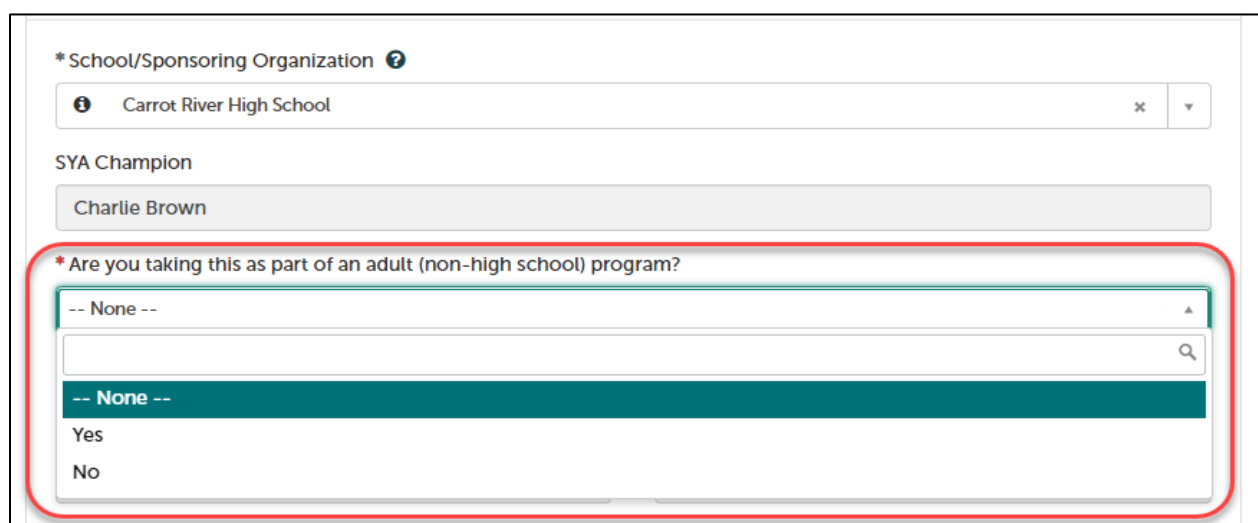
-- None --

Applicant Profile



Important to note: when searching, use the wildcard symbol (*) to search the whole field.

If the student is taking SYA through a non-high school, adult program, then they should answer “yes” in the next field. All high school students should answer “no.”



* School/Sponsoring Organization ?

Carrot River High School

SYA Champion

Charlie Brown

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

-- None --

-- None --

Yes

No



This is very important for if/when the student applies for apprenticeship. If the student answers “yes,” then they will only receive the hours benefit from completing SYA and none of the financial benefits.

Fill out and verify remaining info on the form. Most of the student’s information should auto-populate from their Sask Account.

Click the submit button at the top right corner. If there is any outstanding information remaining, it will be displayed below the submit button and the student won’t be able to submit.

Effective Date

☐ Mailing address is different from above

* Date of Birth

Choose date or enter date in dd-mmm-yyyy format.

For example, 21-Feb-2021

The following information is for the purpose of Government reporting.

* Gender

* Visible Minority

* Indigenous Identity

* Disability

Contract Details

This contract dated

made between

and

Document Review and Acknowledgements

[SYA Contract Terms & Conditions](#)

☐ I acknowledge I have read the SYA Contract Terms & Conditions

Add attachments

Submit

Required Information

I acknowledge I have read the SYA Contract Terms & Co

The student will be able to view their submission through the My Items drop down menu in the top menu bar.

The screenshot displays a web application interface. At the top right, there is a navigation bar with a 'Knowledge' tab and a 'My Items' dropdown menu. The dropdown menu is open, showing a list of options: 'Browse Service Catalog', 'Program Progress', 'MyATC Cases', 'Payments/Receipts', 'Certificates', and 'Tax Slips'. The 'My Items' dropdown is highlighted with a red rectangle. Below the navigation bar, there is a breadcrumb trail 'Home > My Lists' and a search bar. On the left side, there is a 'My Lists' sidebar with options: 'Active Cases', 'Inactive Cases', and 'Action Needed'. The main content area is titled 'MyATC Cases' and contains a table with columns: 'Number', 'Short description', 'Contact', 'Account', 'State', and 'Updated'. The table has one row with the following data: 'ATC0002017', 'SYA-Youth Apprenticeship Application - Scott Reddekopp', 'Scott Reddekopp', 'Unknown', 'New', and '26-Oct-2021 12:53:59'. Below the table, there is a pagination bar showing '< >' and 'Rows 1 - 1 of 1'.

Knowledge My Items

Home > My Lists Search

My Lists

- Active Cases
- Inactive Cases
- Action Needed

MyATC Cases

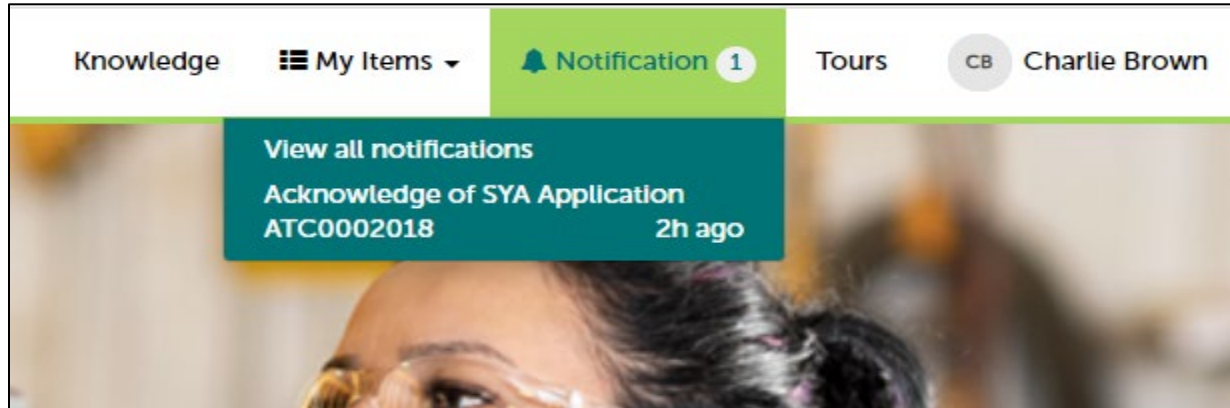
All > State in (New, Open)

Number	Short description	Contact	Account	State	Updated
ATC0002017	SYA-Youth Apprenticeship Application - Scott Reddekopp	Scott Reddekopp	Unknown	New	26-Oct-2021 12:53:59

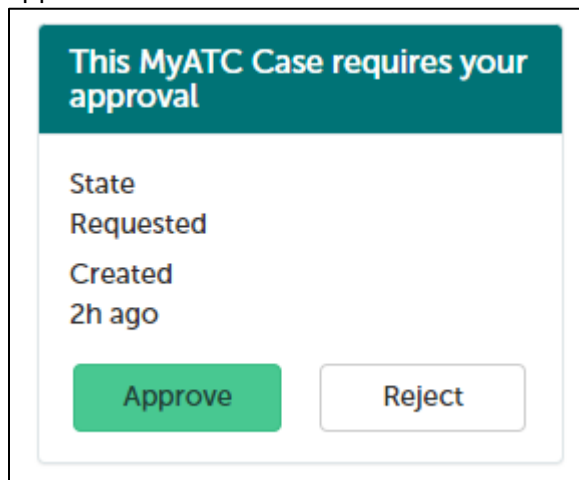
< > Rows 1 - 1 of 1

SYA Champion: Acknowledging Applications

This is how to acknowledge an SYA application from a student. After an SYA application form has been submitted, the SYA Champion will receive a notification in MyATC.



The SYA Champion opens the case, reviews the information, and either accepts or rejects the application.



SYA Champion: Rejecting Applications

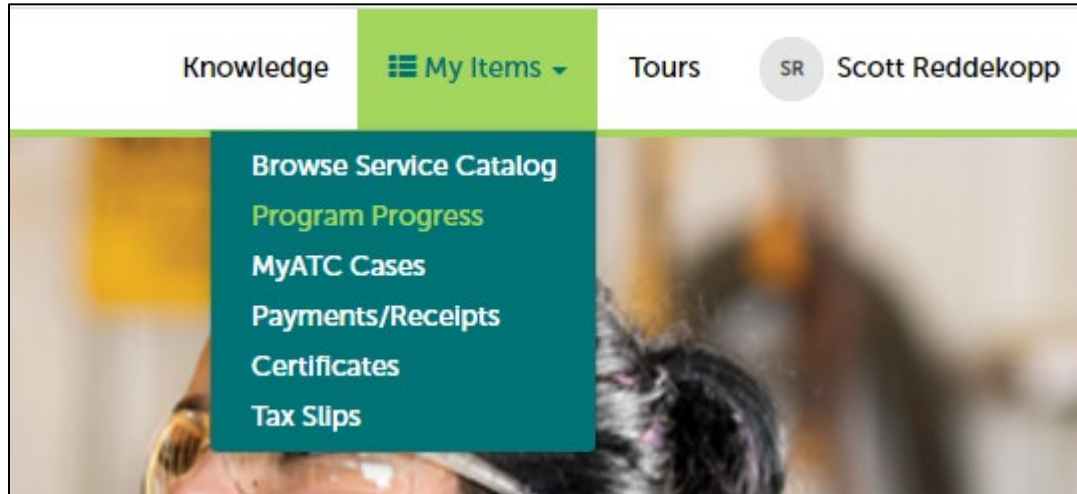
If the SYA Champion rejects the application, the application case and acknowledgement case close automatically and the student will need to submit a new SYA application. This is not a common occurrence.

SYA Student Changes Schools

There is no transfer function on MyATC. If SATCC receives a case like this via phone call or email, the SYA Team will have to cancel the student's case at the first school and then ask the student to submit an SYA application to the second school through the browse service catalog so that the SYA champion can approve the application at the new school.

SYA Student: Viewing SYA Progress

The Youth Apprentice can **view** their progress. In the My Items drop down menu, choose Program Progress.



Open the case to view progress.

A screenshot of a web application showing a case view for 'ATCYA0001023'. The title is 'MyATC Program - Youth Apprenticeships'. Below the title, there are several fields and checkboxes. The 'Number' field contains 'ATCYA0001023'. The 'State' dropdown is set to 'Active'. The 'Youth Apprentice' dropdown is set to 'Scott Reddekopp'. The 'School/Sponsoring Organization' dropdown is set to 'Carrot River High School'. The 'SYA Champion' dropdown is set to 'Charlie Brown'. There are three sections: 'Level 1' with checkboxes for 'PAA' (checked), 'Young Worker Readiness' (checked), and 'Report on a Trade' (checked); 'Level 2' with checkboxes for 'PAA' (checked), 'Career Pathway or 4 Steps to a J.P.' (checked), 'Discussion' (checked), 'Interview a J.P.' (unchecked), and 'Web Research' (unchecked); and 'Level 3' with checkboxes for 'Apprenticeship Terminology' (unchecked), 'Portfolio' (unchecked), 'Work Study' (unchecked), and 'Career Fair' (unchecked).

Note: while this allows the Youth Apprentice to view their progress, they will not be able to **update** their progress. Refer to page **14** for instructions on the SYA Champion updating progress

SYA Champion: Viewing Applications & Student Progress

Check Active Applications

- Go to “My Items” → “MyATC Cases.”
- Under “Active Cases,” you’ll see tabs labeled *Active* / *Inactive* / *Action Needed*.
- These tabs show applications for service (e.g., SYA Applications waiting for approval).

Check Program Progress

- Go to “My Items” → “Program Progress.”
- This section shows all students already approved for the Youth Apprenticeship Program.
- The list appears under “Program Cases.”
- You can sort the list using any column header (e.g., click “State” to group students who are Active vs. Completed).
 - If it first shows “Completed” students, click “State” again to flip the order.

Program Cases								
Number	Contact	Short description	Account	Current Level	Registration Date	Total Hours	State ▾	Updated

Search for a Student

- Use the search bar under “Program Progress / Cases.”
- Two results will appear:
 - their original application; and
 - their Youth Apprenticeship Program case.
- To view progress, select “Youth Apprenticeship Program.”

Home > Search

Sources

- All
- Catalogs
- Knowledge Bases
- Case

Search

Search

All results for "kale"

Acknowledge SYA Application

Number: - Priority: 3 - Moderate - State: Closed - Updated: 10mo ago

Youth Apprenticeship Program

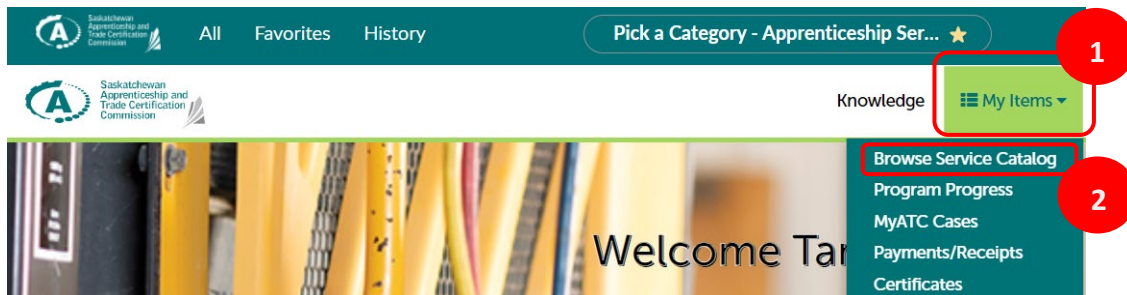
Number: - Priority: 3 - Moderate - State: Completed - Updated: 10mo ago

End of results

SYA Champion: Submit SYA Progress

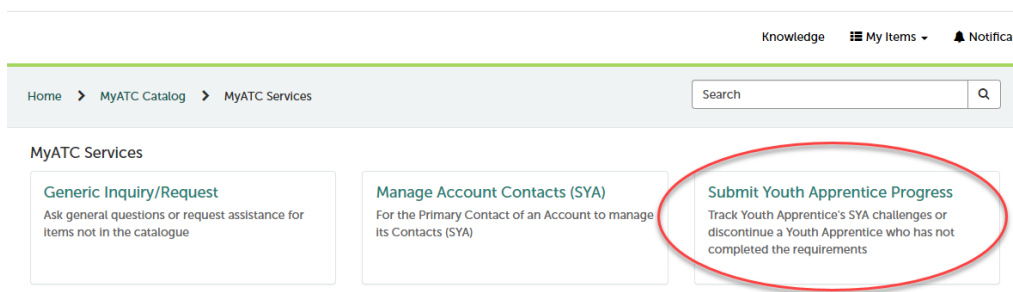
Log In (to log in click [here](#))

- Sign in to MyATC.
- Click “My Items” (top left of the screen).
- Select “Browse Service Catalog.”



Open the Progress Page

- On the MyATC Services page, click the “Submit Youth Apprentice Progress” tile.



Choose Student

- On the progress page, you will see five drop-down menus.
- From the first menu, select your school.
- A list of Youth Apprentices from that school will appear.
- Select the student you want to update.
- Then, select the corresponding SYA Case from the drop-down menu.

Submit Youth Apprentice Progress

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

* SYA Champion

* School/Sponsoring Organization

* Youth Apprentice

* SYA Case

Is the

By cl
the requirements.

Update Challenges

- Check the boxes for the challenges the student has completed.
- You can select one challenge, several, or all twelve.

Level 1

Options

- ☒ PAA
- ☒ Young Worker Readiness
- ☒ Report on a Trade
- ☐ Discussion

Set Completion Date

- Once all twelve challenges are marked complete, you can enter a **completion date**.
- The five-year redemption period begins from this date.
- Typically, this date is set as **June 30th of the student's graduation year**.

* SYA Completion Date

Click the "Submit" button. The Youth Apprentice's progress will be updated automatically.

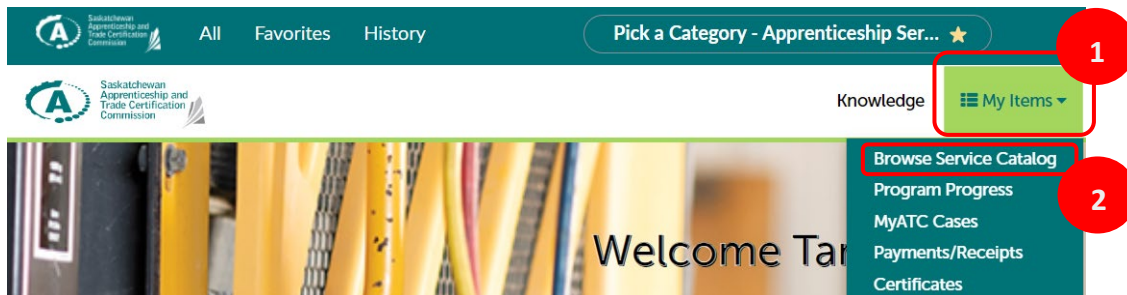


If all challenges are checked off as completed, the Youth Apprentice's status will automatically be changed to complete, and the completion certificate will be generated and available in MyATC.

SYA Champion: Discontinue SYA Program Case

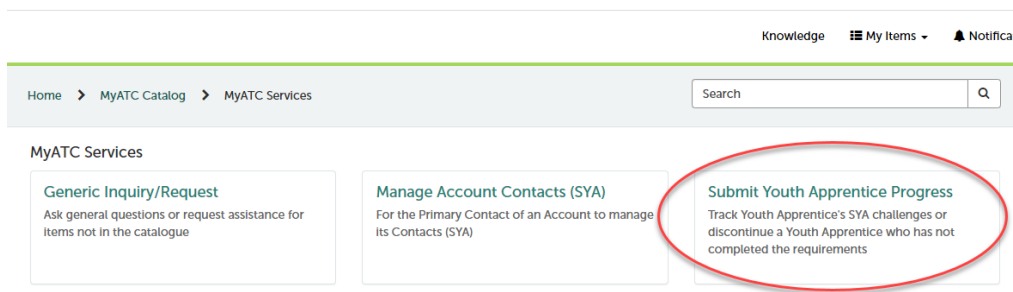
Log In (to log in click [here](#))

- Sign in to MyATC.
- Click “My Items” (top left of the screen).
- Select “Browse Service Catalog.”



Open the Progress Page

- On the MyATC Services page, click the “Submit Youth Apprentice Progress” tile.



Choose Student

- On the progress page, you will see five drop-down menus.
- From the first menu, select your school.
- A list of Youth Apprentices from that school will appear.
- Select the student you want to update.
- Then, select the corresponding SYA Case from the drop-down menu.
- Under “**Is the student being discontinued?**”, select “**Yes**” if the student is not completing the program and you want to remove them from the Youth Apprenticeship Program.
- If you choose “**Yes**,” all challenge checkboxes will disappear.
- You can then simply click “**Submit**” to finalize.

Is the student discontinued? ⓘ

By choosing this field you are agreeing to remove the student from the SYA program, and they have not completed the requirements. ✕

No

-- None --

Yes

No

☐ Report on a Trade

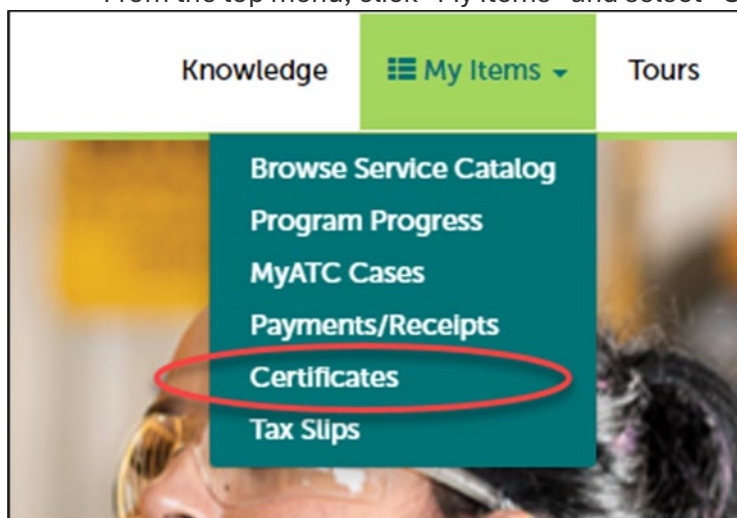
SYA Champion: Accessing SYA Completion Certificates

Who can access certificates?

- SYA Champions and Youth Apprentices can both view and print SYA completion certificates.
- Certificates are automatically generated once the SYA Champion marks the Youth Apprenticeship Program case as complete.

Log In

- Sign in to MyATC.
- From the top menu, click “My Items” and select “Certificates.”



Find the Student

- A list will appear showing all students from your school who have completed SYA.
- Click on the number beside the student's name.

Certificates				
Number	Contact	Program	Certificate Number	Certificate Format
ATCCER000111	John Smith		00002001	Wall Certificate
<div>< > Rows 1 - 1 of 1</div>				

Open the Certificate

- A box will appear with certificate details, including issue date and expiry date.
- Under the Attachments section, download the PDF certificate.

Print

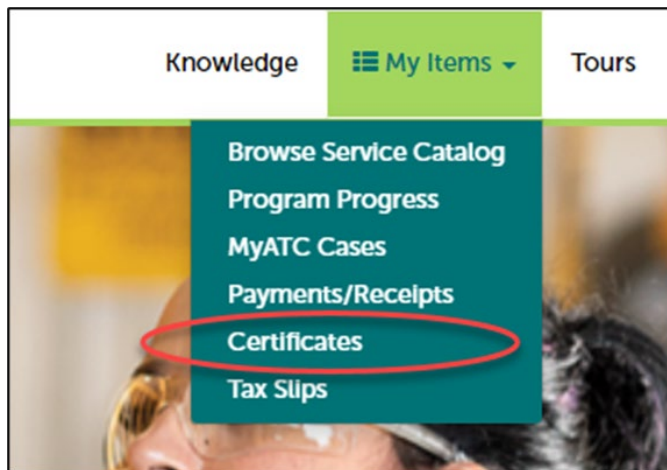
- Open the PDF and print the certificate as needed.

SYA Student: Accessing SYA Completion Certificates

Once the SYA Program case is marked complete in MyATC and the certificate is generated, Youth Apprentices can log in to MyATC to access their own certificate.

Log In (to log in click [here](#))

- Sign in to MyATC.
- From the top menu, click “My Items” and select “Certificates.”



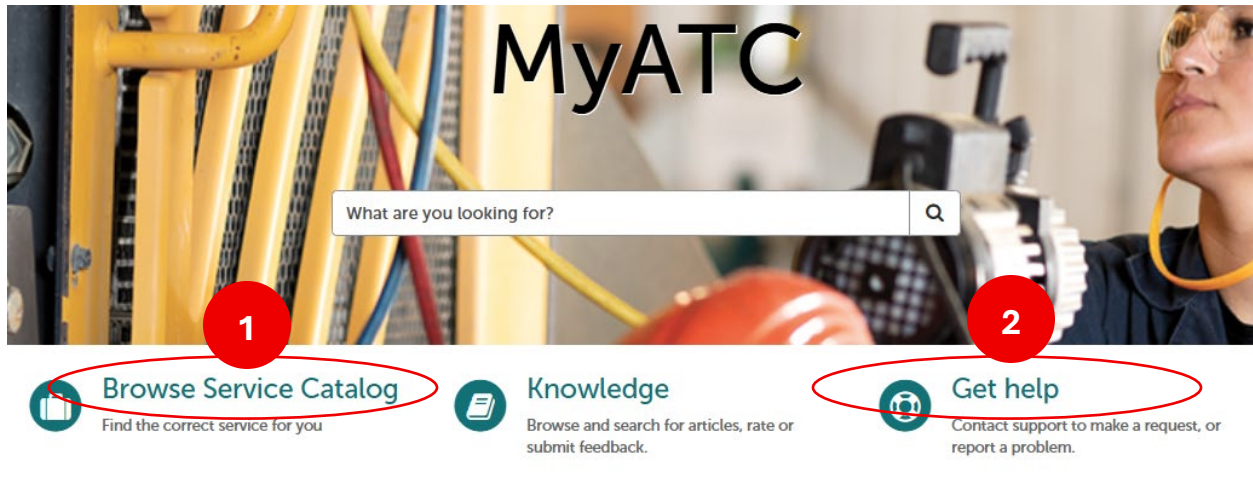
Open the case and then download the certificate file.

ATCCER0001445		Attachments
<div>Attachments</div> <div>ATCCER0001445_SYA_GOLD-v1.5-fillable_0.1.pdf</div>		<div>ATCCER0001445_SYA_GOLD-v1.5-fillable_0.1.pdf (5 MB)</div> <div>just now</div>
MyATC Certificates		
Number	Certificate Number	
ATCCER0001445	0000200382	
* Case Reference	* Certificate Format	
ATCYA0001023	Wall Certificate	
Youth Apprentice	Certificate Type	
Scott Reddekopp	Youth Apprenticeship	
Program	Issued Date	
	27-Oct-2021	
	Expiry Date	
	27-Oct-2026	

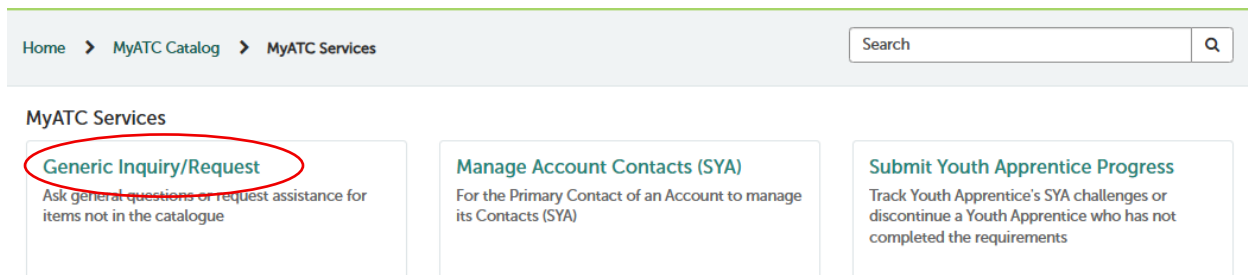
SYA Champion: Submitting Generic Inquiries

SYA Champions can contact the SYA Team in two ways:

1. Go to “Browse Service Catalog” → “Generic Inquiry/Request.”
2. Select “Get Help” in the portal



When you click “Browse Service Catalog” you should see this screen. Click on “Generic Inquiry/Request”



Generic Inquiry/Request

Ask general questions or request assistance for items not in the catalogue

Alternatively, if you require assistance call 1-877-363-0536 (Monday-Friday 8:00-5:00)

* Indicates required

* How can we help you?

SYA Request1

* Additional Information

2

Add attachments

Submit3

Required information

Additional Information

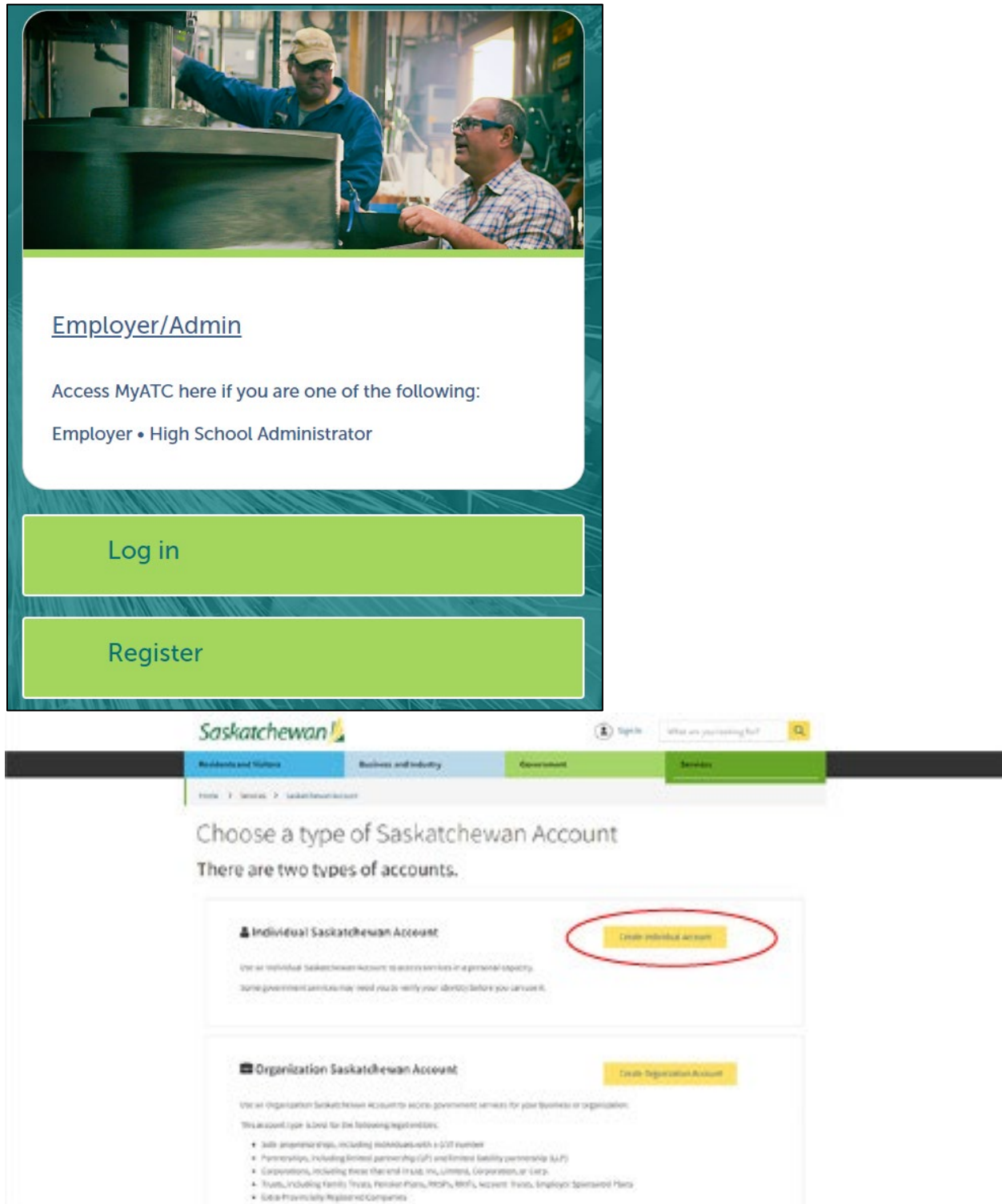
Steps:

1. In the dropdown menu, choose “SYA Request” or “Submit SYA Activity Report.”
2. Enter the details in the “Additional Information” section.
3. Click “Submit.”

Your request will be sent directly to the SYA Team.

SYA Champion: Register as a Primary SYA Contact

The SYA Champion will register through the Employer/Admin option on the login page.



The image shows a screenshot of the Saskatchewan MyATC website. At the top, there is a banner image of two men in a workshop. Below the banner, the text reads: **Employer/Admin**, **Access MyATC here if you are one of the following:**, and **Employer • High School Administrator**. There are two large green buttons: **Log in** and **Register**. Below this, the website header shows the Saskatchewan logo and navigation tabs: **Residents and Visitors**, **Business and Industry**, **Government**, and **Services**. The main heading is **Choose a type of Saskatchewan Account**, followed by **There are two types of accounts.** The page is divided into two sections: **Individual Saskatchewan Account** and **Organization Saskatchewan Account**. The **Create Individual Account** button is circled in red. The **Create Organization Account** button is also visible. Below the organization section, there is a list of eligible entities:

- Sole proprietorships, including individuals with a GST number
- Partnerships, including limited partnership (LP) and limited liability partnership (LLP)
- Corporations, including those that are not-for-profit, corporation, or Corp.
- Trusts, including Family Trusts, Pension Plans, RRSPs, RRIFs, Account Trusts, Employer-Sponsored Plans
- Sub-Provinceally Registered Companies

It will ask for a Registration Code. The code will be provided by the SYA Coordinator via email.

A Guide to Registering for MyATC – Employer/Admin go to <https://saskapprenticeship.ca/myatc/>

- Click Registration Guide and Employer Account to open the guide to registering employer/admin

The screenshot shows the 'MYATC HELP' page. At the top, there is a green header with the toll-free number 1-877-363-0536 and social media icons. Below this is a navigation bar with links for APPRENTICES, EXPERIENCED WORKERS, SASKATCHEWAN YOUTH APPRENTICESHIP (SYA), EMPLOYERS, RESOURCES AND PROGRAMS, ABOUT SATCC, and NEWS & UPDATES. The main content area has a green sidebar on the left with a search bar and links under 'GENERAL INFORMATION' (FAQs, MyATC Help, Apprenticeship Celebration Dinner, Training Partners, Occupation Designation, Privacy Notice, Document Library) and 'PROGRAMS' (Blue Seal Program, Indigenous Apprenticeship Initiative, Sask Youth Apprenticeship, Women In Skilled Trades Initiative). The main content area on the right contains a welcome message about the new MyATC system, an 'Access MyATC here' button, an image of a laptop displaying the MyATC interface, and three buttons at the bottom: 'Frequently Asked Questions', 'Registration Guide - Apprentice Account', and 'Registration Guide - Employer Account' (which is circled in red).

TOLL FREE: 1-877-363-0536

SEARCH BY KEYWORD

Saskatchewan Apprenticeship and Trade Certification Commission

APPRENTICES EXPERIENCED WORKERS SASKATCHEWAN YOUTH APPRENTICESHIP (SYA) EMPLOYERS RESOURCES AND PROGRAMS ABOUT SATCC NEWS & UPDATES

MYATC HELP

SEARCH BY KEYWORD

GENERAL INFORMATION

- FAQs – Resources and Programs
- MyATC Help
- Apprenticeship Celebration Dinner
- Training Partners
- Occupation Designation
- Privacy Notice
- Document Library

PROGRAMS

- Blue Seal Program
- Indigenous Apprenticeship Initiative
- Sask Youth Apprenticeship
- Women In Skilled Trades Initiative

We have launched a new, client-facing online system called MyATC on Monday, January 10, 2022.

We're excited to share this new system with you. It will enable our clients to better manage their own apprenticeship and certification pathways.

Apprentices can register for technical training and exams, submit trade time hours, and update their personal information.

Employers can track employees who are registered apprentices and approve apprenticeship trade time hours. Saskatchewan Youth Apprenticeship (SYA) Champions can track the progress of their school's SYA participants. They can also request and access SYA completion certificates using the system.

Please note: The SATCC is currently sending emails to clients, such as results from exams, by generating an email from MyATC. Some clients have reported that these emails have been going to their junk mail. If you are expecting an email from SATCC and do not see it in your inbox, please check your junk mail folder for an email from the sender myatc@gov.sk.ca.

Download Terms of Use and Conditions

Access MyATC here

Frequently Asked Questions

Registration Guide - Apprentice Account

Registration Guide - Employer Account

SYA Champion: Register as a Secondary SYA Contact

Register same as above. If there is already a Primary Contact for the school, this SYA Champion will automatically be listed as a secondary contact.

	Primary Contact	Secondary Contact
Approve SYA applications	x	
View students who are registered to the school	x	x
View students' information	x	x
View students' progress	x	x
Approve Secondary Contacts or new SYA Champions	x	

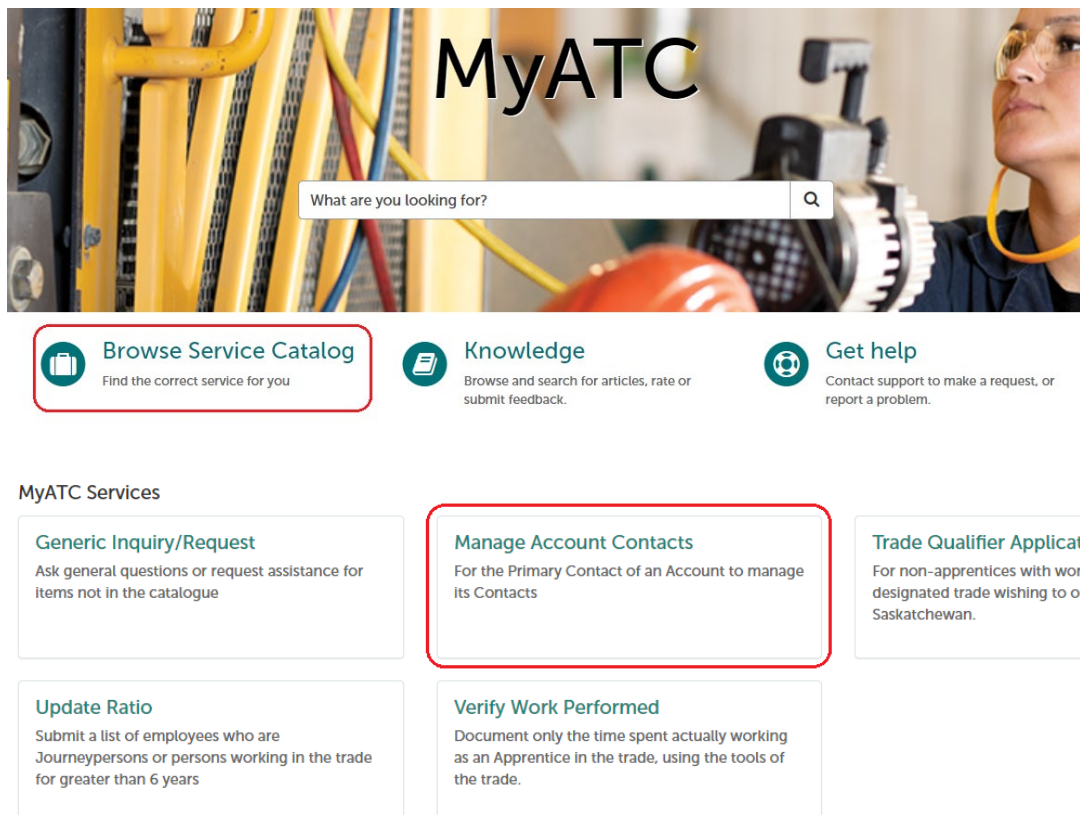
SYA Champion: Change the Champion through Self-Serve

With **MyATC**, the **primary contact** of an account can:

- View, manage, and edit contacts on the account.
- Remove contacts.
- Change the primary contact.

How to Access Account Contacts





- Log in to your MyATC account.
- Click “Browse Service Catalog.”
- On the MyATC Services page, select “Manage Account Contacts.”



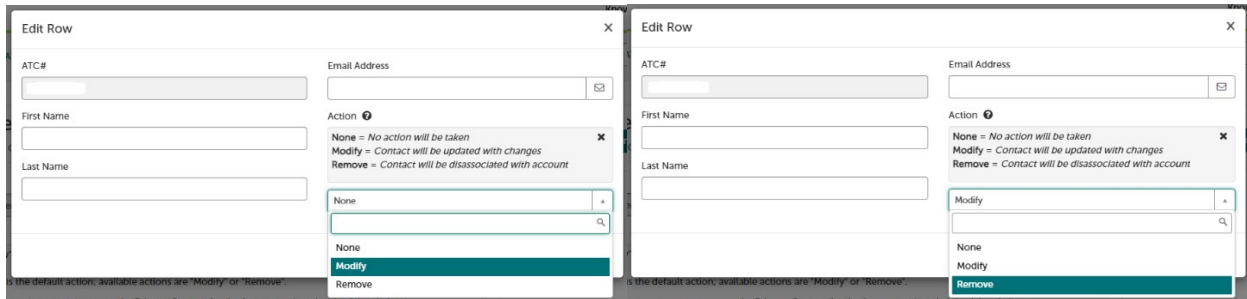
Edit or Remove a Contact

- On the Manage Account Contacts page, your business name and employer contacts will auto-populate.
- Find the contact you want to update and click the blue pencil “edit row” icon in the Actions column.

Account Contact List

Actions	ATC#	First Name	Last Name	Email Address	Action
					
					
					
					

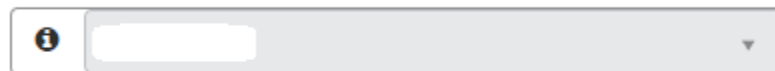
- A pop-up box will appear with that contact's information:
 - To edit: Update the first name, last name, or email address. In the drop-down menu, select "Modify," then click Save.
 - To remove: In the drop-down menu, select "Remove," then click Save.



Change the Primary Contact

- At the bottom of the page, click "Set a new Primary Contact for Account."

Current Primary Contact



☐ Set new Primary Contact for Account

- A field labeled "New Primary Contact" will appear.
- From the drop-down list, select the contact you want to assign as the new primary.

Current Primary Contact

☒ Set new Primary Contact for Account

* New Primary Contact

- Click “Submit” to save your changes.



The new SYA Champion needs to register first before this can be done.

SYA Champion: SYA Industry Scholarship Nominations

The external nomination process for the SYA Industry Scholarship remains the same.

- **Nomination forms are sent directly to schools.**
- Schools are responsible for completing and submitting the forms according to the instructions provided.
- Please refer to the information provided on the official webpage for full details about eligibility, timelines, and submission requirements [here](#).