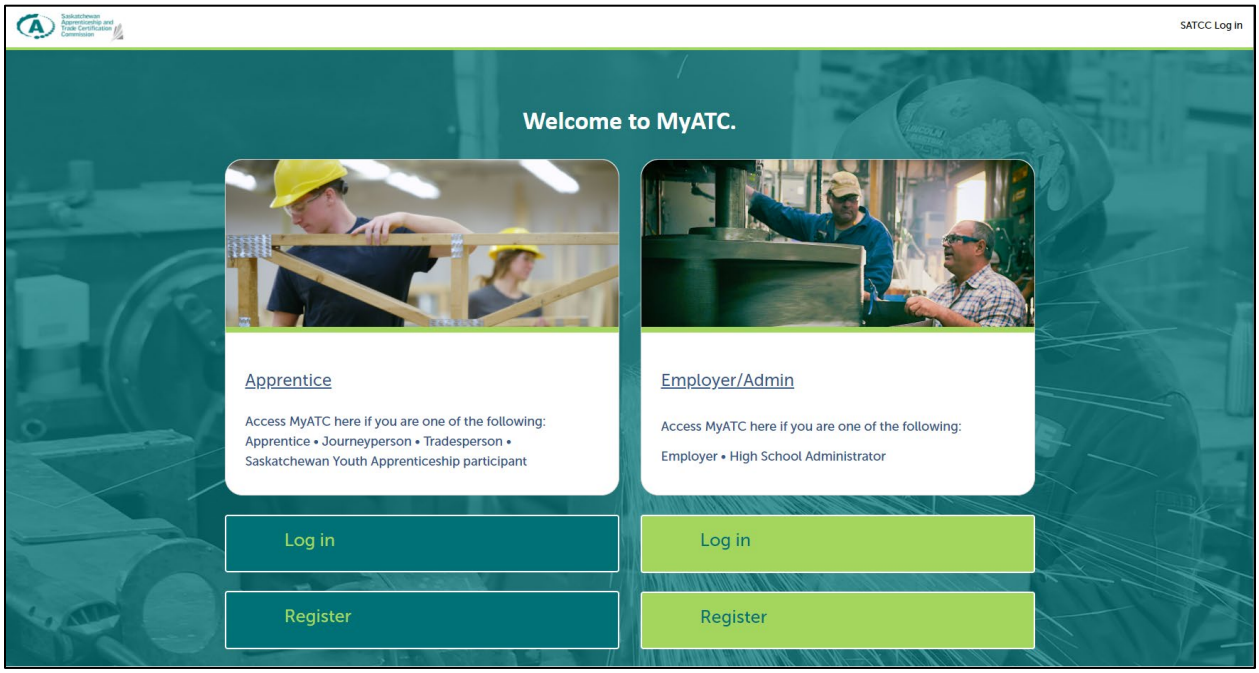
A Guide to Registering for MyATC – Apprentice Account

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

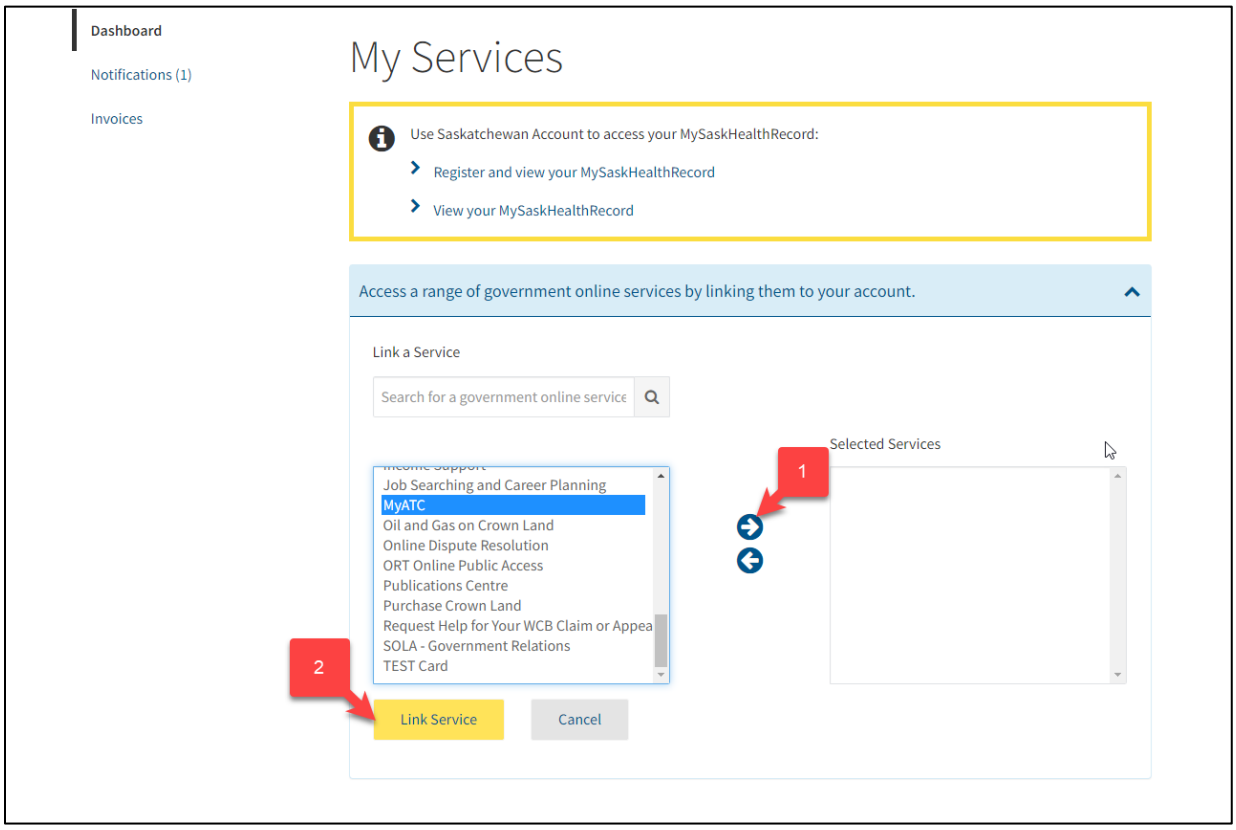
This client group is required to have a Saskatchewan Account, which is then linked to MyATC.

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.

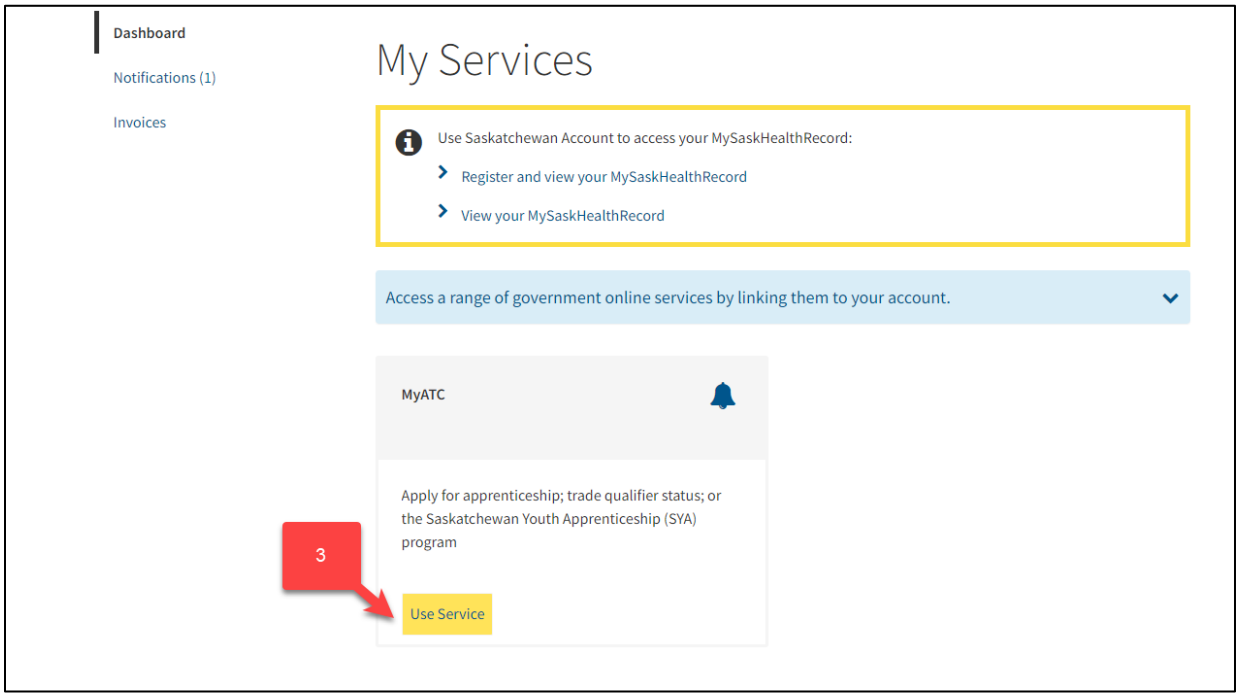
You may already have a Saskatchewan Account if you have accessed other government services such as MySaskHealthRecord, or applied for a notary public, or a hunting or fishing license.

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

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

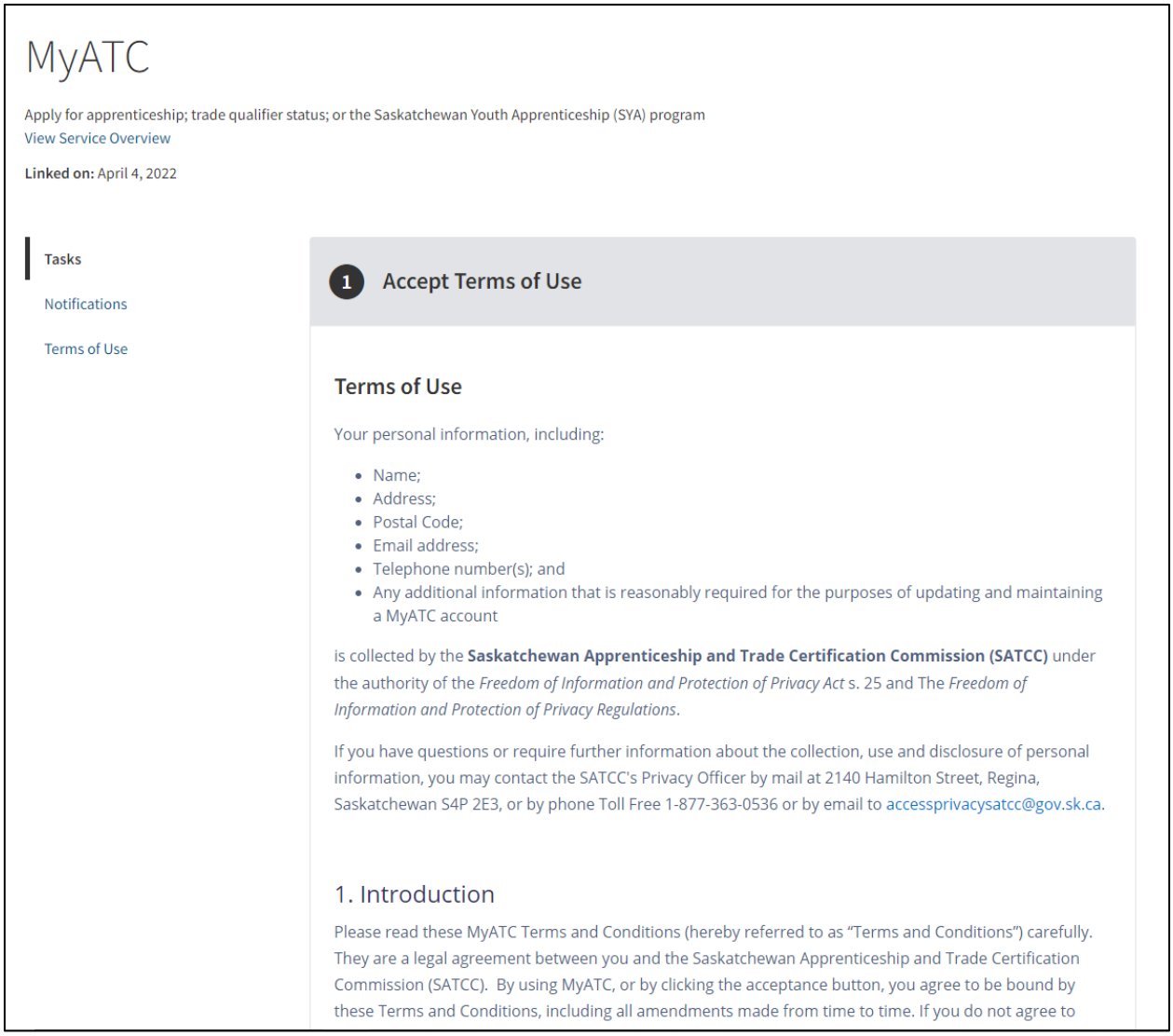


After linking the service, click the "use service" button.

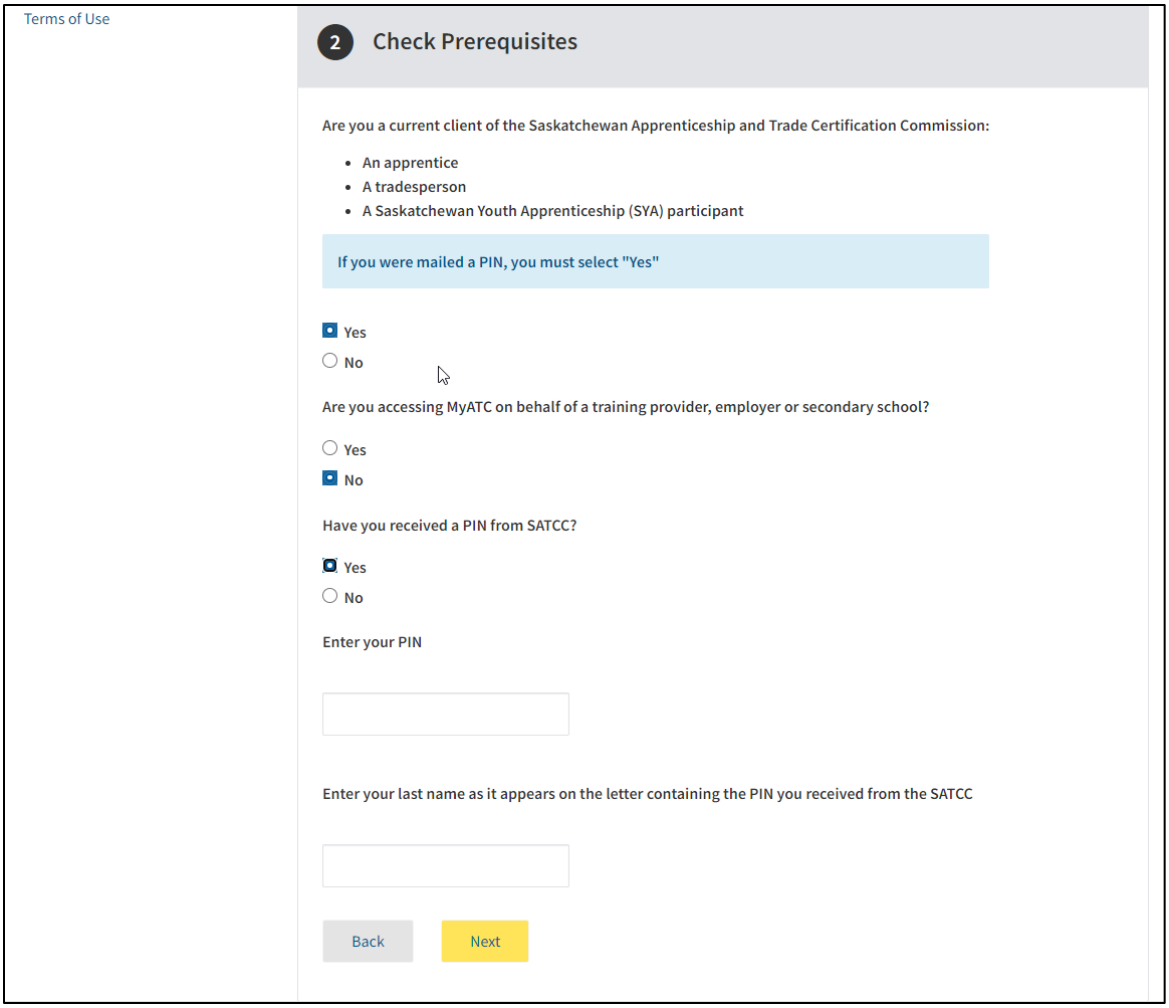


Follow through and you will be asked a series of questions.

1. Accept Terms of Use



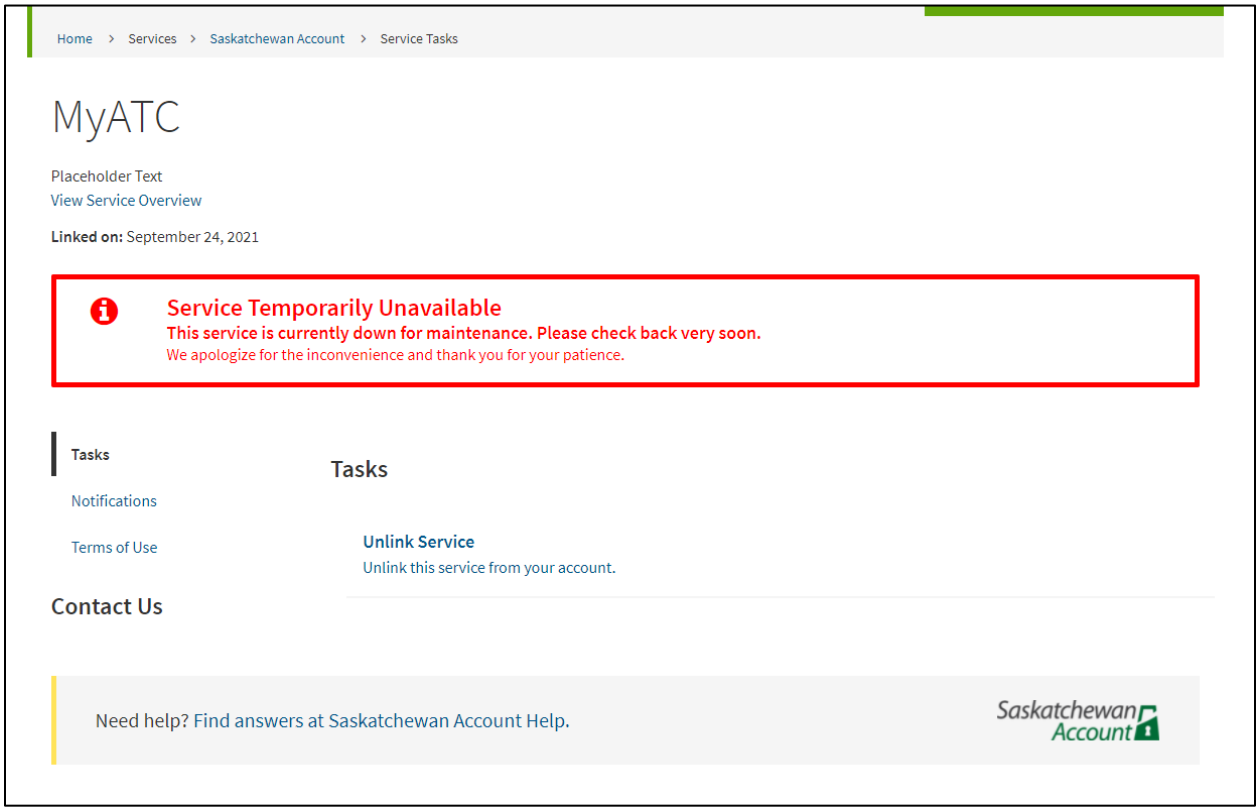
2. Check Prerequisites. This step has three questions:
    - *Have you previously registered with the SATCC as an apprentice, a tradesperson or an SYA participant?*
        - If you are a brand-new client and have never registered with the SATCC as an apprentice, tradesperson or an SYA participant, choose "no."
        - If you were a client prior to 2022, such as an apprentice, tradesperson, journeyperson, or SYA participant choose "yes."
        - If you have recently completed a pre-apprenticeship course through a regional college or Saskatchewan Polytechnic, 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?*
        - If you completed a pre-apprenticeship course, you would have received the PIN in an email. **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.**



Troubleshooting points:

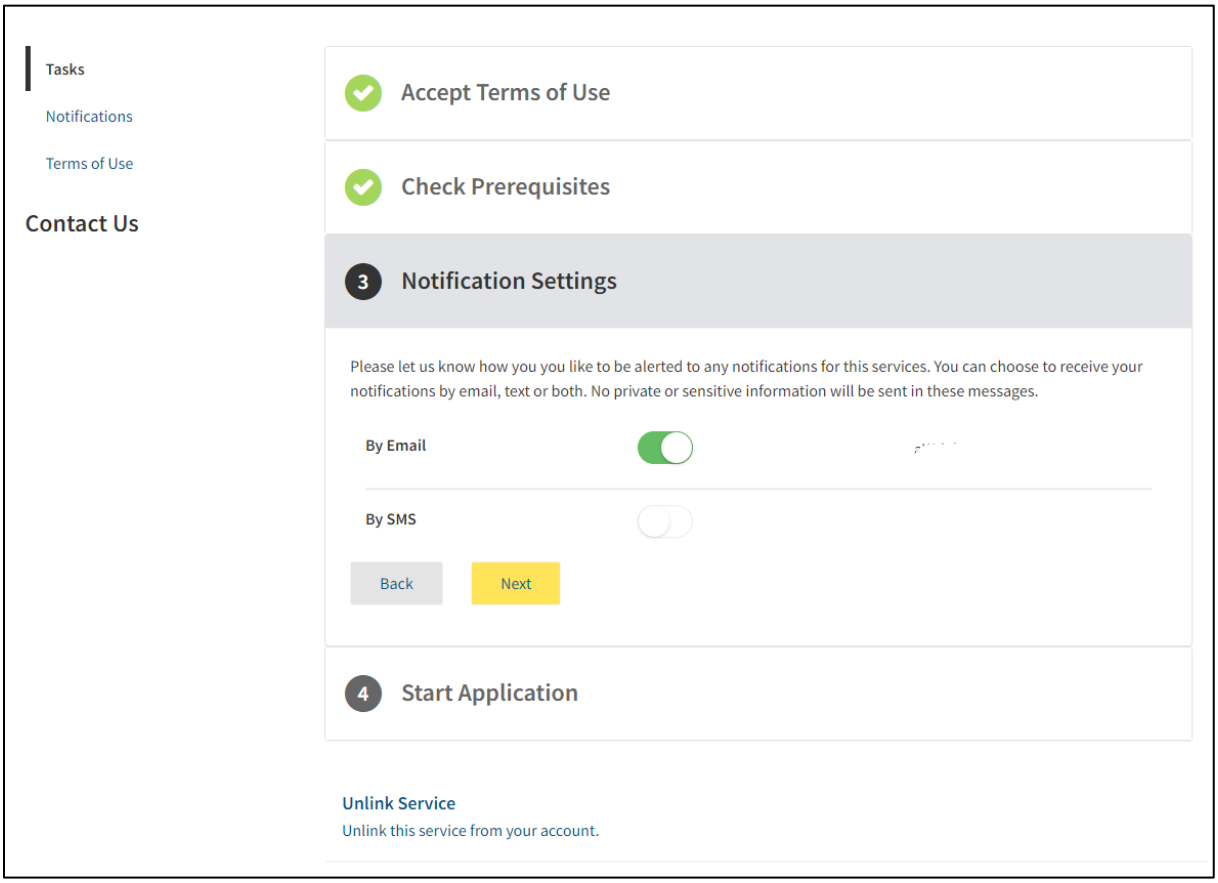
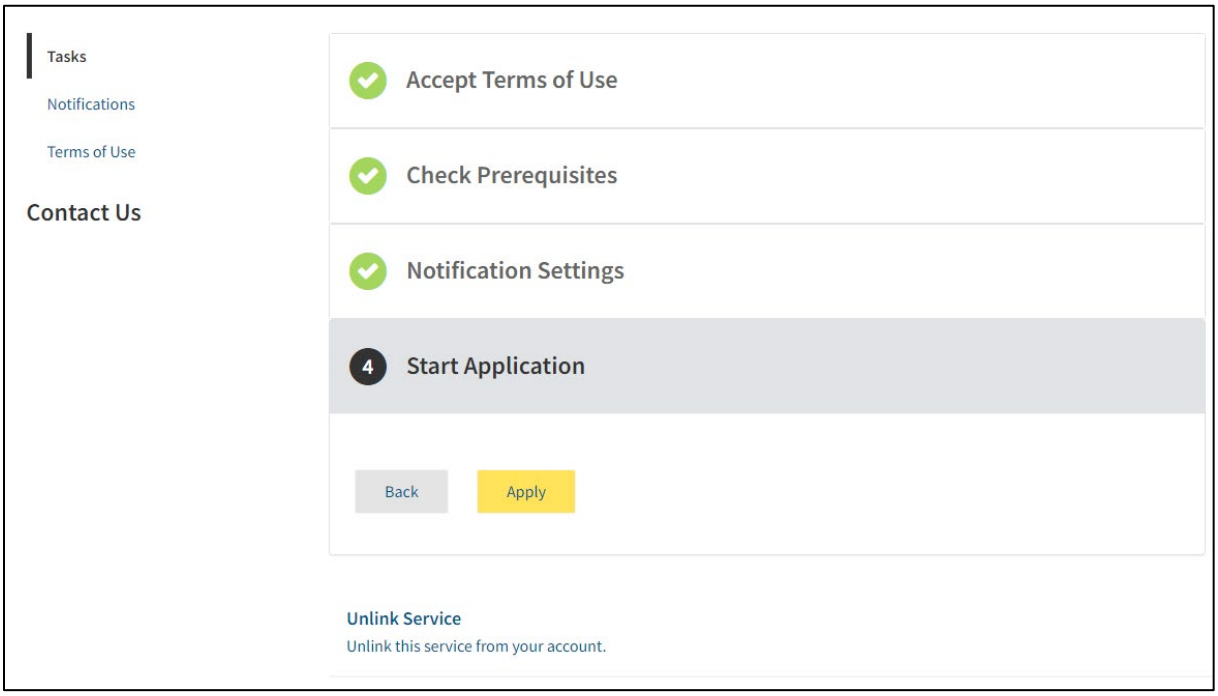
- A PIN is required to link your existing information to your Saskatchewan Account. If you have had any interaction with us in the past, we most likely have your information on file. Please call the SATCC at 1-877-363-0536 to determine two things:
    - If the SATCC has your information on file, then you require a PIN. After answering security questions, the SATCC agent can release your PIN to you.

- During the linking process, you may receive this error message:



  - 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



4. Start Application will start the MyATC Service and take you to the MyATC Welcome page