Online Application - Employer (Part B)

1. Your apprentice should have provided you with an email of instructions, an AccessManitoba Number, and Application reference number. (sample below)

> Dear _____,
>
> Application Reference Number:
> AccessManitoba Number:
>
> Apprenticeship Manitoba has received your Apprenticeship Application – Part A.
>
> Please provide your employer with a copy of this email. Your employer requires the reference numbers above to access your Apprenticeship application at www.accessmanitoba@gov.mb.ca Your employer must have or create an AccessManitoba account to complete online the Apprenticeship Application – Part B (Employer).

2. Proceed to AccessManitoba's website. https://web6.gov.mb.ca/sso/Account/LogOn

3. Enter your user name and password and select login.

4.

5. From the left hand navigation bar select "Services for a Business"

6. Select "By Organization"

7. Under Apprenticeship Manitoba select "Hiring and Managing Skilled Tradespeople"

8. Update your business information by selecting "Edit".

Your business information

To access Apprenticeship Manitoba programs and services, we require additional information from you. Click Edit to provide this now.   ⇨ Edit

9. Under the Apprenticeship Application heading select "Find"

Apprenticeship Application

After you have received the Apprentice reference number and *AccessManitoba* reference number from your prospective apprentice, click Find to locate an Apprenticeship Application - Part B: Employer.   Find

10. Change the drop down to the business that the Apprentice is working for and select "Next"

Business Selection

To continue, you need to choose the business you want to use. Please select a business and click Next.

Business: Marty's Mud Pies   ▼ ⇦

Next Cancel

11. Enter the Application reference number and the AccessManitoba number you received from your apprentice into the required fields, and select continue.

Application reference number   ⇨ 123456789   *

AccessManitoba Number   ⇨ 987654321   *

Continue Cancel

12. You have now been linked to the apprentices application..

APPRENTICE INFORMATION

First Name   Last Name   Trade

Fake   Profile   Steamfitter-Pipefitter   ▼

13. Fill out the required data that Part B of the application is asking for.

14. Read the disclaimer at the bottom of the page and select "submit".

Submit Cancel

15. You have now received completed confirmation.

Apprenticeship Application Part B Complete

Thank you.