![SYEP - Seattle Youth Employment Program logo]

How to Submit an Application

1 Getting Started

Navigate to https://youthconnect.powerappsportals.us/ or scan the QR Code.
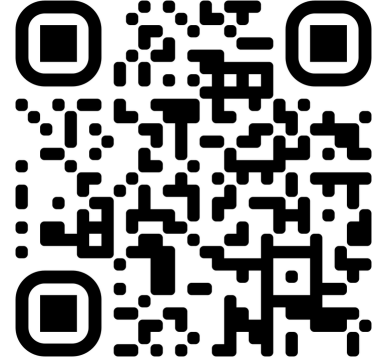
2 Creating and Activating an Account

Click the "Apply Now" button. You will be directed to a new page.

You will have to create a new account before logging in and applying for the first time.

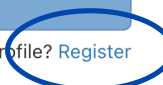Click the "Register" button under the "Login" button to create a new account.

City of Seattle

Login

Username *

Password *

Password

☐ Remember Me

Login

Forgot password? Forgot username?   Don't have a profile? Register

Fill out all the required (*) fields with your information and click the blue "Register" button to continue.

Make sure to use a valid email address that you can access. You will need to validate your email in the next step.

Use your legal first and last name as listed on your social security card.

City of Seattle

Registration

Username *

First name *

Last name *

Email *

example@email.com

Mobile Phone

(XXX) XXX-XXXX

Password *

too short

Password must be 8 to 20 characters and contain at least one lowercase letter, one uppercase letter, one number and one special character, and cannot contain the first, last, or user name of the user. The "." (period) character is not allowed.

Confirm Password *

Register

Already registered? Login

Once you click the "Register" button, you will see the following green pop up if your account creation was successful.

✔ Registration Successful   ✕

Thank you for registering your profile. To activate your profile, click on the link in the email that has been sent to ███████████ .

You will need to login to the email address you used and click the "Activate your account" link or button to verify your account before you are able to submit an application.

City of Seattle

Hello ████████████ ,

Thank you for registering your City of Seattle profile. To get started activate your account, Activate your account

Activate Your Account

If the activate your account link doesn't work, please copy and paste the following URL into the address bar of your browser:
https://login.seattle.gov#activation?token=7Bk5RRdWUoBq2o27OY2q9%2BXS9jNYz3Lbc%2FX1qTSfNBg%3D&
████████████████ PROD

Important: This link will expire on Tuesday, Aug 23 2022 10:32 Pacific Time.

If you don't recognize this message, contact your system administrator at syep@seattle.gov.

3 **Login and Start a New Application**

Once you click the email link to activate your account, you will be redirected to the home page of the application.

Click "Apply Now" and then log in using your newly created username and password

City of Seattle

Login

Username *

Password *

> Password

☐ Remember Me

Login

Forgot password? Forgot username?   Don't have a profile? Register

Once you have logged in, you will be taken to the application Welcome page. Review the eligibility requirements and helpful tips before you click the "Next" button to begin filling out the application. Proceed through all the tabs, completing the fields with your information.

2022-2023 Foundations and Pathways Programs | Participation Start Date: 10/17/2022

Welcome	Privacy	Eligibility	General Information	Contact Information	Income	Race	Languages	Documents	Review

Thank you for your interest in the Seattle Youth Employment Program (SYEP). This application is for the

2022-2023 Foundations and Pathways Programs

To participate in SYEP you must meet all eligibility requirements and provide proof of:

1. **Age – between 16 and 24 by October 17, 2022**
2. **Address – home address within city of Seattle or attend a Seattle public school or Seattle college (North, South, or Seattle Central)**
3. **Household income – at or below the 80% Area Median Income (depending on program eligibility requirements)**
4. **Vaccination status – COVID-19 vaccination required for participation**

Helpful tips:

- **Use your full legal name—including middle name—as shown on your Social Security card or birth certificate (even if it is misspelled).**
- **Use an email address that you check on a regular basis – this is how we will communicate with you.**
- **You will need to know: household size, household annual income, physical address including apartment number and zip code.**
- **Parts of this program may take place in a hybrid setting and would be best experienced with the use of a computer or laptop and consistent internet access.**

If you have questions, please email SYEP@seattle.gov or call 206-386-1375 TTY: 206-233-2778. If you are a Seattle Promise student, you can also reach out to your Retention Specialist.

Next

Seattle Youth Employment Program

4 Upload your Documents

Once you reach the "Documents" tab of the application, you will have an opportunity to upload the required documentation to prove your eligibility for the program. To add a document, click the "Add files" button.

2022-2023 Foundations and Pathways Programs | Participation Start Date: 10/17/2022

| Welcome ✔ | Privacy ✔ | Eligibility ✔ | General Information ✔ | Contact Information ✔ | Income ✔ | Race ✔ | Language ✔ |

| Documents | Review |

You must provide proof of three eligibility categories: household income, age, and current address. Please refer to the list of acceptable documents you can use:
https://www.seattle.gov/documents/Departments/HumanServices/Youth/SYEP-Eligibility-Verification-Checklist.pdf

To upload documents, click on the 'Add Files' button located on the right.

Documents

⊕ Add files

There are no folders or files to display.

Previous   Next

Click this link to view acceptable documents to submit for eligibility

Add files ✕

Choose files   Choose Files No file chosen

☐ Overwrite existing files

Add files   Cancel

After clicking "Add files", a pop up will appear allowing you to search your device for the documents you want to upload. Click the "Choose Files" button to choose your files to upload. Once chosen, you will be able to click the "Add files" button on the pop up to finish uploading that document.

Remember, you will need to submit documentation to prove:
- Age
- Address
- Household Income

! If the "Overwrite existing files" checkbox is checked AND the file you are uploading has the same name as a file you have already uploaded, then the new file will replace the original file.

5   ### Review and Submit your Application

Once you have finished uploading your documentation, advance to the "Review" tab. Here you can look over your application responses and ensure that the information is accurate and complete. When you are done reviewing your application, you can click the "Submit" button at the bottom of the page.

Once you click the "Submit" button, you will see the following green pop up if your application submittal was successful. An SYEP staff member will be in touch with next steps after it has been reviewed.

2022-2023 Foundations and Pathways Programs | Participation Start Date: 10/17/2022

> Thank you for submitting your application – you can review the progress of your application or upload additional documents by logging into your account. If you have any questions or need further assistance, contact us at SYEP@seattle.gov.

6   ### Check the Status of your Application

To check on the status of your application and upload more documentation, you can navigate back to the home page, and click "Applications".

Home   Applications

Welcome to the Seattle Youth Employment Program

2023 Internship Program (Summer) | Participation Start Date:

An Application Status page will then load where you will be able to view the status of the SYEP program you applied for. Click the "documents" button to see what documents you have uploaded so far.

Applications

> ℹ️ You have already applied for this program period. You can view the status of your application below.
>
> To upload additional documents, select the "Documents" option from the drop down box.
>
> **Note:** If you just submitted your application and it does not show up in the list below, refresh this screen in a few minutes to track the status of your application.

Application Date ↓	Program Name	Program Start	Eligibility	
2/21/2023 1:11 PM	2023 Internship Program (Summer)	3/13/2023		⌄

On the Documents page, you can upload additional documentation by clicking the "Add files" button.

Upload Documents

➕ Add files

Name ↑	Modified