# NTO Nomination Process ATLAS Portal



## 1. Login to ATLAS

Online Enquiry ATLAS Help

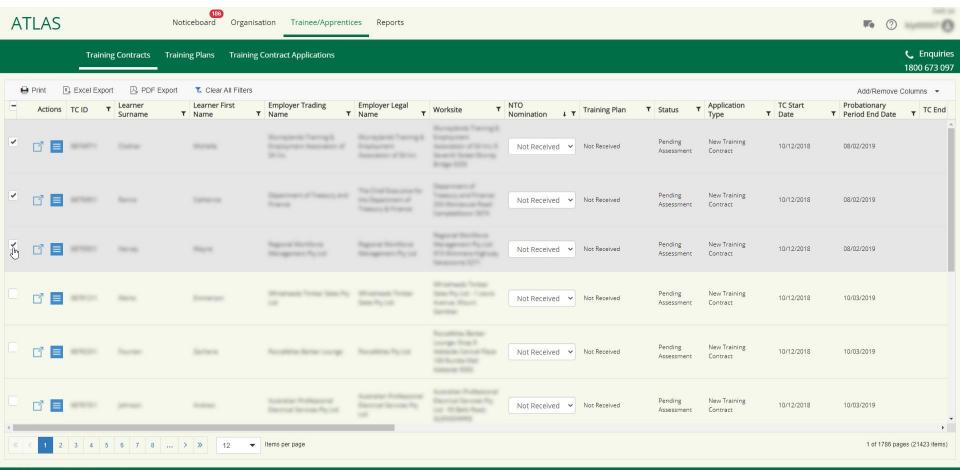
 $\begin{picture}(100,0) \put(0,0){$A$} \put(0,0$ 

**L** 1800 673 097

Sign in to Continue



## 2. Select one or more Training Contracts with an NTO nomination of 'Not Received'

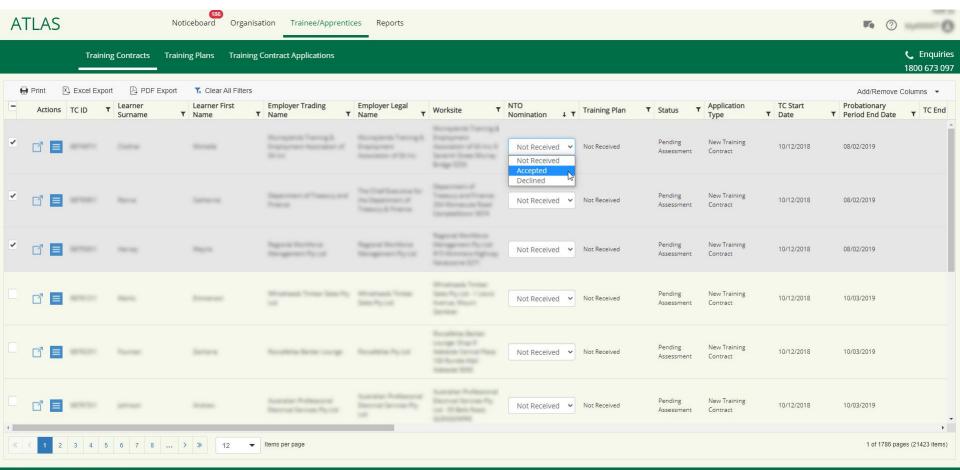








## 3. Select a response on one of the records

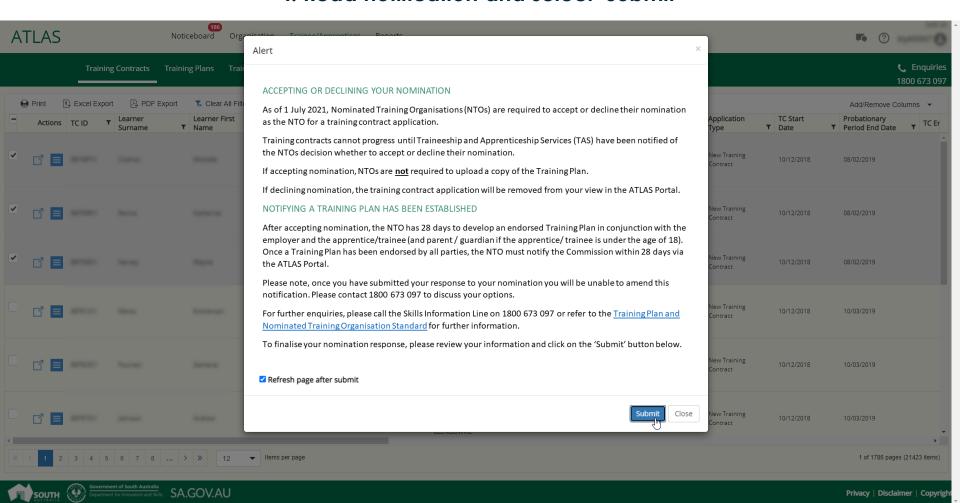




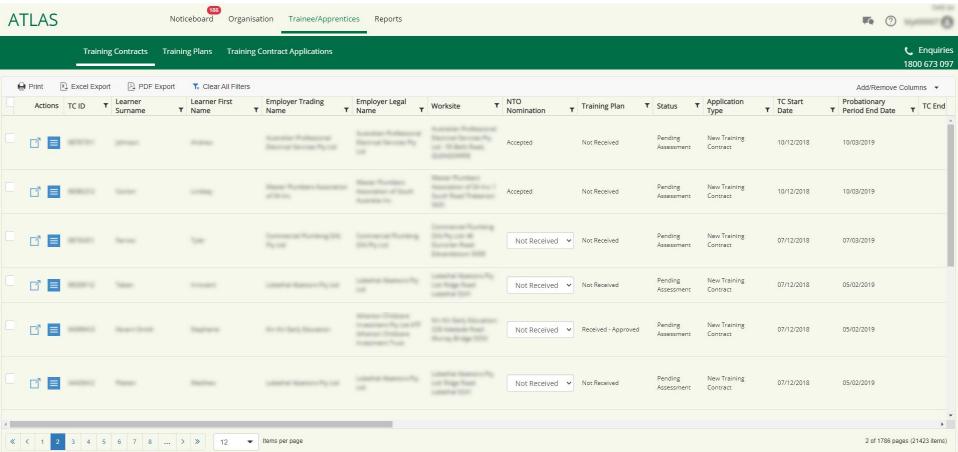




#### 4. Read notification and select 'Submit'



## 5. NTO Nomination column updates and response is sent to Traineeship and Apprenticeship Services (TAS)









# What's next?

# Training Plan Endorsement

The NTO is required to **prepare the Training Plan** and notify Traineeship and Apprenticeship Services (TAS) via the ATLAS portal **within 28 days of accepting Nomination**.

Visit the Provider Skills website for instructions





# Contact

Traineeship and Apprenticeship Services

- 1800 673 097
- 🖂 skills@sa.gov.au
- https://atlas.skills.sa.gov.au/

