

Cambridge Youth Employment Programs use an online registration system called TraxSolutions. Each family will need a Trax Online Account in order to register for any youth employment program, including the Mayor's Summer Youth Employment Program (MSYEP). The online registration page is <https://online.traxsolutions.com/dhspcc/youth-employment>.

If you need to create a Trax Online Account, please start with Step 1 below. (Please only do this if you've never created an account before. Returning participants should all have an existing account.)

If you already have a Trax Online Account, skip to Step 3.

If you have any questions or if you need help to submit your registration online, please email msyepapp@cambridgema.gov or call 617-349-6200.

1. Register for a New Trax Account

- On the online registration homepage, click "REGISTER." Follow the instructions to submit information for the account holder. ***The account holder should be the Primary Guardian or Head of Household.***
- Check your email for a confirmation message from msyep@traxsolutions.com with the subject "Welcome to Trax Online." From the email, click the link to activate your account.
- Complete your Account Information. ***This includes only the adults in your household.*** Questions with an asterisk (*) are required and must be filled in to submit the form.
- Once you are finished click "COMPLETE." You will get a message saying "Success" and then click "OK."

2. Add Teen to the Household

- In the "Account Members" section, click on the box that says "ADD NEW PERSON."
- Fill out the information for the young person applying to the youth employment program and click "ADD NEW MEMBER."

3. Register for Youth Employment Programs

- Click on "ACTIVITIES."
- Select the "2021 Application for the Mayor's Summer Youth Employment Program."
- Choose the applicant. A pop up will alert you that the activity is waitlisted and ask you if you want to continue. Click "Yes." ***Please note that all applications are automatically placed on a wait list while we review applications.***
- You will see the application form in a cart. Click "NEXT."

*City of Cambridge Youth Employment Programs
Online Registration Instructions*

- You will be prompted to submit information about the young person who is applying. *If you have applied to or participated in youth employment programs before, please make sure all the information is accurate and up to date.* Once you are finished with the form, click “NEXT.”
- You will return to your cart. Click “COMPLETE.” You will see a screen that says “Completed.” This completes your online application for Mayor’s Summer Youth Employment Program. You will receive a confirmation email from msyep@traxsolutions.com with the subject “Receipt” to the household account. ***If you are eligible for the program and we have a position for you, a staff person will contact you about the next step in the hiring process.***