



How to Register for The Mayor's Summer Youth Employment Program in Trax

The Mayor's Summer Youth Employment Program (MSYEP) uses an online registration system called TraxSolutions (Trax). Each **family** will need a Trax Online Account to register for any summer program. Below are instructions for how to create a Trax account.

If your household already has a Trax account, from previous DHSP summer camps, community schools, afterschool or teen centers, skip to Step 3 to fill out the MSYEP application.

If you have questions or need assistance, please email askdhsp@cambridgema.gov or call 617-349-6200.

STEP 1

Create a New Trax Account

- If you have never participated in a DHSP program before, you/your family will need a new account.
- On the online registration homepage, click "**Create a NEW ACCOUNT**". Follow the instructions to submit information for the account holder. The account holder should be the Primary Guardian or Head of Household. Be sure to enter an email address that you, or your parent, has access to.
- Check your email for a message from CambridgeDHSP@traxsolutions.com with the subject "Welcome to Trax Online". Click the link in the email to activate your account.
- Complete the Account Information. This includes only the *adults* in the 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.**" Click "**OK**".
- Continue to Step 2, below, to add any teens registering for Summer Employment to the household.

STEP 2

Add a Teen to the Household

- Click on "MY ACCOUNT" at the top center of the page.
- In the "Account Members" section at the bottom left, click on "**ADD NEW PERSON**".
- Fill out the information for the **TEEN** registering for summer programs and click "**ADD NEW MEMBER**". Repeat this process to add any additional household children to your account before moving on to Step 3.

STEP 3

Teens, Fill Out the Program Application

- Log into your family's Trax account.
 - <https://online.traxsolutions.com/dhspcc/youth-employment>
- Click on "**MY ACCOUNT**", then click on the box in the Account Holder bar for the dropdown list and select "Update Account Form". This will bring up the Household Form where you can update your household income, etc. if needed.
- Next, click on the "**ACTIVITIES**" tab at the top of the page.
- Select **Mayor's Summer Youth Employment Program**
- Choose the "child" (meaning yourself). 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 registrations are automatically placed on a waitlist.***
- You will see the registration form in a cart. Click "**NEXT**".
- You will be prompted to submit information about yourself. *If you have participated in DHSP programs before, please make sure all the information is accurate and up to date.*
- Your parent/guardian must answer the three permissions questions at the bottom of the form and type their electronic signature. Once they are finished with the form, click "**NEXT**".
- You will return to your cart. Click "I'm not a robot" and then click "**COMPLETE**". You will see a screen that says "**Completed**". This completes your registration submission for the Mayor's Summer Employment Program!
- Your guardian will receive a confirmation email from CambridgeDHSP@traxsolutions.com with the subject "Receipt." ***Please note that all registrations are automatically placed on a waitlist.***
- MSYEP staff will begin contacting selected teens at their Trax registration email in late April to schedule an appointment to complete their hiring paperwork. Teens will continue to be contacted throughout the spring on a rolling basis. If more teens apply to the program than we have space for, MSYEP staff will update teens who will remain on the wait list by early June.