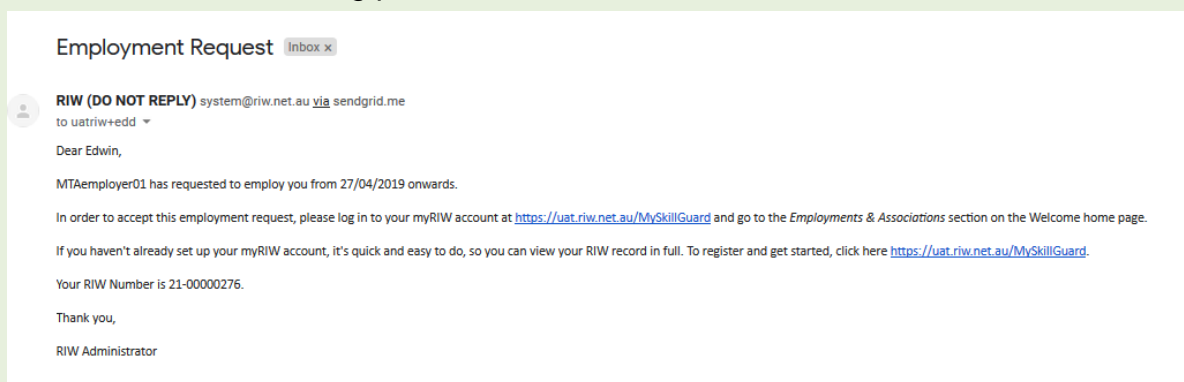


# Accepting an employment request

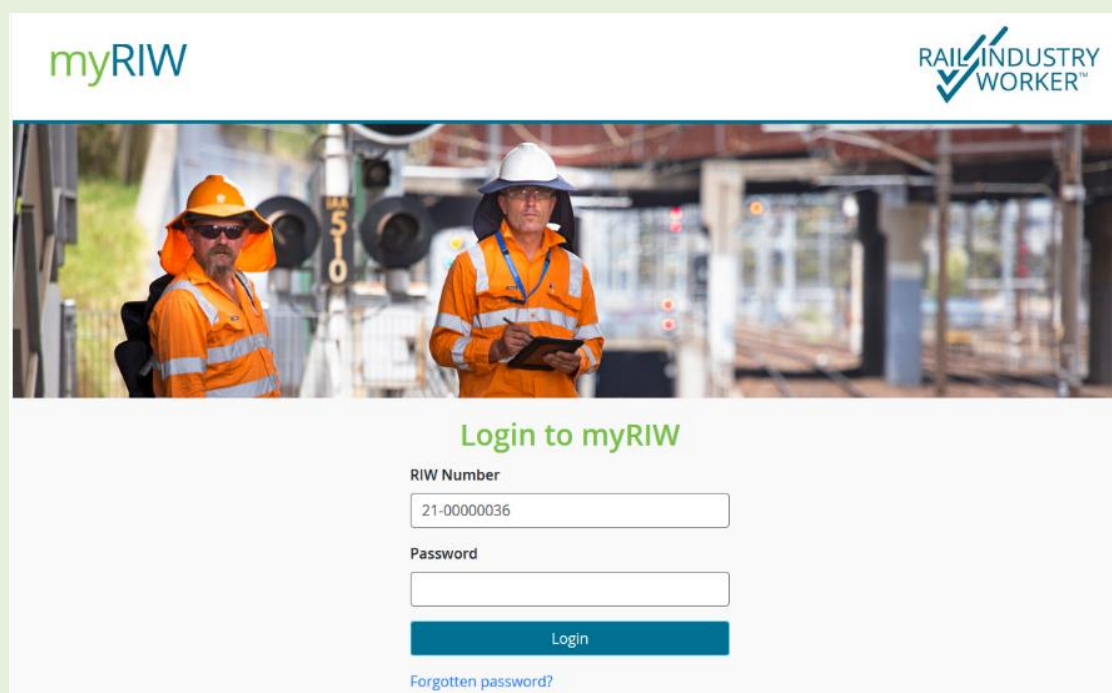
## QUICK GUIDE v1.0

Before accepting an employment request, workers must have a myRIW profile. Please refer to the [Quick Guide – myRIW](#) for instructions on how to get started with myRIW. Alternatively, we have also developed a [short video](#) which walks you through the system.

**Step 1** When an employer requests your employment, you will receive an email asking you to accept this offer in myRIW. You must accept this request in order to continue the on-boarding process.



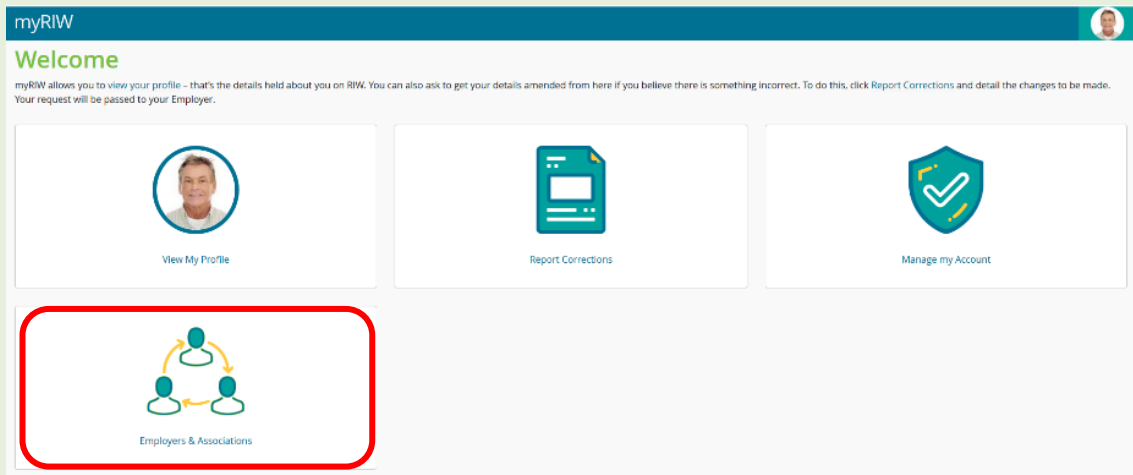
**Step 2** Log into myRIW at <https://app.riv.net.au/MySkillGuard/Account/LogOn> using your RIW number and password. If you have forgotten your password, click on the **Forgotten Password** hyperlink and follow the instructions.



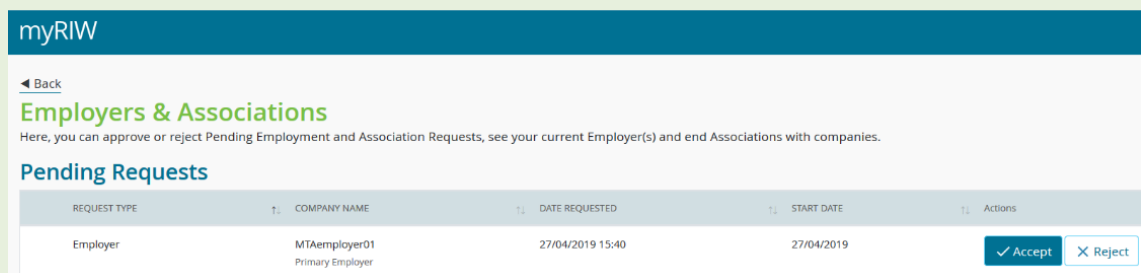
# Accepting an employment request

## QUICK GUIDE v1.0

**Step 3** Once logged in, you will now see your myRIW dashboard. Select the **Employers and Associations** button.



**Step 4** Any pending employment requests will be show on this screen. Here you can approve or reject any pending employment and association requests.



To accept the employment request, click on the **Accept** button. To reject the employment request, click on the **Reject** button.