

# Creating and deleting RIW system administrator users

## QUICK GUIDE

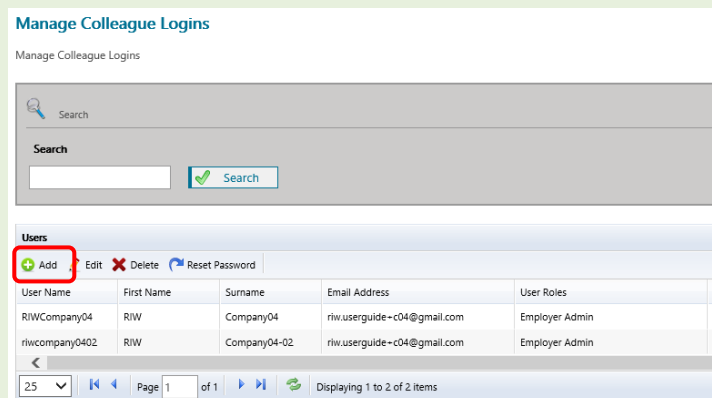
Administrators are individuals within a company or organisation who are required to use the RIW system. This instruction demonstrates how to add or remove RIW system user administrators.

**Step 1** Go to <https://app.riw.net.au> and login using your credentials.

**Step 2** Click on the **My Account** tab and select the **Manage Colleague Logins** shortcut on the dashboard.



**Step 3** To add a new user, click on the **Add** button.



**Step 4** On the **Create a Colleague's User Account** screen, fill in the required information by choosing the appropriate **User Role**, and then entering the user's **first name**, **surname**, **email address** and **user name**. Click **save** when complete.

**Create a Colleague's User Account**

PLEASE NOTE: Usernames must be unique and have a maximum of 20 characters. Please ensure the email address is correct, as an email will be sent automatically to the individual containing their username and a link to set their

User Role: Employer Admin

First Name \*

Surname \*

Email Address \*

Security

User Name \*

**Save** **Cancel**

The new user will receive an email to activate their account and set their password, granting them access to the RIW system.

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- Step 5** To delete a user, find the user you wish to delete from the RIW system from the list provided, or use the **Search** field to refine the list. Once the user has been located, click on the record to highlight their details, and then click on the **Delete** button.

**Manage Colleague Logins**

Manage Colleague Logins

Search

Search

Search

**Users**

+ Add Edit **Delete** Reset Password

| User Name      | First Name | Surname      | Email Address               | User Roles     |
|----------------|------------|--------------|-----------------------------|----------------|
| RIWCompany04   | RIW        | Company04    | riw.userguide-c04@gmail.com | Employer Admin |
| riwcompany0402 | RIW        | Company04-02 | riw.userguide-c04@gmail.com | Employer Admin |

25 Page 1 of 1 Displaying 1 to 2 of 2 items

Confirm the deletion of the user on the pop-up by clicking **OK**.

**Are you sure?**

Delete the selected record?

**OK** Cancel

**Note:** user profiles are not fully deleted from the RIW system, however will become inactive and locked out by following these instructions. To reinstate a previously deleted user, please contact the RIW Service Desk.