

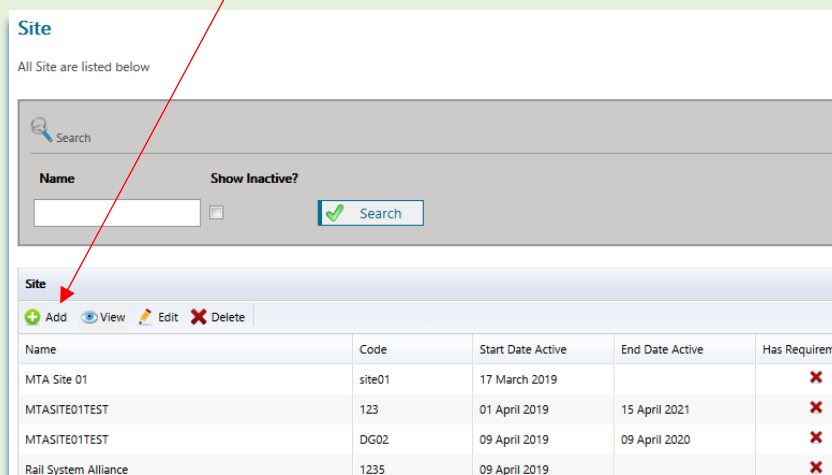
Creating new RIW system Administrator users

QUICK GUIDE v1.0

Administrators are individuals within a company or organisation who are required to use the RIW system on a regular basis to perform multiple functions relating to managing the workforce.

This instruction shows how to add additional administrators.

- Step 1** Go to <https://riw.net.au> and login using your credentials.
- Step 2** Click on the **My Account tab** and then choose **Manage Colleague Logins icon** on the dashboard.
- Step 3** Click on the **Add button**



Site

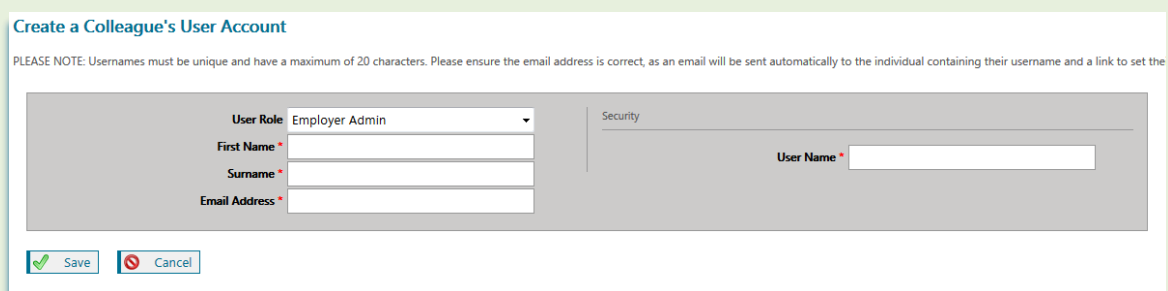
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Name	Code	Start Date Active	End Date Active	Has Requirement
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MTASITE01TEST	123	01 April 2019	15 April 2021	✗
MTASITE01TEST	DG02	09 April 2019	09 April 2020	✗
Rail System Alliance	1235	09 April 2019		✗

- Step 4** On the **Create a Colleague's User Account screen**, fill in the required information to create the new user. When you click **save**, the new user will receive an email to activate their account, granting them administrator access to the RIW system.



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 the password.

User Role: Employer Admin

First Name *

Surname *

Email Address *

Security

User Name *