

# How to accept the Permission Access Agreement (PAA)

## QUICK GUIDE

An RIW cardholder's participation in the RIW program is governed by the [Permission Access Agreement \(PAA\)](#). Please read the PAA carefully – it contains important details about how the RIW program works, including how information about a cardholder may be collected, used, disclosed and destroyed for the purposes of the RIW program, as well as a cardholder's responsibility as a participant in the RIW program.

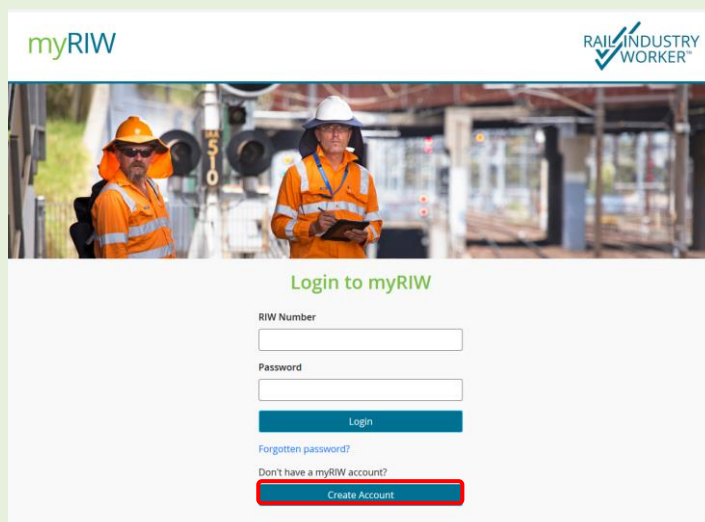
By using a RIW card, a cardholder will be deemed to have agreed to the PAA, and to the collection, use, disclosure and destruction of their personal information for the RIW program as described above, and otherwise in accordance with the [RIW Privacy Policy](#). Cardholders will be prompted to confirm their agreement to the PAA and the RIW Privacy Policy when they register their RIW card on the myRIW system. If a cardholder fails to use or register their RIW card, then their card may be made inactive. RIW cards may also be suspended or blocked if a cardholder fails to comply with the PAA or any other policies or procedures that apply to their participation in the RIW program.

To accept the PAA, cardholders must create a myRIW profile, where cardholders can also view their employers, associations and job roles, and view competencies and medical results. A cardholder can also update their email address, mobile or password, and ask their Employer to make any corrections to their profile.

Cardholders can view a short video about how to use myRIW [here](#). Alternatively, follow the instructions below to set up myRIW.

- Step 1** Go to the myRIW login page at <https://app.riw.net.au/MySkillGuard/Account/LogOn>. You can also access this page from the RIW website at <https://riw.net.au>.

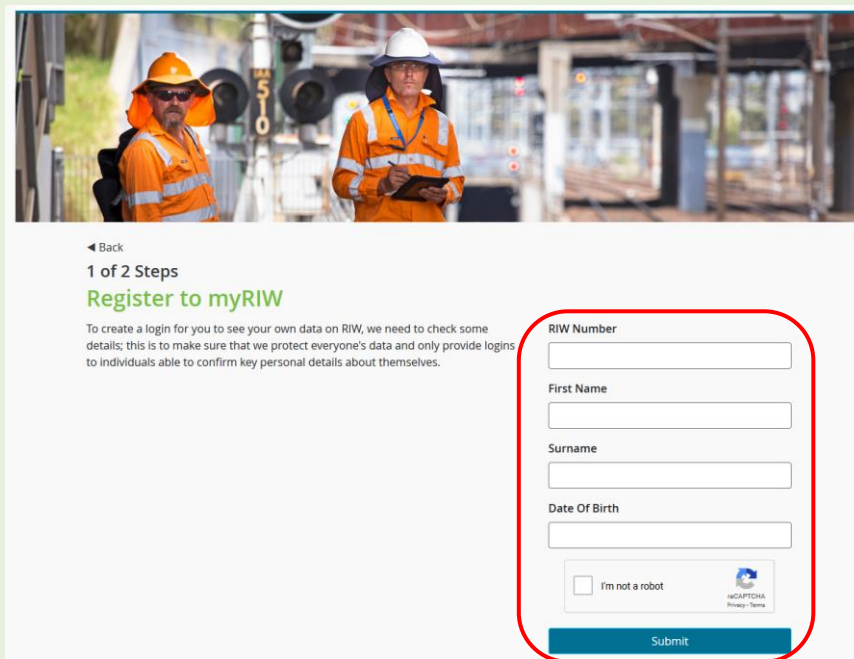
To create your profile, click on the **Create Account** button.



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- Step 2** Complete the requested information, which is RIW number, first name, surname and date of birth. Make sure they are entered correctly as they are matched to the details recorded on the RIW database. The match has to be exact to grant access. Click the **Submit** button when done.



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1 of 2 Steps

### Register to myRIW

To create a login for you to see your own data on RIW, we need to check some details; this is to make sure that we protect everyone's data and only provide logins to individuals able to confirm key personal details about themselves.

RIW Number

First Name

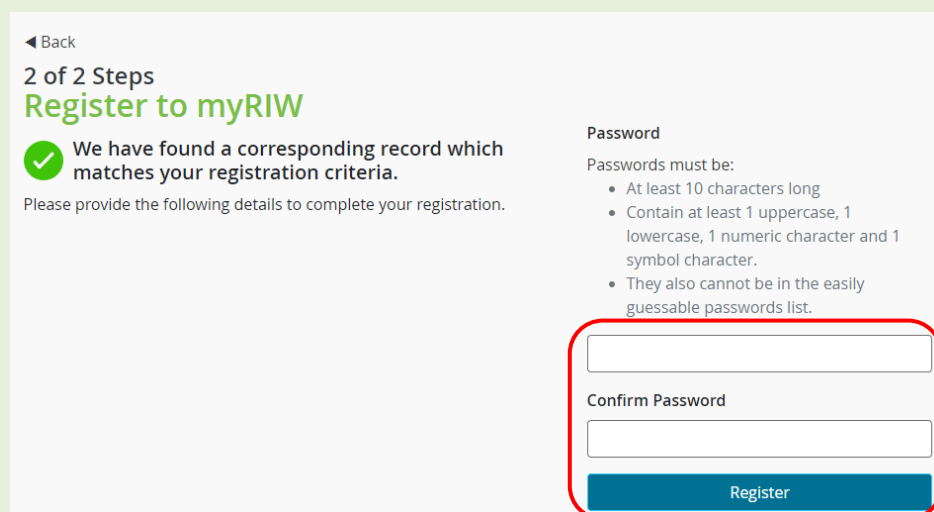
Surname

Date Of Birth

I'm not a robot

Submit

- Step 3** Provided the details entered on the previous page match the record on the RIW system, set and confirm the password to access myRIW.



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2 of 2 Steps

### Register to myRIW

✓ We have found a corresponding record which matches your registration criteria.

Please provide the following details to complete your registration.

Password

Passwords must be:

- At least 10 characters long
- Contain at least 1 uppercase, 1 lowercase, 1 numeric character and 1 symbol character.
- They also cannot be in the easily guessable passwords list.

Confirm Password

Register

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**Note** If the system doesn't find a corresponding record, try entering details again. If the system still doesn't find a matching record, please contact your Employer.

**Step 4** The first time a cardholder logs into myRIW they will be presented with the Permission Access Agreement. This document explains how information about Rail Industry Workers may be collected and used for the RIW Program.

Indicate your acceptance to these terms as a condition of your participation in the RIW Program.

Declaration

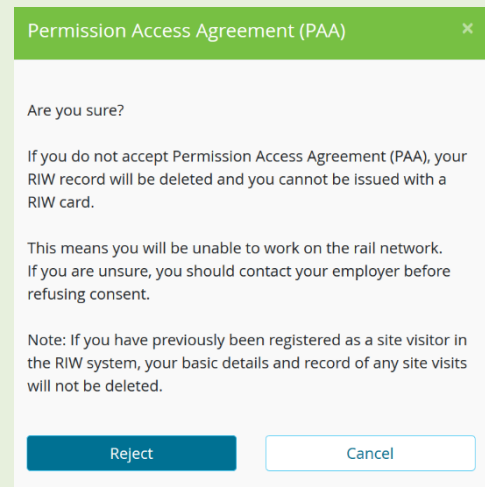
I agree to these terms as a condition of my participation in the RIW Program. I understand that a RIW Participant, or MTA as the operator of the RIW Program, may suspend or block my RIW Card if I fail to comply with these terms or a policy or procedure of a RIW Participant.

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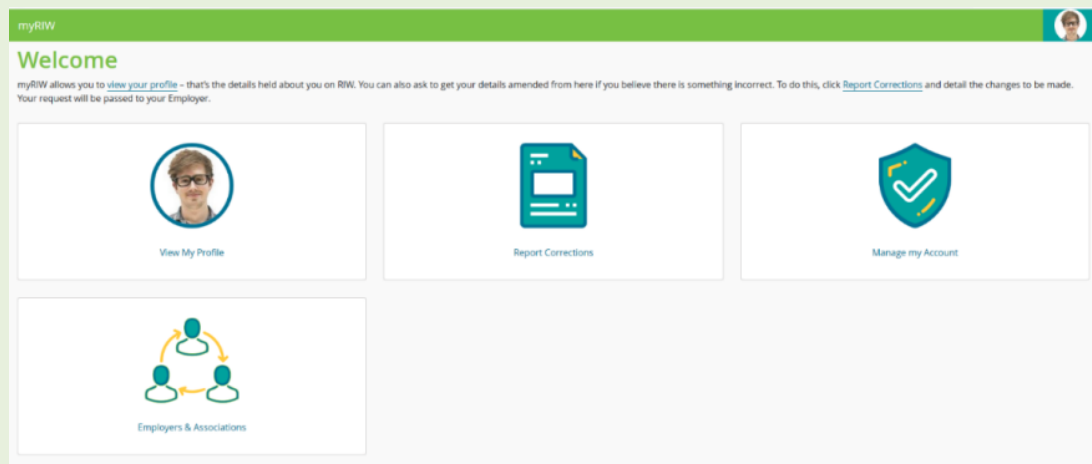
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**Step 5** If the Permission Access Agreement is rejected, then the cardholder will be unable to access or use their RIW profile, which means they will be unable to work on the rail network.

Contact your Employer before refusing consent to discuss your options, **as clicking Reject means your profile will be automatically deleted.**



**Step 6** Once the Permission Access Agreement is accepted, log into the system with your credentials and password. The myRIW dashboard will display.



By clicking on **View My Profile**, the cardholder has visibility of their profile, current job roles and competencies. The cardholder is also able to view their medical and drug and alcohol results from this tab.

Within the myRIW system, the cardholder is able to alert their employer of any changes to their personal details, and also request these to be updated within the system by using the **Report Corrections** form.

Cardholders are able to accept and reject employment and association requests from potential employers or associated employers. This can be done by clicking the **Employers and Associations** link and accepting the request.