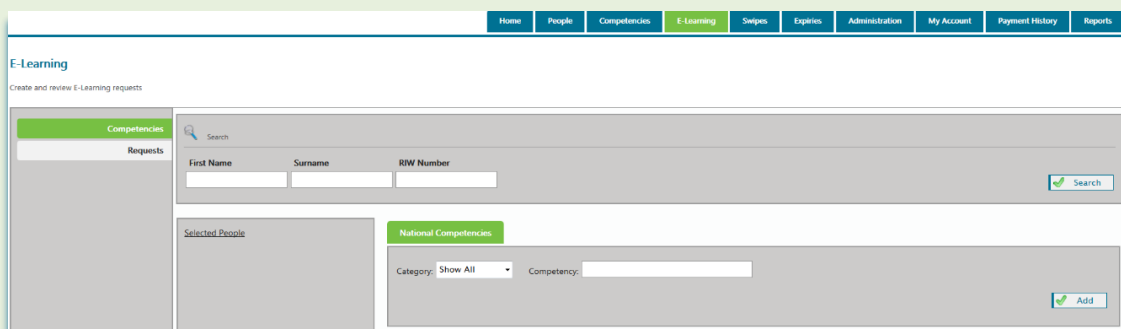


How to send an E-learning request

QUICK GUIDE v1.0

Some competencies that workers are required to hold can be requested and completed via E-Learning.

- Step 1** Go to <https://riw.net.au> and login using your credentials.
- Step 2** Click on the **E-Learning tab**.
- Step 3** Search for the worker you wish to allocate an E-learning course to by entering their details in search fields. Leaving the search field blank will bring up your entire workforce.



- Step 4** Add the worker or worker's to the selected people list and search for the E-learning competency, then click the **add button**. The worker will then receive an email containing the link inviting them to complete the E-Learning course.

