

Creating a myRIW account

QUICK GUIDE

myRIW allows Rail Industry Workers to view their profile on the web. In myRIW a cardholder can 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.

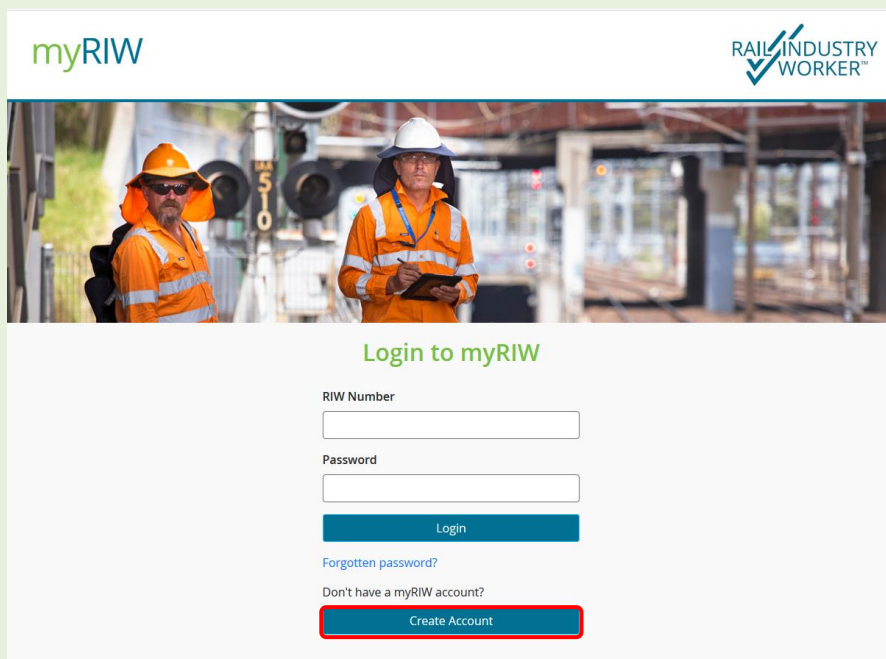
If a cardholder has been created for the first time in the new RIW system, the worker will receive an email invitation to create a myRIW profile to accept an employment request. If a worker had a profile in the previous system, they will not receive an email invitation, and must follow the instructions below to create a new myRIW profile.

A short video has been developed to show a cardholder how to use myRIW. View the video [here](#).

To set up myRIW, a cardholder will require a personal email address. Refer to the [Quick Guide – How to set up an email address for 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.



myRIW

RAIL INDUSTRY WORKER®

Login to myRIW

RIW Number

Password

Login

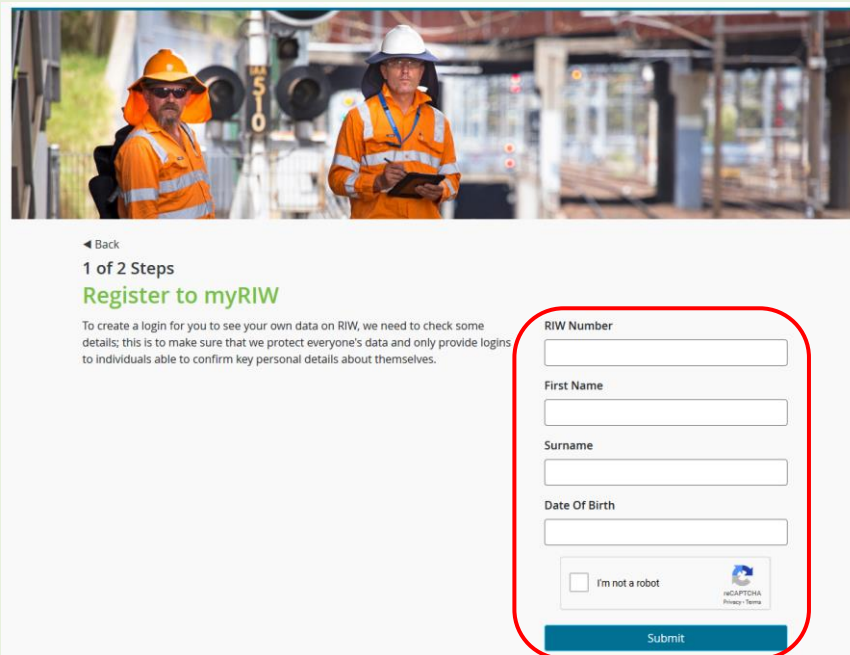
[Forgotten password?](#)

Don't have a myRIW account?

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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.



◀ Back
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

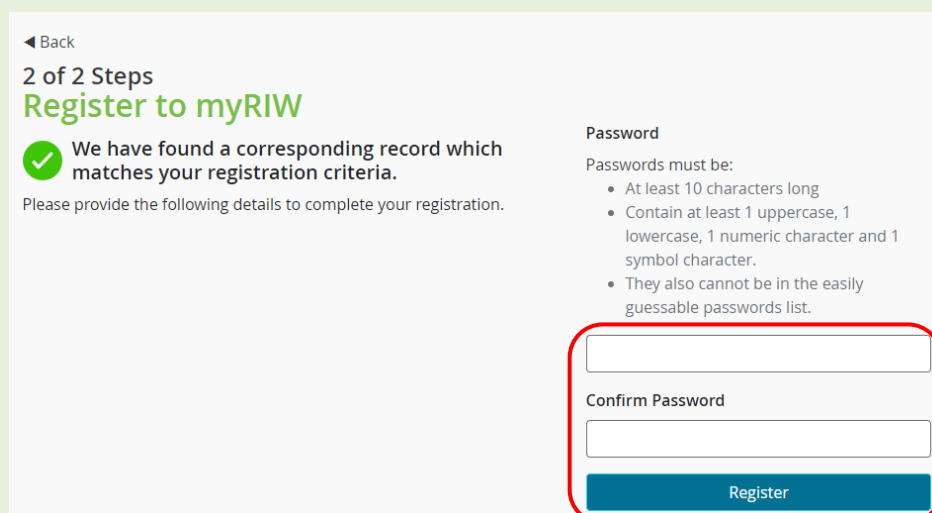
Surname

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.



◀ Back
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.

myRIW
Logout

Permission Access Agreement (PAA)

These terms explain how information about Rail Industry Workers (RIWs) 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

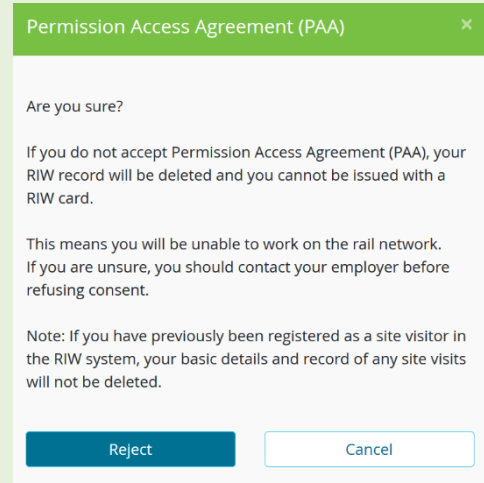
I agree to these terms as a condition of my participation in the RIW Program. I understand that a RIW Participant, or MTA as the operator of the RIW Program, may suspend or block my RIW Card if I fail to comply with these terms or a policy or procedure of a RIW Participant.

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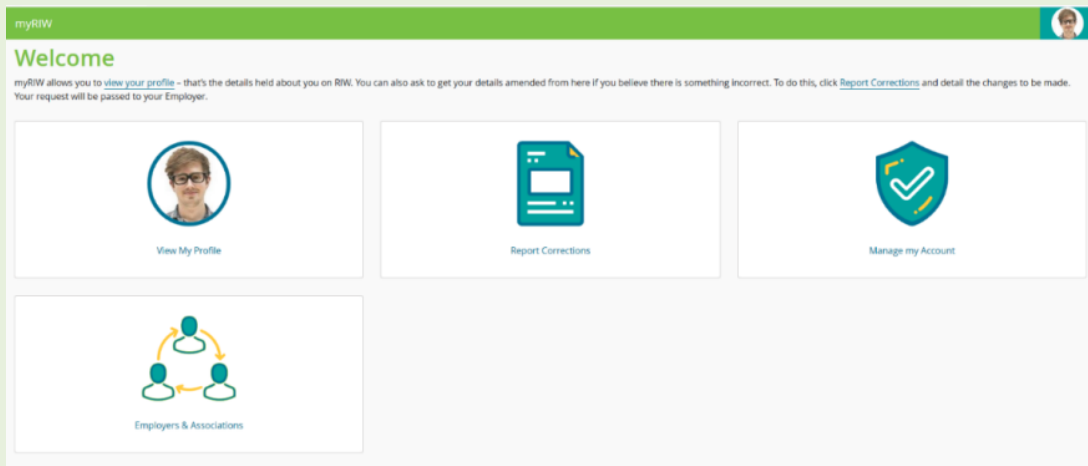
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Step 5 If the Permission Access Agreement is rejected, then the cardholder will be unable to access or use their RIW profile, which means they will be unable to work on the rail network.

Contact your Employer before refusing consent to discuss your options.



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.