

# Creating a myRIW account

## QUICK GUIDE v2.0

myRIW allows Rail Industry Workers to view their profile on the web. In myRIW you can see your employers, associations and job roles, and you can view your competencies and medical results. You can also update your email address, mobile or password, and ask your Employer to make any corrections to your profile.

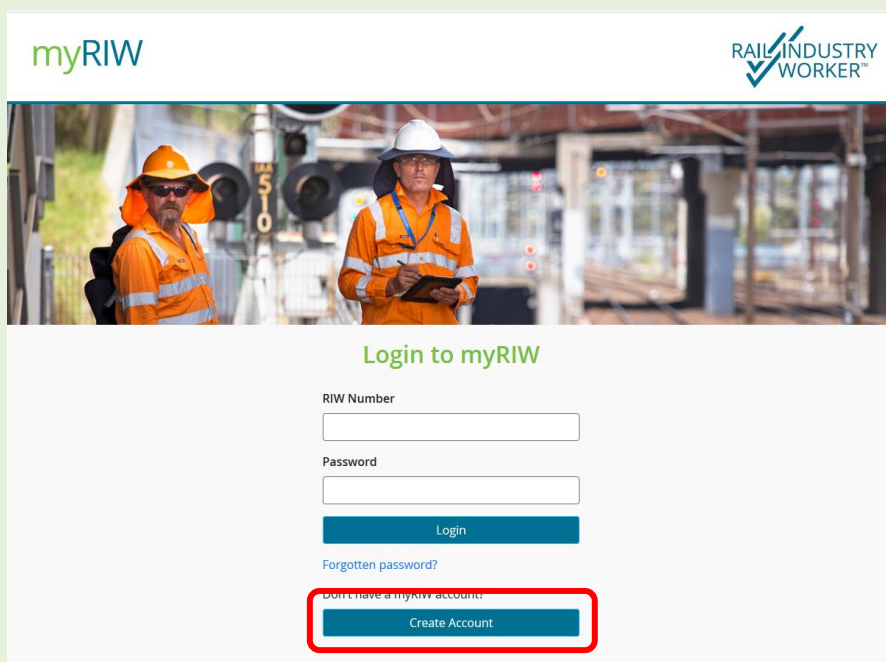
If a worker has been created for the first time in the new RIW system, the worker will receive an email invitation to create a myRIW profile to accept an employment request. If a worker had a profile in the older Pegasus Onsite system, they will not receive an email invitation, and must follow the instructions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

A short video has been developed to show you how to use myRIW. You can view the video [here](#).

To set up myRIW, you also need to have a personal email address. If you require assistance to do this, 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

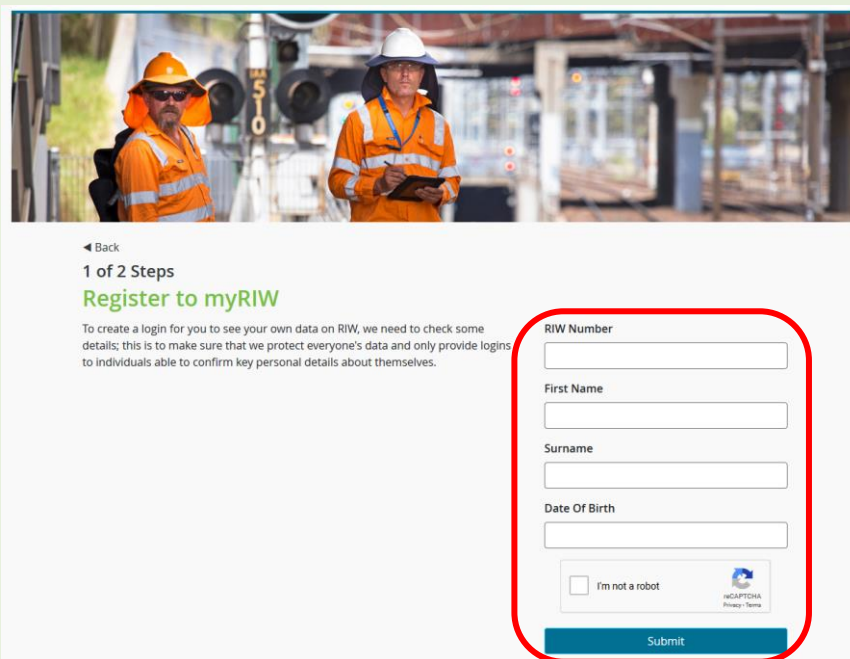
[Forgotten password?](#)

Don't have a myRIW account?


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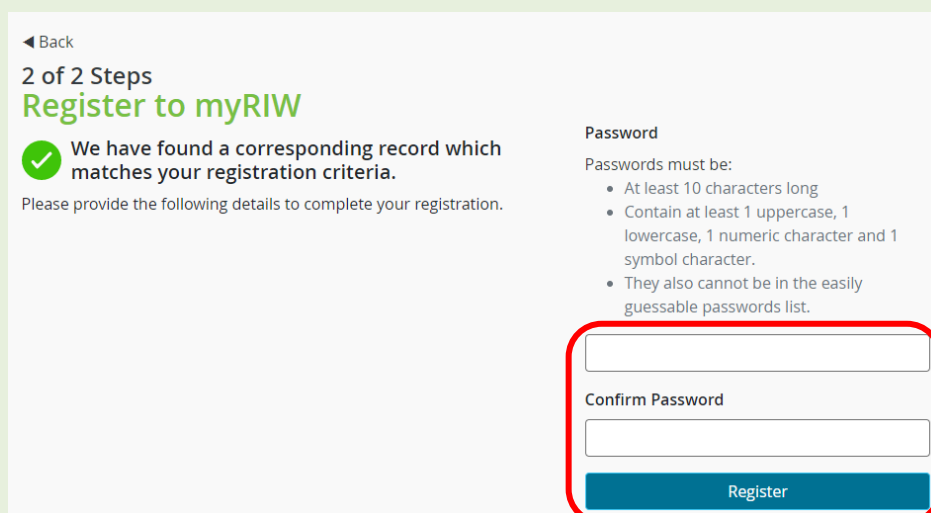
**Step 2** Complete the requested information, which is your RIW number, first name, surname and date of birth. Make sure you type them in correctly as we match what you enter to your record on the main RIW database. The match has to be perfect for us to give you access. Click the **Submit** button when 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   
[Privacy](#) [Terms](#)

**Step 3** Provided the details you entered on the previous page match your record on the RIW system, this is the screen you will see. Type in a password that you will use to access your myRIW account and you're all set up.



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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**

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**Note** If the system doesn't find a corresponding record, maybe you didn't enter your details correctly. Please review what you entered and try again. If the system still doesn't find a matching record, then please contact your Employer.

**Step 4** The first time you log into myRIW you 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.

You will need to indicate your acceptance to these terms as a condition of your participation in the RIW Program.

Declaration

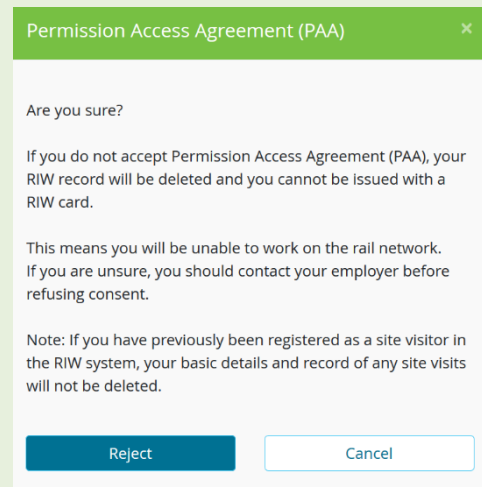
I agree to these terms as a condition of my participation in the RIW Program. I understand that a RIW Participant, or MTA as the operator of the RIW Program, may suspend or block my RIW Card if I fail to comply with these terms or a policy or procedure of a RIW Participant.

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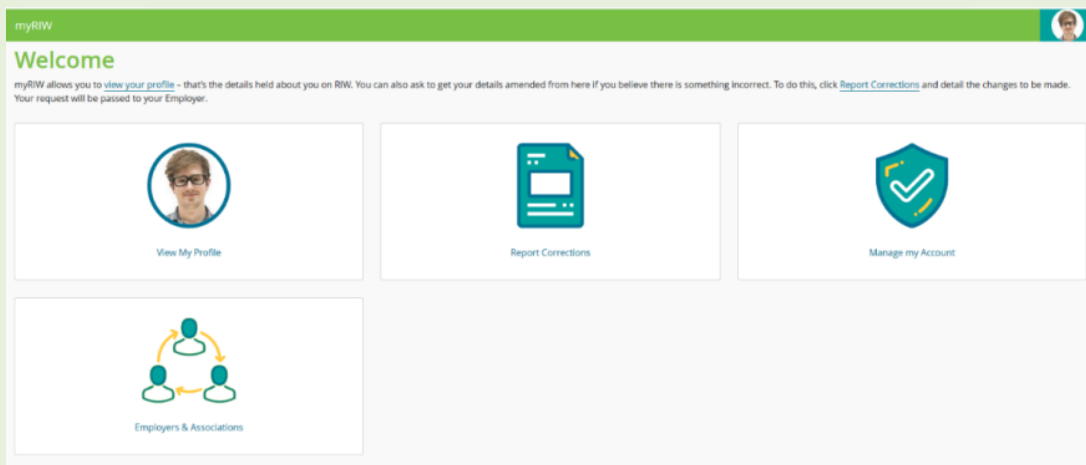
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**Step 5** If you choose to reject the Permission Access Agreement, then you will not be able to access or use your RIW profile, which means you will be unable to work on the rail network.

You should contact your Employer before refusing consent to discuss your options.



**Step 6** Once you accept the Permission Access Agreement, you will be able to log into the system with your credentials.



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

Within the myRIW system, the worker 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.

Workers 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.