

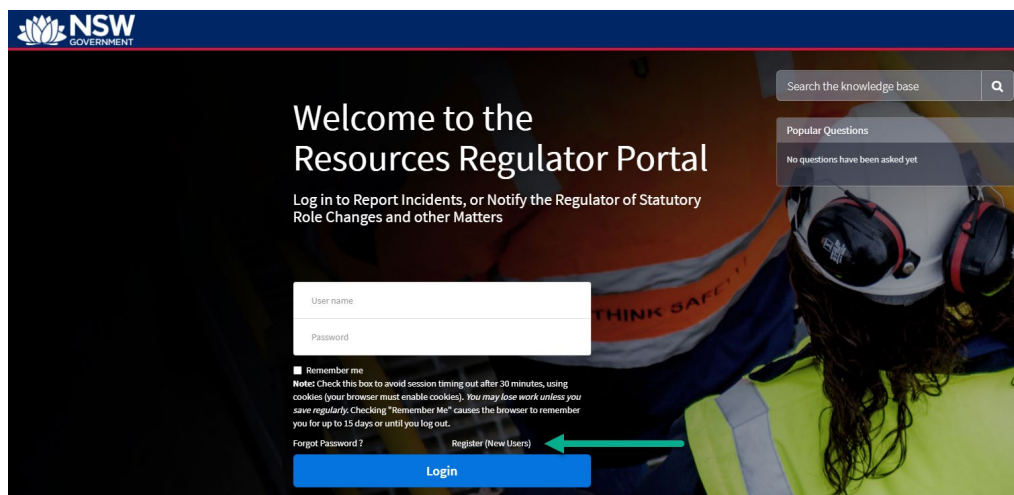
HELP GUIDE

Navigating to the Mine Workers portal

How to access the portal

Access the [Regulator portal](#) and click on the *Register (new users)* link.

1



Complete all fields and click on *Submit*.

2

Register to access the Resources Regulator Portal

* Full name

* Email address

* Contact number

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

3

A member of the regulator will contact you to verify your identity. Once your identity has been verified, you will be sent an email with your login details and instructions for accessing the portal.

A new user account for the Resources Regulator Portal has been created for you. Your access details are as follows:

User ID: Example@emailaddress.com

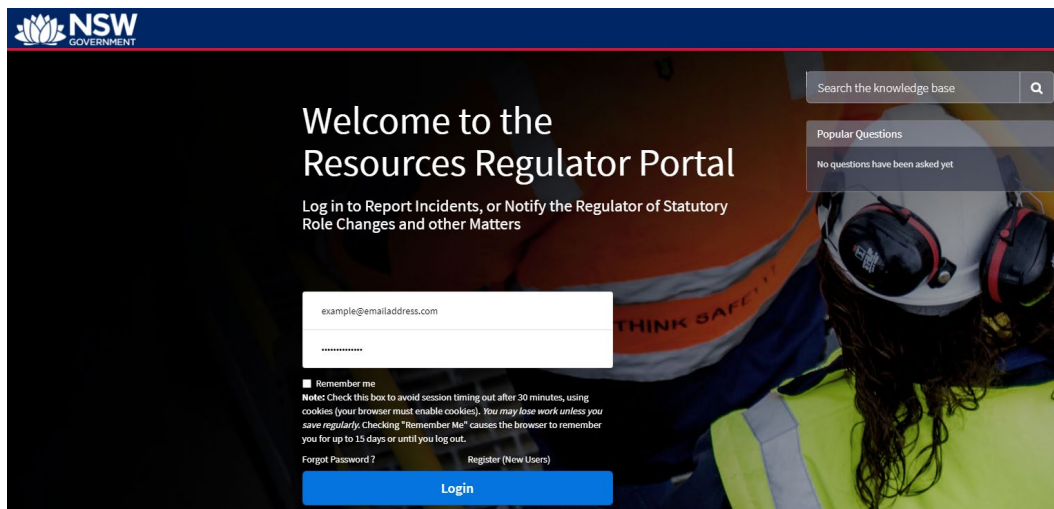
Password: vx&bl080DyK

The Regulator portal address is <https://nswresourcesregulator.service-now.com/regulator>

If you believe you have received this email in error please contact the Resources Regulator on 1300 814 609.

4

Enter your login details and click *Login*.



5

You may be prompted to set a new password. To reset your password, complete all fields and click *Submit*.

System administrator requires you to change your password

Change Password

User name:
Example@emailaddress.com

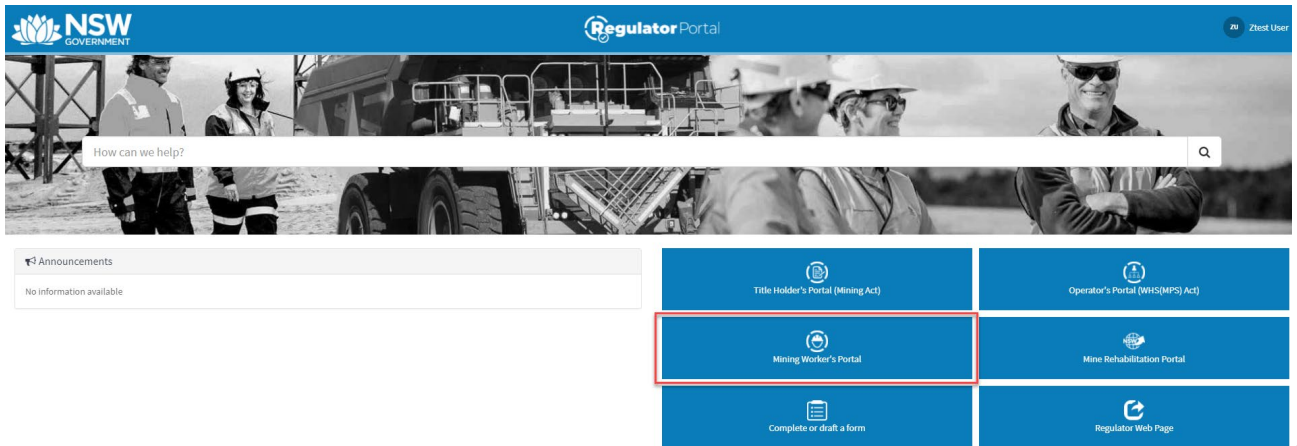
Current Password:

New password:

Confirm New Password:

You will be taken to the landing page below. Click on *Mine Worker’s Portal* (circled in red in the image)

6



7

Once on the *Mine Worker’s Portal* you will notice three options along the top of the page:

Certificate enquires

Here is where you go to enquire about a certificate or request the re-issue of a certificate you hold.



Certificate Enquiries

Enquire about a certificate

Certificates of competence

Here is where you go to apply for a certificate of competence, register to sit an examination or to request a review of your examination outcome.



Certificates of Competence

Apply for a Certificate of Competence or register to sit an exam

Practising certificates

Here you can apply for a practising certificate or mutual recognition, renew your existing practising certificate or update your contact details.



Practising Certificates

Apply for a Practising Certificate and update contact details