

THE AUSTRALIAN PSYCHOLOGY POST- GRADUATE PROGRAM REFERENCE REQUEST SYSTEM

STUDENT GUIDE

JULY 2015



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PRIME
CORPORATE EDUCATION
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PURPOSE AND CONFIDENTIALITY

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Published by DeakinPrime
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Melbourne Victoria 3000 Australia

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HOW TO REGISTER

1. Logon to <http://www.psychologyreference.org/>
2. Click on Register

The screenshot shows the PsychologyReference website home page. The navigation bar includes 'PsychologyReference', 'Home', 'Help', 'Register', and 'Log in'. The main heading is 'Index'. Below this, it says 'Welcome to The Australian Psychology Post-Graduate Program Reference Request System'. A section titled 'For Student Applicants' explains the system's purpose and lists three steps: 1. YOU nominate referees, and indicate the programs and institutions being applied to. 2. REFEREES completes a reference online. 3. YOU then allow the completed reference to be shared with the programs you have applied to. A diagram illustrates the process: a 'Student' icon is connected to a 'Referee' icon. Step 1 is 'Apply for reference' and step 2 is 'Referee completes reference'. A note states: 'This system gives control and visibility over to you to track whether your reference has been completed by your referee. Once they have submitted your reference, you will receive a notification and you can then share this with the institution(s) that you hope to study with. Note that the reference is confidential, therefore you will not be able to view the content of the reference. Register if you are a new student, or login if you already have an account.'

3. Complete registration form

The screenshot shows the 'User registration' page on the PsychologyReference website. The navigation bar is the same as the previous screenshot. The main heading is 'User registration' and the sub-heading is 'Create Account'. The registration form is titled 'Register' and contains the following fields: 'Email' (Email Address), 'Password' (Password), 'Confirm password' (Confirm Password), 'Name' (Given name and Family name), 'Phone number' (Phone Number), 'University Name' (University Name), and 'Student ID' (Student ID). There is a checkbox for 'I agree to the HODSPA reference request system terms & condition' and a 'Register' button. At the bottom, there are links for 'Privacy | Terms and Conditions'.

4. Once registered, you will receive a confirmation email and have access to the system

PsychologyReference Home Faq Help Hello rozzini.kotsakis@deakin.edu.au! Log off

Index


- My References >
- My Account >

Welcome to The Australian Psychology Post-Graduate Program Reference Request System

For Student Applicants

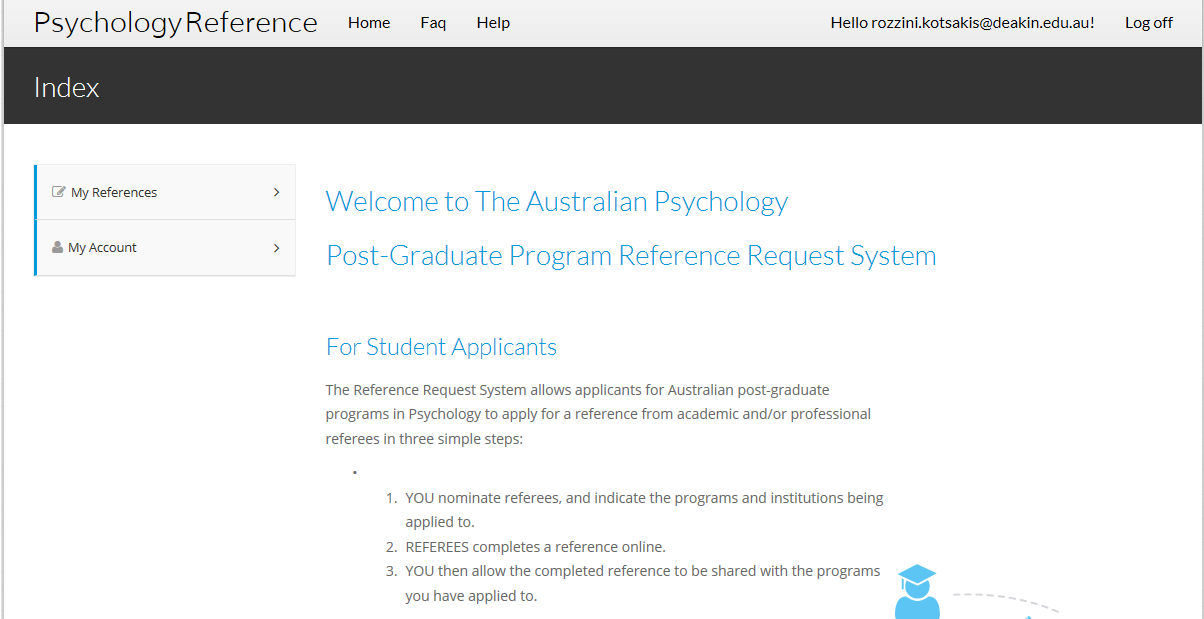
The Reference Request System allows applicants for Australian post-graduate programs in Psychology to apply for a reference from academic and/or professional referees in three simple steps:

1. YOU nominate referees, and indicate the programs and institutions being applied to.
2. REFEREES completes a reference online.
3. YOU then allow the completed reference to be shared with the programs you have applied to.



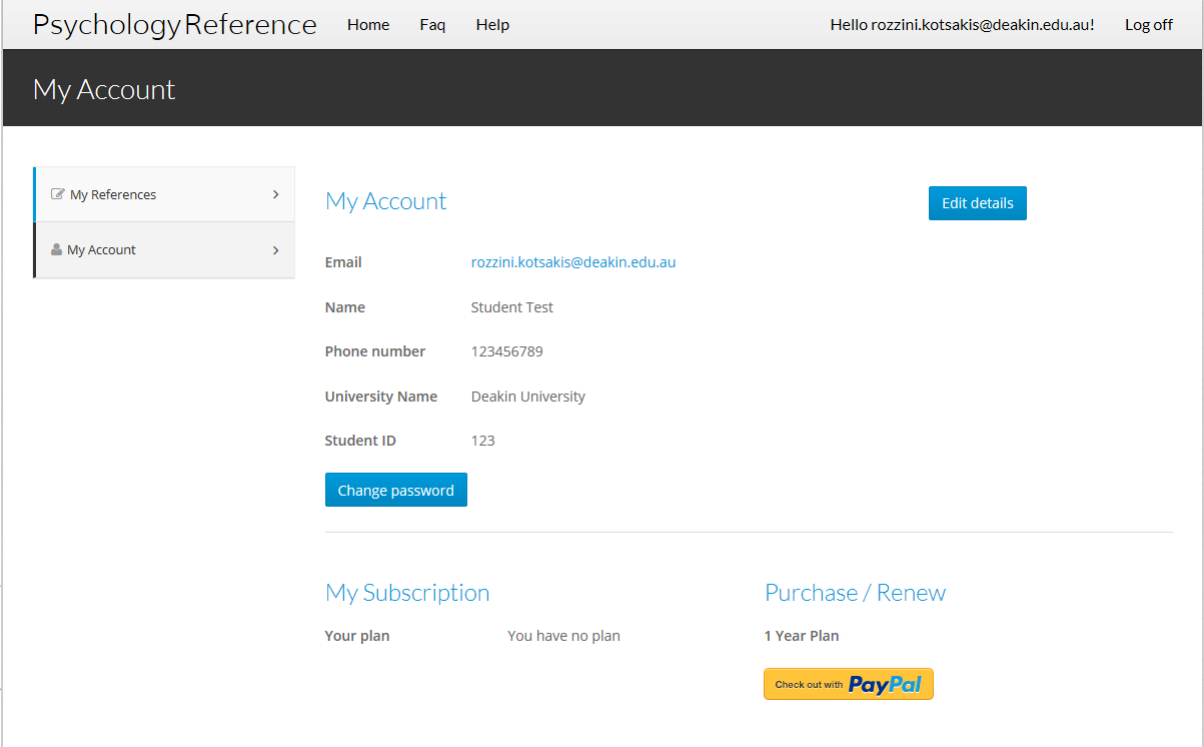
HOW TO PAY FOR YOUR SUBSCRIPTION

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to My Account



The screenshot shows the PsychologyReference website home page. The header includes the site name, navigation links (Home, Faq, Help), and a user greeting: "Hello rozzini.kotsakis@deakin.edu.au! Log off". The main content area features a navigation menu with "My References" and "My Account". The main heading is "Welcome to The Australian Psychology Post-Graduate Program Reference Request System". Below this, there is a section for "For Student Applicants" with a list of three steps: 1. YOU nominate referees, and indicate the programs and institutions being applied to. 2. REFEREES completes a reference online. 3. YOU then allow the completed reference to be shared with the programs you have applied to. A graduation cap icon is visible on the right side of the page.

3. Click on the "Check out with PayPal" button

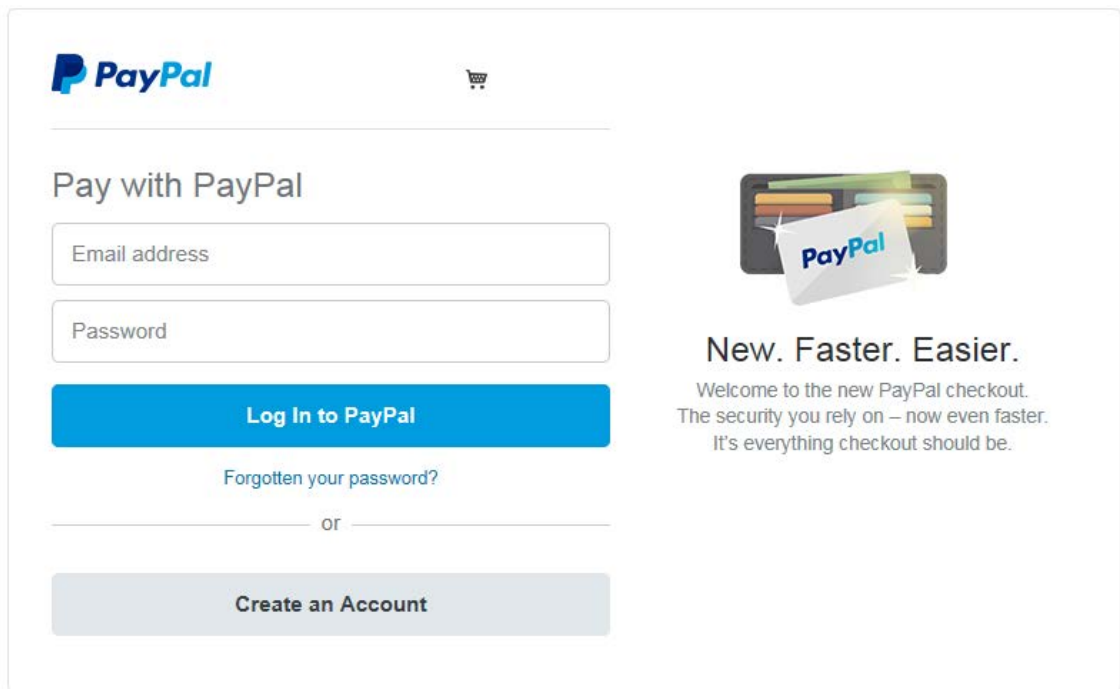


The screenshot shows the "My Account" page on the PsychologyReference website. The header is identical to the previous screenshot. The main heading is "My Account" with an "Edit details" button. Below this, there is a table of account information:

Email	rozzini.kotsakis@deakin.edu.au
Name	Student Test
Phone number	123456789
University Name	Deakin University
Student ID	123

There is a "Change password" button below the table. Below the account information, there is a section for "My Subscription" which shows "Your plan" as "You have no plan". To the right, there is a "Purchase / Renew" section with a "1 Year Plan" and a "Check out with PayPal" button.

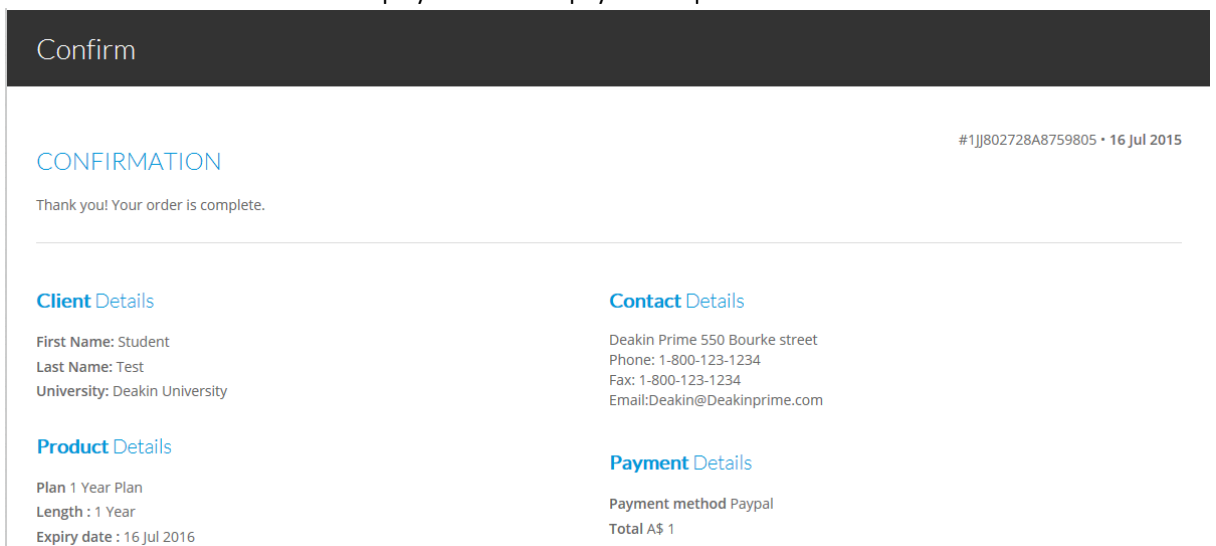
- You will be directed to the PayPal website. If you have a PayPal account, login using your account details. If not, you will need to click on the "Create an Account" button



- After logging into PayPal, the transaction details will be shown. To proceed, click on the "Pay Now" button



- The confirmation screen will be displayed when the payment is processed



HOW TO REQUEST A REFERENCE

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to My References

My References

My Account

Welcome to The Australian Psychology Post-Graduate Program Reference Request System

For Student Applicants

The Reference Request System allows applicants for Australian post-graduate programs in Psychology to apply for a reference from academic and/or professional referees in three simple steps:

1. YOU nominate referees, and indicate the programs and institutions being applied to.
2. REFEREES completes a reference online.
3. YOU then allow the completed reference to be shared with the programs you have applied to.

3. Click on the “New Reference” button

My References

My References

My Account

New Reference

#	Referee Name	Institution Name	Date Applied	Status	Action
---	--------------	------------------	--------------	--------	--------

4. Enter details in the form fields. Select the Course Level and Area of study then click the + button

My References

My References

My Account

Cancel

Referee Email Address

Referee email address

Notes

Note to referee

Course Level

Graduate & PostGraduate Diploma

Area of study

Clinical Psychology

+

Review Request

5. When all details have been entered, click on the “Review Request” button

My References

[Cancel](#)

Referee Email Address

Notes

Master - Clinical Neuropsychology ×

Course Level Master ▼ **Area of study** Clinical Neuropsychology ▼ +

[Review Request](#)

6. If all the details are correct, click on the “Confirm & Send Request” button

My References

[Cancel](#)

Referee Email Address

 ⚠

Notes

 ✓

Master - Clinical Neuropsychology ×

Course Level Master ▼ **Area of study** Clinical Neuropsychology ▼ +

[Confirm & Send Request](#)

7. Your request will be added to the My References list

My References

- My References >
- My Account >

My References

[New Reference](#)

#	Referee Name	Institution Name	Date Applied	Status	Action
---	--------------	------------------	--------------	--------	--------

HOW TO SHARE A COMPLETED REFERENCE

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to My References



My References

My Account

Welcome to The Australian Psychology Post-Graduate Program Reference Request System

For Student Applicants

The Reference Request System allows applicants for Australian post-graduate programs in Psychology to apply for a reference from academic and/or professional referees in three simple steps:

1. YOU nominate referees, and indicate the programs and institutions being applied to.
2. REFEREES completes a reference online.
3. YOU then allow the completed reference to be shared with the programs you have applied to.

3. If a reference has been completed by a referee, the “Share” button will be displayed for that record.

My References

#	Referee Name	Institution Name	Date Applied	Status	Action
1	rozzini@outlook.com	Deakin University	21 Jul 2015	Request denied	Notes link
2	rozzini@outlook.com	Deakin University	21 Jul 2015	Reference submitted	Notes link Share

4. Click on the “Share” button and a pop-up will be displayed

The screenshot shows a 'Share Reference' pop-up window. At the top, there is a title bar with 'Share Reference' and a close button (X). Below the title bar is a table with three columns: '#', 'Shared', and 'University'. The table is currently empty. Below the table, there is a section labeled 'University' with a dropdown menu showing 'Deakin University' and a plus sign button (+). At the bottom of the window, there are two buttons: 'Cancel' and 'Confirm & Share Reference'.

5. Select the University you would like to send your reference to and click on the “+” button for each selection

The screenshot shows the 'Share Reference' pop-up window after a selection. The table now has one row with the following data: '#', '1', 'Shared', 'New', 'University', 'Monash University'. Below the table, the 'University' section shows a dropdown menu with 'Monash University' selected and the plus sign button (+) highlighted. The 'Cancel' and 'Confirm & Share Reference' buttons are still present at the bottom.

- When you have chosen the Universities, click on the "Confirm & Share Reference" button

#	Shared	University
1	New	Monash University
2	New	Deakin University

University

Deakin University ▼

+

Cancel Confirm & Share Reference

- A confirmation will be displayed on the screen that your reference has been shared.

My References

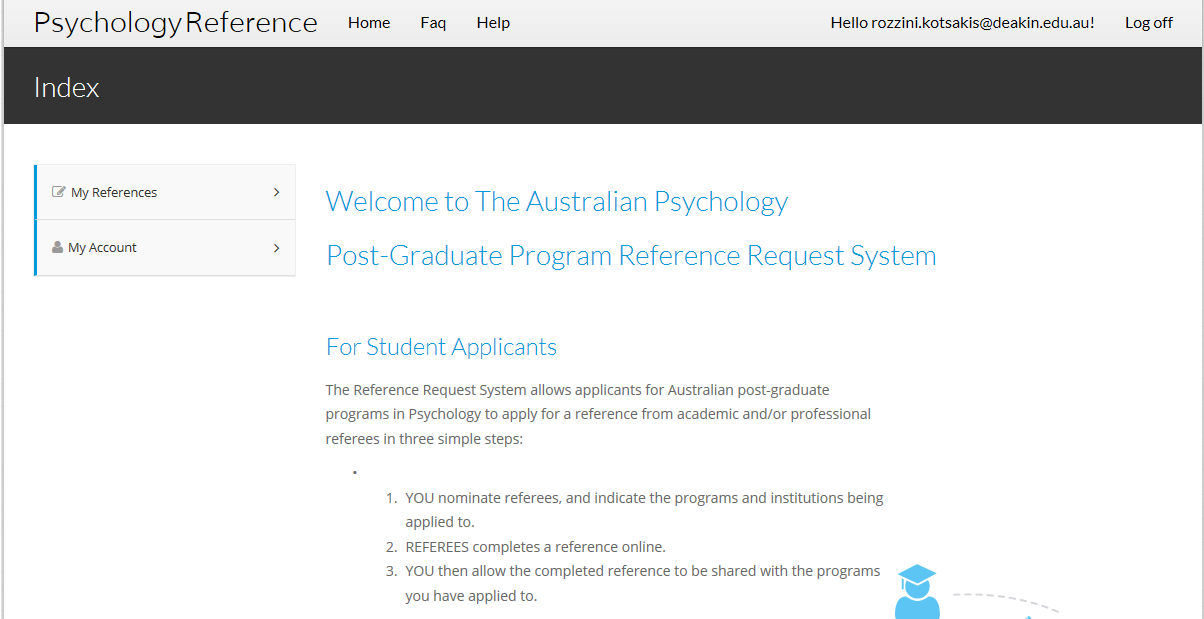
✔ Success! Reference has been shared. ✕

[New Reference](#)

#	Referee Name	Institution Name	Date Applied	Status	Action
1	rozzini@outlook.com	Deakin University	21 Jul 2015	Request denied	Notes link
2	rozzini@outlook.com	Deakin University	21 Jul 2015	Reference submitted	Notes link Share

HOW DO I CHANGE MY PASSWORD?

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to My Account



The screenshot shows the PsychologyReference website. The header includes the site name, navigation links (Home, Faq, Help), and a user greeting: "Hello rozzini.kotsakis@deakin.edu.au! Log off". The main content area is titled "Index" and features a sidebar with "My References" and "My Account" options. The main text welcomes users to the Australian Psychology Post-Graduate Program Reference Request System and provides instructions for student applicants. A blue graduation cap icon is visible in the bottom right corner of the content area.

PsychologyReference Home Faq Help Hello rozzini.kotsakis@deakin.edu.au! Log off

Index

My References >

My Account >

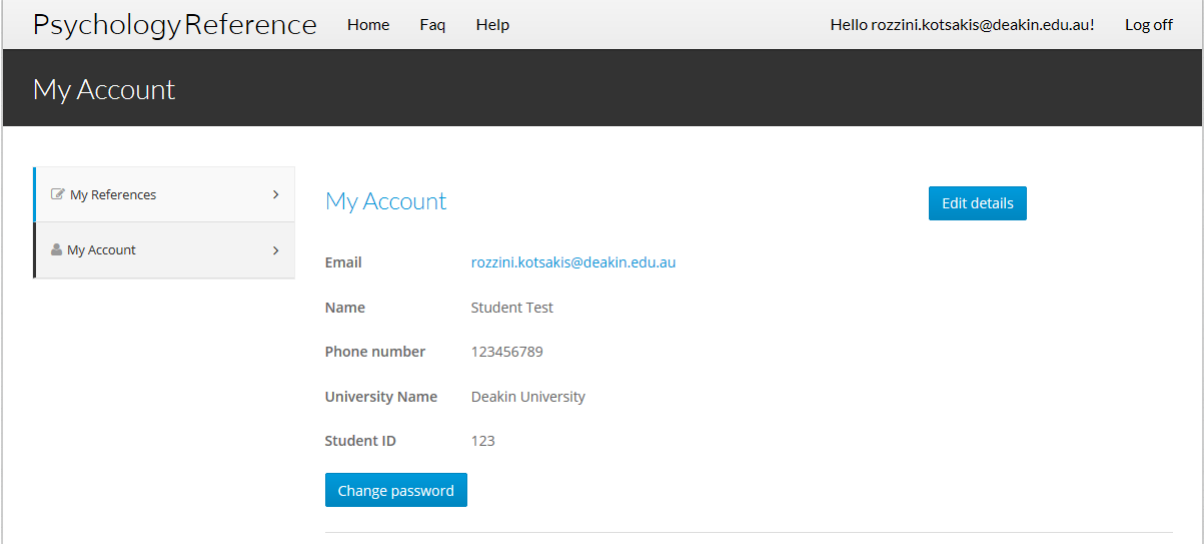
Welcome to The Australian Psychology Post-Graduate Program Reference Request System

For Student Applicants

The Reference Request System allows applicants for Australian post-graduate programs in Psychology to apply for a reference from academic and/or professional referees in three simple steps:

1. YOU nominate referees, and indicate the programs and institutions being applied to.
2. REFEREES completes a reference online.
3. YOU then allow the completed reference to be shared with the programs you have applied to.

3. Click on the "Change password" button



The screenshot shows the "My Account" page in the PsychologyReference system. The header is identical to the previous screenshot. The main content area is titled "My Account" and includes an "Edit details" button. Below this, a list of user information is displayed: Email (rozzini.kotsakis@deakin.edu.au), Name (Student Test), Phone number (123456789), University Name (Deakin University), and Student ID (123). A prominent blue "Change password" button is located at the bottom of the information list.

PsychologyReference Home Faq Help Hello rozzini.kotsakis@deakin.edu.au! Log off

My Account

My References >

My Account >

My Account Edit details

Email rozzini.kotsakis@deakin.edu.au

Name Student Test

Phone number 123456789

University Name Deakin University

Student ID 123

Change password

4. Complete the Change Password form then click on the “Update password” button.

Change Password

Change Password

Current password	<input type="password"/>
New password	<input type="password"/>
Confirm new password	<input type="password"/>

[back to account](#) [Update password](#)

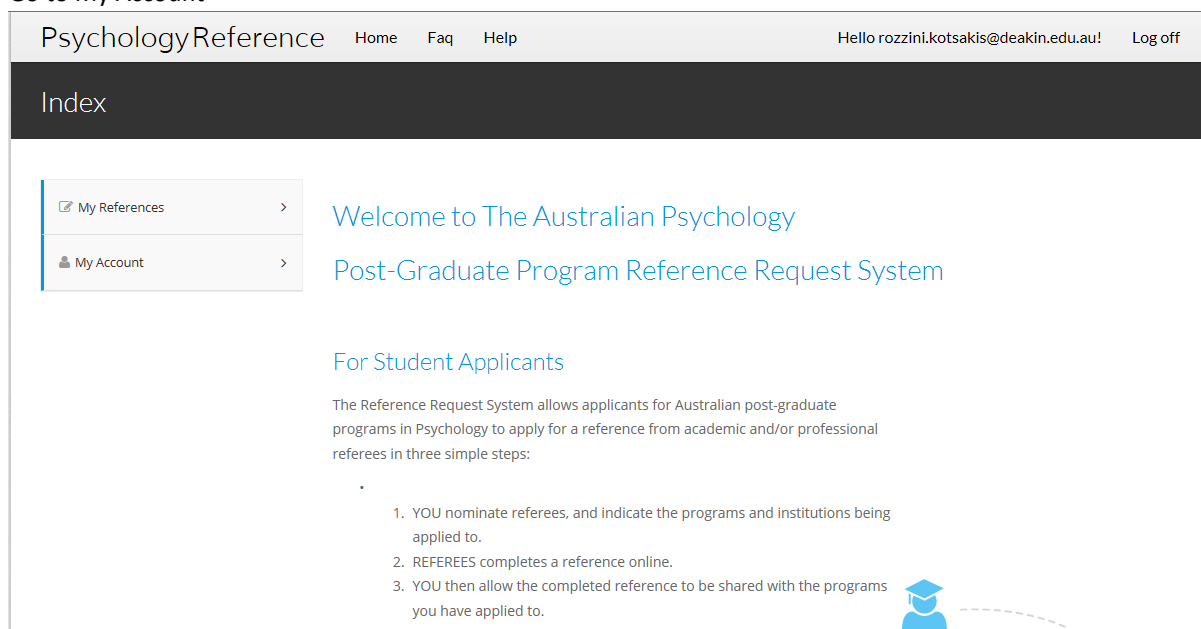
5. When the password has been updated, you will be returned to the My Account screen.

My Account

My References	>	My Account	Edit details
My Account	>	Your password has been changed.	

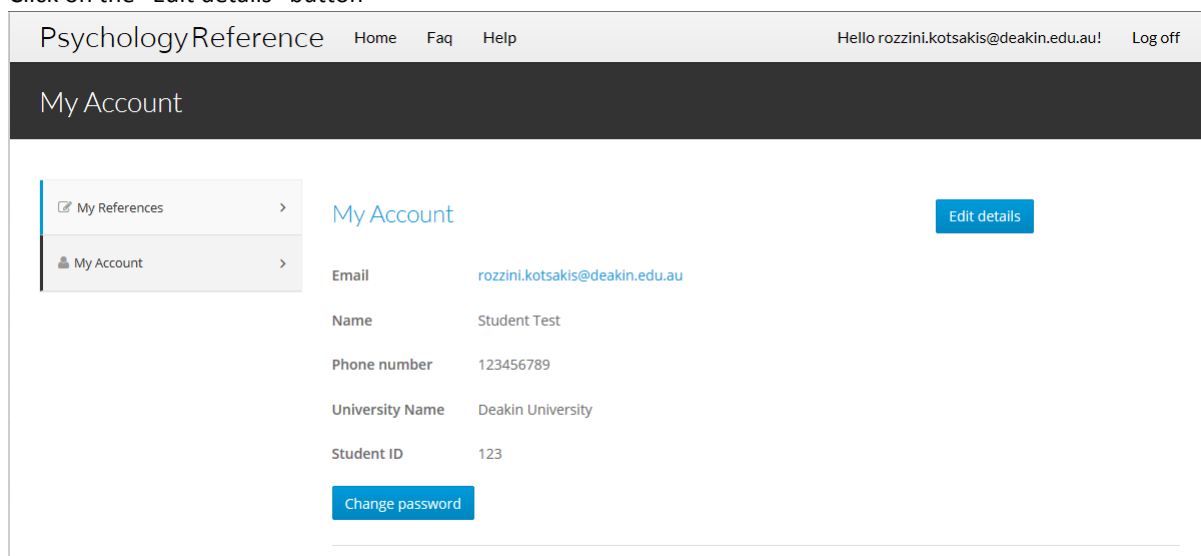
HOW DO I CHANGE MY DETAILS?

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Go to My Account



The screenshot shows the 'Index' page of the Psychology Reference system. The header includes 'PsychologyReference' with navigation links for 'Home', 'Faq', and 'Help', and a user greeting 'Hello rozzini.kotsakis@deakin.edu.au!' with a 'Log off' link. A sidebar on the left contains 'My References' and 'My Account' with right-pointing chevrons. The main content area features a blue heading 'Welcome to The Australian Psychology Post-Graduate Program Reference Request System' and a sub-heading 'For Student Applicants'. Below this, a paragraph explains the system's purpose, followed by a numbered list of three steps: 1. YOU nominate referees, and indicate the programs and institutions being applied to. 2. REFEREES completes a reference online. 3. YOU then allow the completed reference to be shared with the programs you have applied to. A small blue graduation cap icon is positioned to the right of the list.

3. Click on the “Edit details” button



The screenshot shows the 'My Account' page. The header is identical to the previous page. The sidebar highlights 'My Account'. The main content area has a blue heading 'My Account' and a blue 'Edit details' button. Below the heading, a list of account details is displayed: Email (rozzini.kotsakis@deakin.edu.au), Name (Student Test), Phone number (123456789), University Name (Deakin University), and Student ID (123). A blue 'Change password' button is located at the bottom of the details section.

4. Edit the information in the relevant fields then click the “Save” or “Cancel” button.

My Account

Email	<input type="text" value="rozzini.kotsakis@deakin.edu.au"/>	
Name	<input type="text" value="Student"/>	<input type="text" value="Test"/>
Phone number	<input type="text" value="123456789"/>	
University Name	<input type="text" value="Deakin University"/>	
Student ID	<input type="text" value="123"/>	

[Change password](#) [Cancel](#) [Save](#)

5. Your changes will be saved and the My Account page will be displayed.

My Account

- [My References](#) >
- [My Account](#) >

My Account

Your profiles has been updated.

[Edit details](#)

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