

# HODSPA

**Student Guide – July 2017**



**DEAKINCo.**

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Tower 2, Level 12, 727 Collins St

Melbourne, Victoria, 3008

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# How do I Register

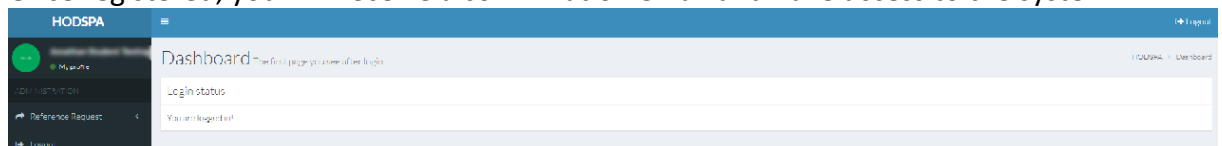
1. Logon to <http://www.psychologyreference.org/>
2. Click on **Register** link.



3. Complete the registration form

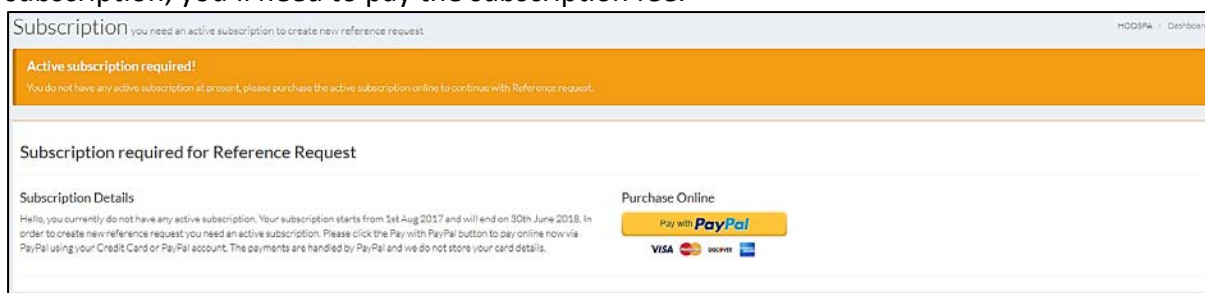
The screenshot displays the registration form on the website. The form is titled "REGISTER" and includes a breadcrumb trail "Home / Register". The form fields are: First name, Last name, E-Mail Address, Password (with a note: "At least 6 characters made up of Upper case, Lower case, number and special character"), Confirm Password, Phone, University name, and Student ID. There is a checkbox for "I agree to the HODSPA reference request system's terms & conditions" and a CAPTCHA "I'm not a robot" widget. A "Register" button is at the bottom of the form. The footer contains "Copyright: 2017. HODSPA Reference Request System" and "Design and Developed by DeakinCo."

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

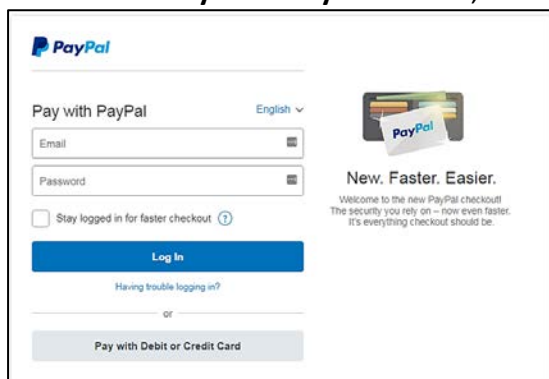


# How do I Pay for my Subscription?

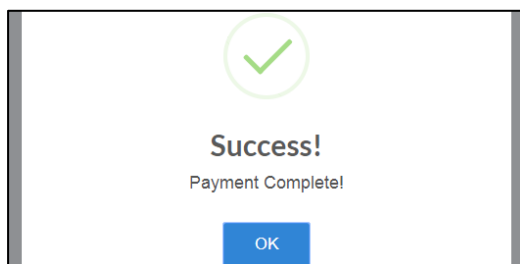
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Before you can request for a reference, you will need to pay AU\$25 subscription fee. The subscription is valid for 1 year between 1<sup>st</sup> of August to the 30<sup>th</sup> of June the following year.
3. The system will check if you have a valid subscription. If you don't have a valid subscription, you'll need to pay the subscription fee.



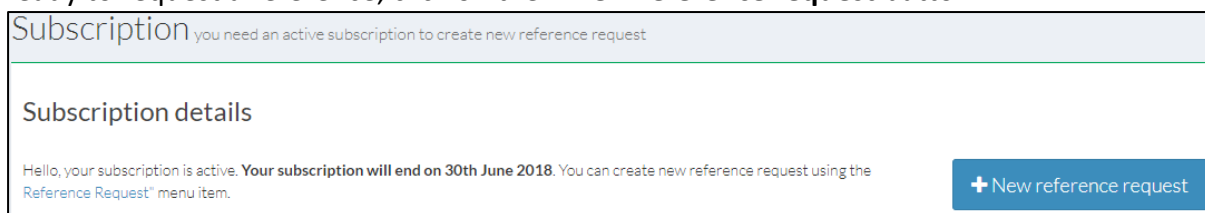
4. Click on the **Pay with PayPal** button, a sub window will pop up on the same tab.



5. If you have a PayPal account, login using your PayPal account details. If not, you can simply click on Pay with Debit or Credit Card button. We recommend that you create your PayPal account.
6. Once you've successfully pay the subscription, the system will notify you on the screen. Click on the **OK** button to continue.

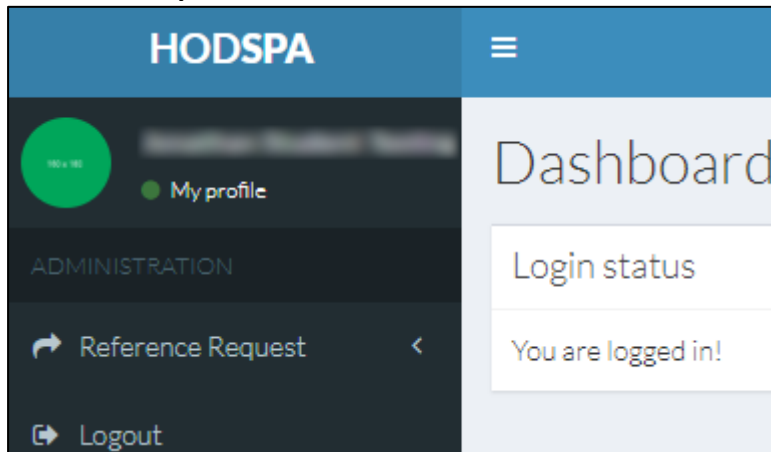


7. To confirm of your successful payment, the Subscription text will change. You're now ready to request a reference, click on the **+ New reference request** button.



# How do I Request a Reference?

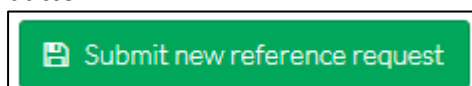
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on the **Reference Request** link to expand the menu and then click on the **New reference request** link.



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

A screenshot of the 'Create new reference request' form. It has a title bar 'Create new reference request'. Below it are two input fields: 'Referee email ID' and 'Note to referee'. Underneath is a 'Course Information' section with two dropdown menus: 'Course Level' (set to 'Graduate & PostGraduate Diploma') and 'Area of study' (set to 'Clinical Psychology'). A blue '+ Add' button is to the right of the dropdowns. Below the form, there is a note: 'Please add course level and area of study, you can add multiple entries by selecting the appropriate course level and area of study and then clicking the add button.'

4. When all details have been entered, click on the **Submit new reference request** button

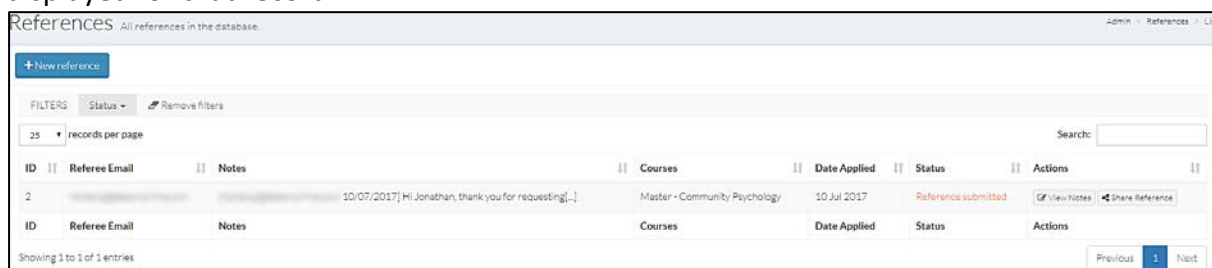


5. Your request will be added to the List all requests screen.

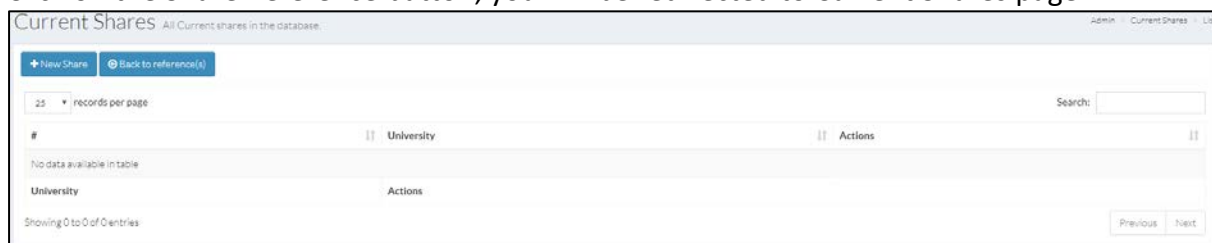
A screenshot of the 'References' list screen. The title is 'References' with a subtitle 'All references in the database.' and 'Admin | References | List' in the top right. There's a '+ New reference' button. Below that are 'FILTERS', 'Status', and 'Remove filters'. A 'records per page' dropdown is set to '25'. A search bar is on the right. The main content is a table with columns: ID, Referee Email, Notes, Courses, Date Applied, Status, and Actions. One entry is visible with ID '2', Referee Email 'hartana@deskinprima.com', Notes '([jonathan.hartana@deskinco.com 10/07/2017] Testing', Courses 'Master - Community Psychology', Date Applied '2017-07-10 10:40:36', and Status 'Reference pending'. The Actions column contains 'View/Add Notes' and 'Resend referee notification'. At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

# How do I Share a Completed Reference?

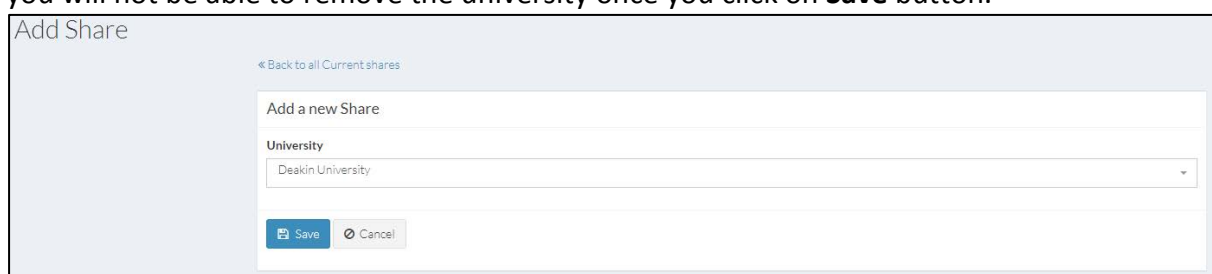
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on the **Reference Request** link to expand the menu and then click on **List all requests** link.
3. If a reference has been completed by a referee, the **Share Reference** button will be displayed for that record



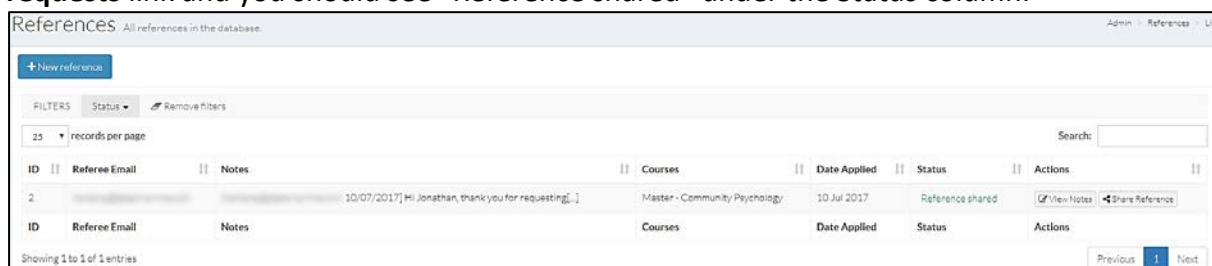
4. Click on the Share Reference button, you will be redirected to Current Shares page



5. Click on the **+ New Share** button
6. Select the University you would like to send your reference to and click on the Save button. If you want to add a university, click on the **+ New Share** button again. Please note: you have to click on **+ New Share** button for each universities you want to add. Please ensure you **choose the right university** to share your reference to as you will not be able to remove the university once you click on **Save** button.



7. Click on the **Reference Request** link to expand the menu and then click on **List all requests** link and you should see "Reference shared" under the Status column.



# How do I change my details & password?

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



3. You can update your details as well as change your password from here.

A screenshot of the 'Edit profile' form. The form is titled 'Edit profile' and contains several input fields: 'First name', 'Last name', 'Email', 'Phone', 'University', 'Student ID', 'Location/Campus', 'Password', and 'Confirm password'. The 'Email' field has a note below it: 'This is your username as well, so if you change your email ID then you have to use new email ID to login to the system.' At the bottom of the form, there are two buttons: 'Save and back' (green) and 'Cancel' (grey).

When changing your password, please keep in mind that:

- Your password must be at least 6 characters made up of Upper case, Lower case, number and a special character.
  - You must also confirm your password.
4. Once you have made the changes, click on the **Save and back** button.