

HODSPA

Student Guide – August 2020



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For existing students

If you already have an account or have shared references previously, your current subscription is valid for 1 year between 1st of August to the 30th of July the following year.

1. Share the past reference

You need to renew and pay for the \$25 subscription if you want to continue to share the past references. Once the subscription is valid, you are able to view and share all the past references

2. Add new reference requests

You need to renew and pay for the \$25 subscription. Once the subscription is valid, you are able to add new reference requests and continue to share the references.

Internet Browser Compatibility

Please use latest versions of Chrome or Safari or Firefox to use this website.

Unfortunately older browsers are not supported.

Where do I download the compatible Internet Browser?

Apple Safari – please note if you’re using Apple Computer, Apple Safari comes with MacOS.

Google Chrome: <https://www.google.com/chrome/browser/desktop/index.html>

Mozilla Firefox: <https://www.mozilla.org/en-US/firefox/new/>

How to check if I have the latest version?

Apple Safari: <https://support.apple.com/en-au/HT204416>

Google Chrome: Help > About Google Chrome *

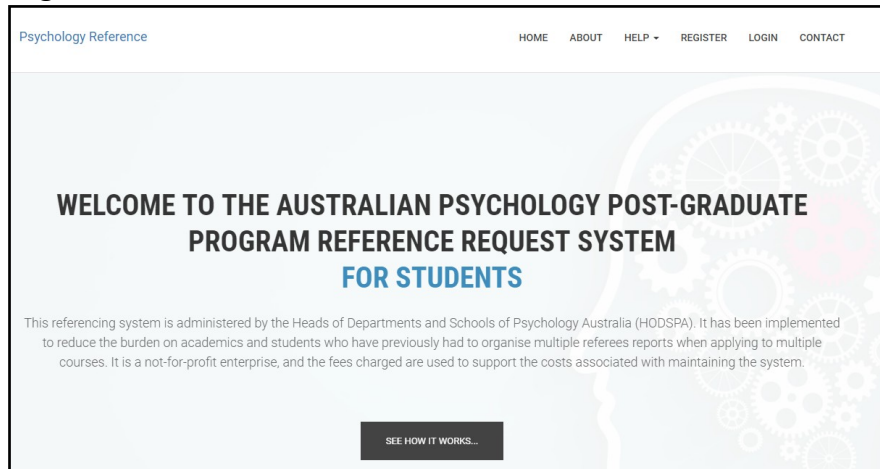
Mozilla Firefox: Help > About Firefox *

*Will automatically check for the latest version and download it automatically

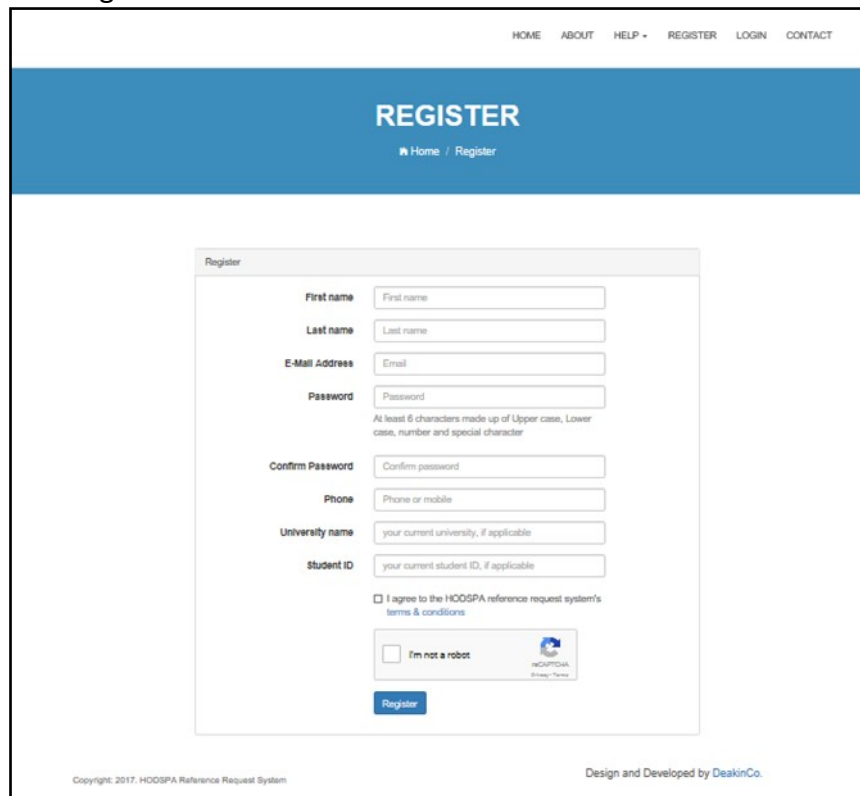
Please note: HODSPA is **not fully compatible** with Microsoft Internet Explorer

How do I Register

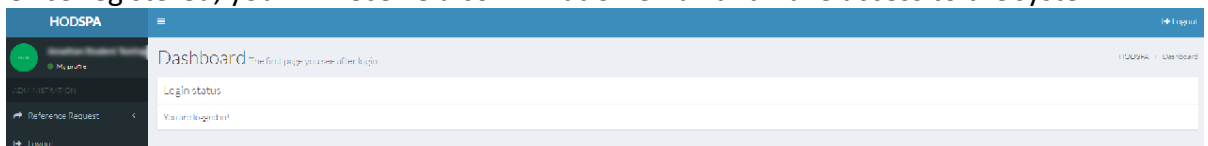
3. Logon to <http://www.psychologyreference.org/>
4. Click on **Register** link.



5. Complete the registration form

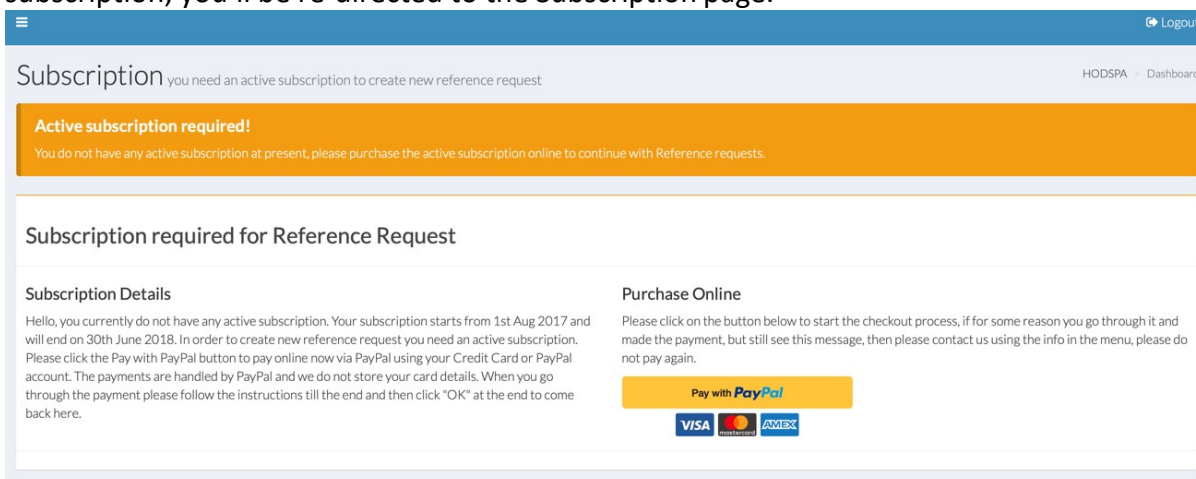


6. Once registered, you will receive a confirmation email and have access to the system

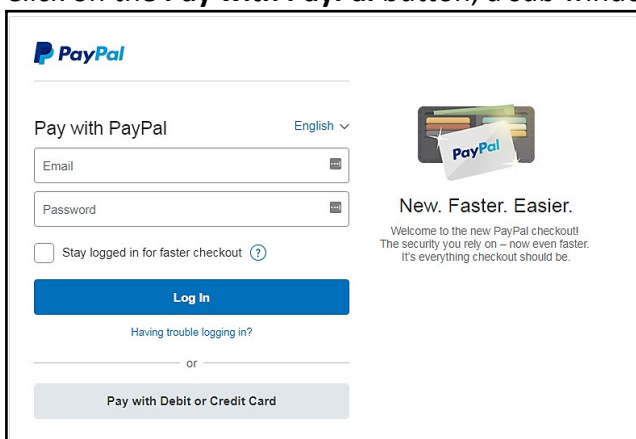


How do I Pay for my Subscription?

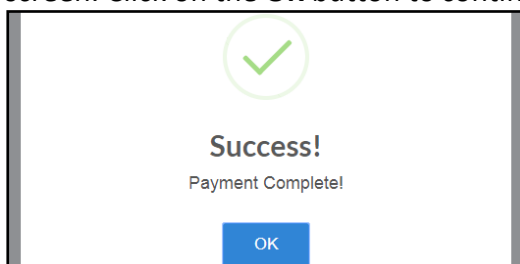
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Before you can request for a reference, you will need to pay AU\$25 subscription fee. The subscription is valid for 1 year between 1st of August to the 30th of July the following year.
3. The system will check if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



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



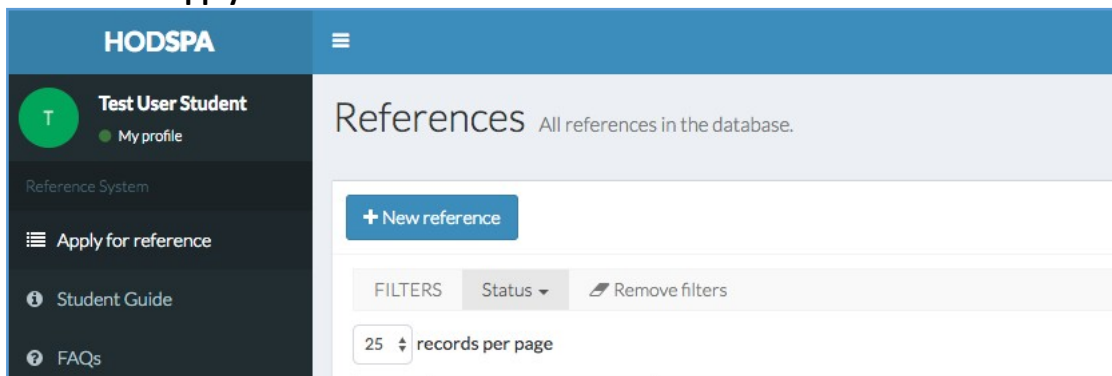
5. If you have a PayPal account, login using your PayPal account details. If not, you can simply click on Pay with Debit or Credit Card button. We recommend that you create your PayPal account.
6. Once you've successfully paid the subscription, the system will notify you on the screen. Click on the **OK**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



7. To confirm of your successful payment, the Subscription text will change. You're now ready to request a reference.

How do I Request a Reference?

1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on the **Apply for reference** and then click on **+ New reference**.



3. Enter details in the form fields.
 - a. Referee email ID – the email address of your referee
 - b. Notes to referee – the message that you would like to include to your referee
 - c. Select the Course Level and Area of study then click the **+ Add** button

Create new reference request

Referee email ID

Note to referee

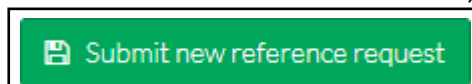
Course Information

Course Level Area of study

Graduate & PostGraduate Diploma Clinical Psychology **+ Add**

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**



5. Your request will be added to your dashboard - **References** screen.

The screenshot shows the HODSPA web interface. The top navigation bar includes the HODSPA logo, a user profile for 'Test User Student', and a 'Logout' link. A left sidebar contains navigation options: 'Apply for reference', 'Student Guide', 'FAQs', 'Contact Helpdesk', and 'Logout'. The main content area is titled 'References' and contains a '+ New reference' button, a search bar, and a table of reference entries.

ID	Referee Email	Notes	Courses	Date Applied	Total shares	Status	Actions
12211	[redacted]	[testuserstudent@duoscar.com 06/09/2018] testing only, please ignore	Master - Community Psychology; Master Phd Certified - Clinical Psychology; Master [...]	06 Sep 2018	0	Reference pending	View/Add Notes Resend referee notification

Showing 1 to 1 of 1 entries

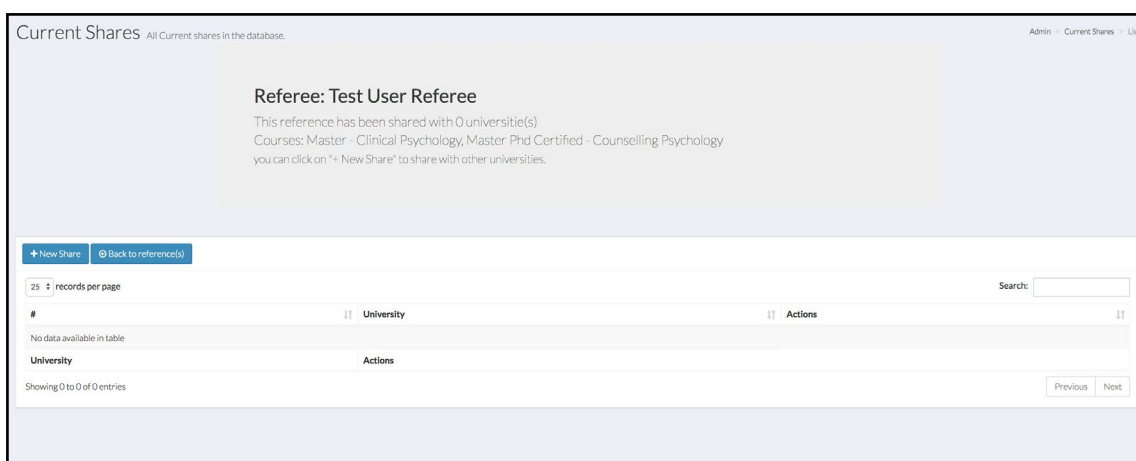
Navigation: Previous 1 Next

How do I Share a Completed Reference?

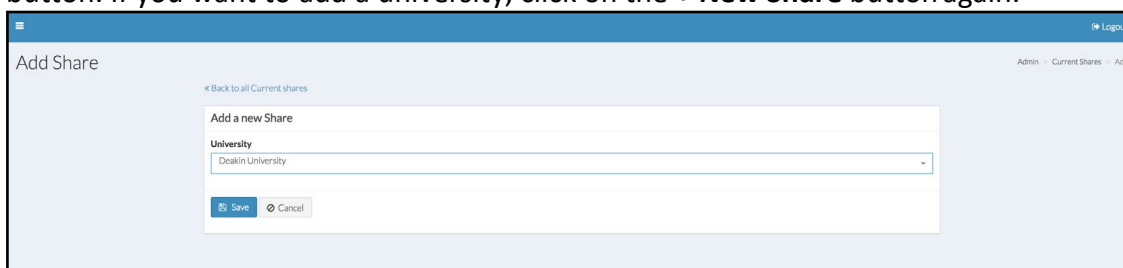
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on the **Apply for reference** and the dashboard allows you to monitor the reference status
 - a. **Reference pending** – the reference request is sent to your reference and is waiting for them to respond. If your reference does not receive any notification for the request, you can copy and email the **Referee Invite URL** to them.
Please be cautious that the Referee email ID has to be the same as that you have invited. Otherwise you will have to add a new request with the correct email address.
 - b. **Reference submitted** – your referee has approved and completed the reference request. You can now **Share Reference** to your designated universities.
 - c. **Reference shared** – you have shared to some universities. If you need to share to more, click **Share Reference** again and add to other universities that you have not yet shared.
3. If a reference has been completed by a referee, the **Share Reference** button will be displayed for that record

Search: <input type="text"/>						
Notes	Courses	Date Applied	Total shares	Status	Actions	
[testuserstudent@deakinprime.com 30/07/2018] **** for testing only **** Pleas[...]	Doctorate - Clinical Psychology	30 Jul 2018	0	Reference pending	<input type="button" value="View/Add Notes"/> <input type="button" value="Resend referee notification"/>	
[testuserstudent@deakinprime.com 26/07/2018] Please provide ref	Master - Clinical Psychology, Master Phd Certified - Counselling Psychology	26 Jul 2018	0	Reference submitted	<input type="button" value="View Notes"/> <input type="button" value="Share Reference"/>	
[testuserreferee@deakinprime.com 27/07/2018] new note after the first submis[...]	Master - Clinical Neuropsychology, Master Phd Certified - Counselling Psychology	27 Jul 2018	2	Reference shared	<input type="button" value="View Notes"/> <input type="button" value="Share Reference"/>	
[testuserstudent@deakinprime.com 26/07/2018] please provide reference to my ap[...]	Doctorate - Clinical Psychology, Master - Clinical Neuropsychology, Graduate & Pos[...]	26 Jul 2018	0	Reference pending	<input type="button" value="View/Add Notes"/> <input type="button" value="Resend referee notification"/>	
Notes	Courses	Date Applied	Total shares	Status	Actions	
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/>						

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.

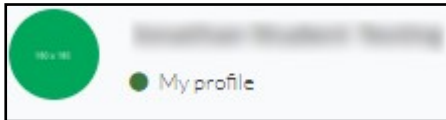


Please note: you have to click on **+ New Share** button for each university you want to add. Please ensure you **choose the right university** to share your reference to as you will not be able to remove the university once you click on **Save** button.

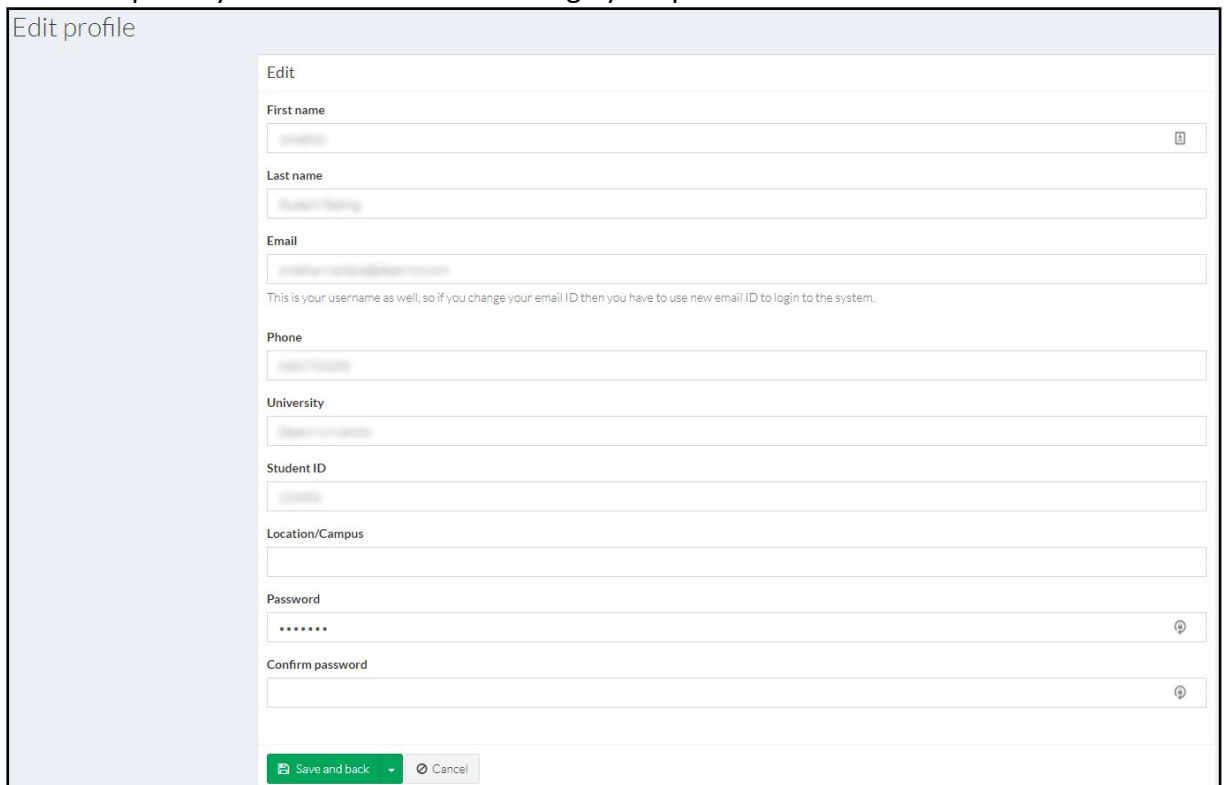
7. Click **Back to reference** and go back to your main page and you should see the “Number of shares” and “Reference shared” in your dashboard.

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 'Password' and 'Confirm password' fields have a strength indicator icon. 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.