

THE AUSTRALIAN PSYCHOLOGY POST- GRADUATE PROGRAM REFERENCE REQUEST SYSTEM

REFEREE GUIDE

JULY 2015



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PRIME
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PURPOSE AND CONFIDENTIALITY

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HOW TO REGISTER

1. When you have been requested by an applicant for a reference, you will receive an email with a unique link to create an account.
2. Click on the link / copy and paste the link into a web browser and the registration page will be shown

PsychologyReference Home Help Register Log in

Referee registration

Create Account

Register

Reference Code: FZUV9N6orFez7ga8oepYW5wKDaZPI9I3

Email: rozzini@outlook.com

Password: Password

Confirm password: Confirm Password

Name: Given name Family name

Phone number: Phone Number

RefereeType: -- Select One --

Position: Position

I agree to the [HODSPA reference request system terms](#)

Register

Privacy | Terms and Conditions

3. Enter your details in the fields and click on the “Register” button
4. You will be automatically logged into the system and will have access to your requests

HOW TO COMPLETE A REFERENCE

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

The screenshot shows a user interface with a sidebar on the left containing 'My References' and 'My Account' with right-pointing chevrons. The main content area has a blue header 'Welcome to The Australian Psychology Post-Graduate Program Reference Request System'. Below this is a section titled 'For Student Applicants' with a paragraph explaining the system and a numbered list of three steps. A blue graduation cap icon is positioned to the right of the list.

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. A list of all reference requests will be shown

The screenshot shows a dark header 'Referee Request' above a sidebar with 'My References' and 'My Account'. The main content area is titled 'My Request' and contains a table with the following data:

#	Applicant Name	Applicant institution	Modified date	Status	Notes	Action
1	Student Test	Deakin University	21 Jul 2015	Pending for submission	Show	Edit

4. To start completing a reference, click on the "Edit" link for the applicant

This screenshot is identical to the previous one, showing the 'Referee Request' page with the table containing one entry for 'Student Test' and an 'Edit' link in the 'Action' column.

5. Check the details shown.

6. Complete the rest of the form and attached any supporting files

Referee's relationship to applicant

Applicant is applying for admission to a course in

Master Phd Certified - Forensic Psychology

In what capacity and for how long have you known the applicant

Rate your level of knowledge of this applicant

High Medium Low lowest

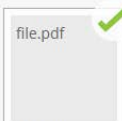
	Outstanding (Top 5%)	Superior (Top 5% - 10%)	Very Good (Top 10% - 25%)	Good (Top 25% - 40%)	Average (Top 40% - 60%)	Below Average (Bottom 40%)	Don't Know	im not sure
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Research skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. When you have completed the form, click on the "Review" button

Note: if you have not completed the form and want to continue at a later time, click on the "Save" button

[Supporting files](#)

Please upload any other information you believe is relevant.



file.pdf

31.8 KIB

Remove file

[← Back to list](#)

[Save](#)

[Review](#)

8. Review your responses, select the verification checkbox and click on the "Submit" button

I verify the information in this reference is correct.

[Cancel](#)

[Submit](#)

9. The application status will be updated and the student will be notified

WHAT IF I CHOOSE NOT TO PROVIDE A REFERENCE?

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

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. A list of all reference requests will be shown

Referee Request

My Request

#	Applicant Name	Applicant institution	Modified date	Status	Notes	Action
1	Student Test	Deakin University	21 Jul 2015	Pending for submission	Show	Edit

4. Click on the “Edit” link for the relevant applicant

Referee Request

My Request

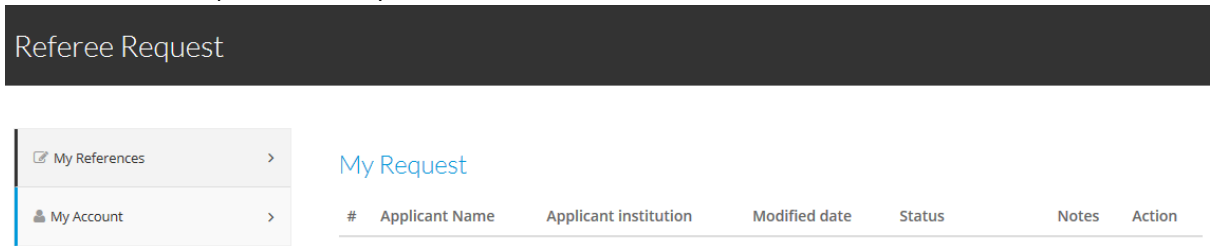
#	Applicant Name	Applicant institution	Modified date	Status	Notes	Action
1	Student Test	Deakin University	21 Jul 2015	Pending for submission	Show	Edit

5. Check the details shown.

6. If you choose not to provide a reference for the student, click on the “Deny Request” button and confirm.



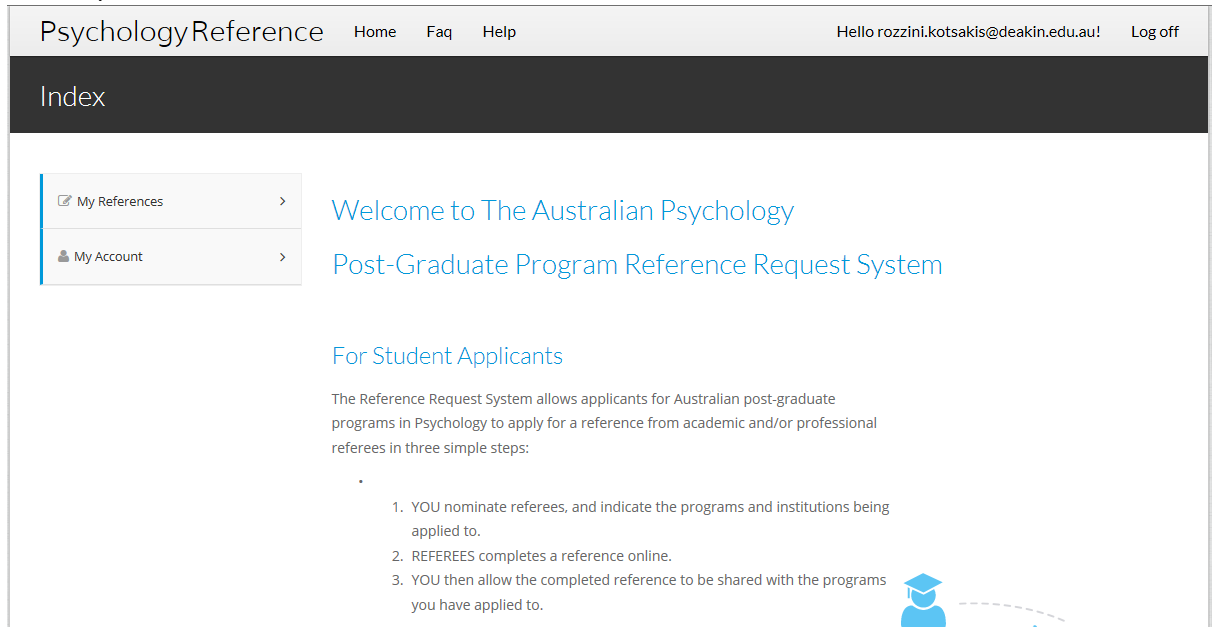
7. The Status will be updated on the your view and the student’s view



8. The student will also receive an email regarding the status change.

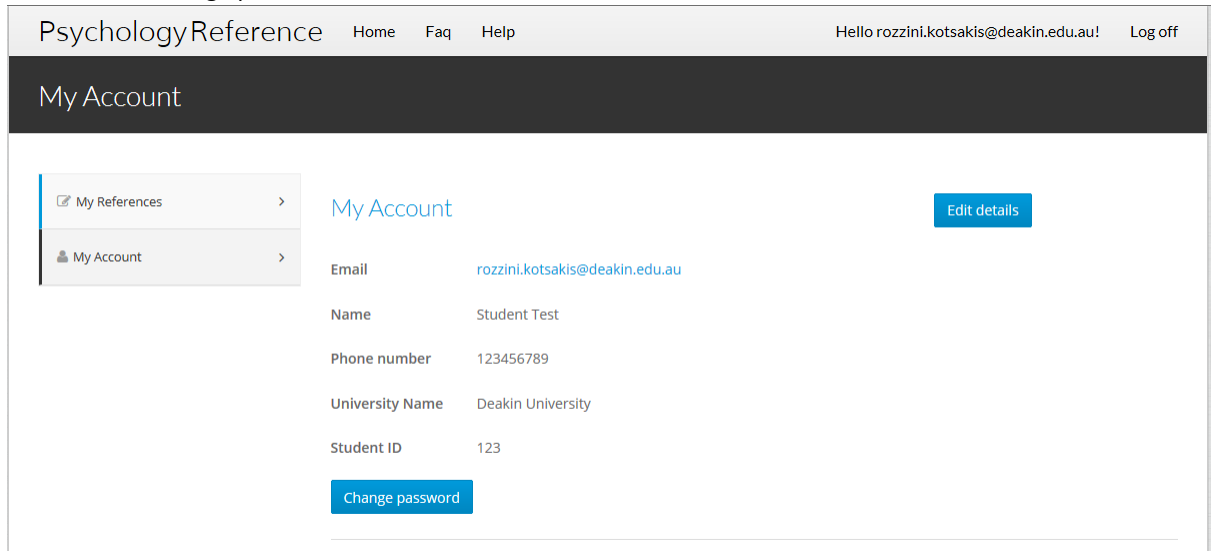
HOW DO I CHANGE MY PASSWORD?

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 heading reads "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 at the bottom right of the text.

3. Click on the "Change password" 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". On the left, the "My Account" option in the sidebar is selected. The main content area displays the user's profile information: Email (rozzini.kotsakis@deakin.edu.au), Name (Student Test), Phone number (123456789), University Name (Deakin University), and Student ID (123). There are two buttons: "Edit details" in the top right and "Change password" at the bottom of the profile information.

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

Change Password

Change Password

Current password

New password

Confirm new password

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

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

My Account

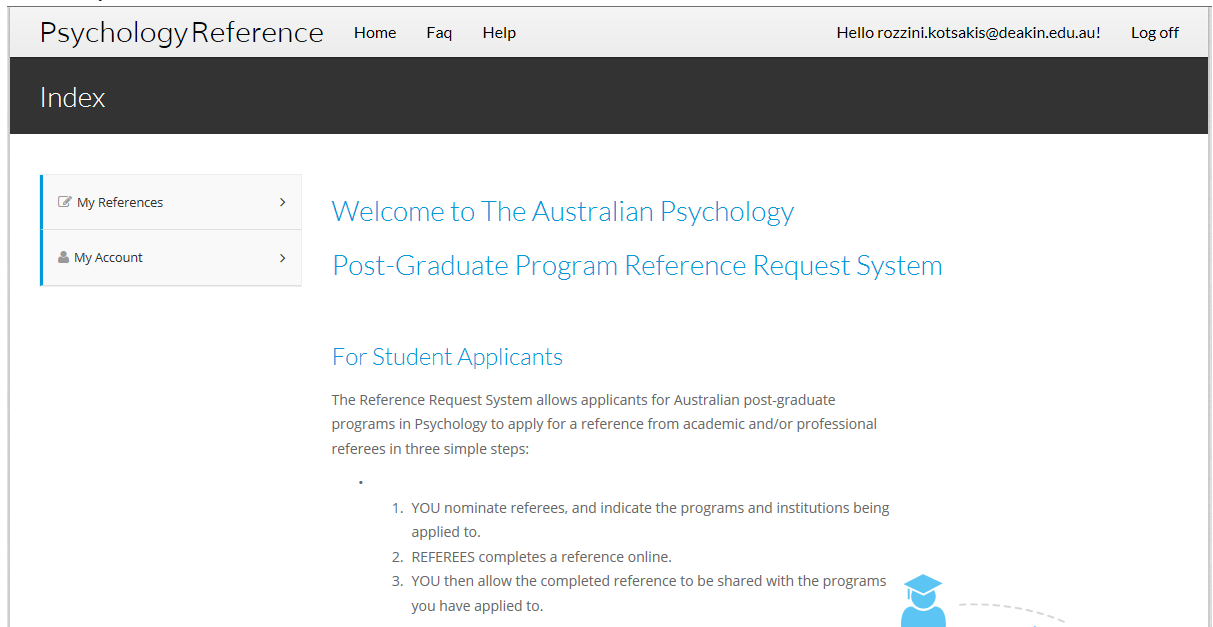
- My References >
- My Account >

My Account [Edit details](#)

Your password has been changed.

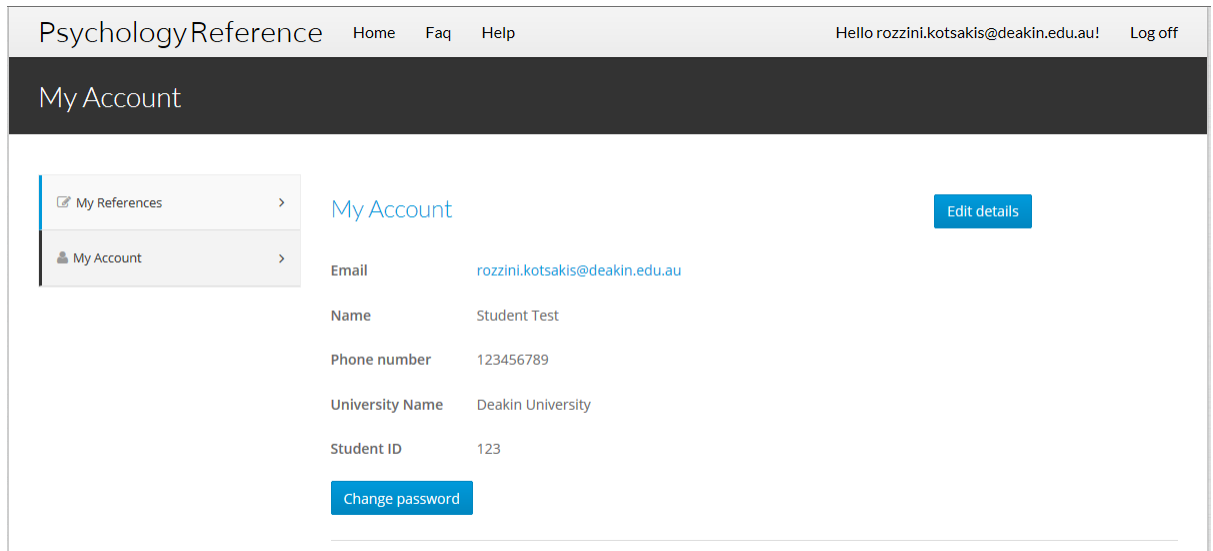
HOW DO I CHANGE MY DETAILS?

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



The screenshot shows the 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 is titled "Index" and features a sidebar with "My References" and "My Account" options. The main heading reads "Welcome to The Australian Psychology Post-Graduate Program Reference Request System". Below this, 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 small icon of a person with a graduation cap is visible at the bottom right of the text.

3. Click on the "Edit details" 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". On the left, the "My Account" option in the sidebar is selected. The main content area displays the user's account details in a list format: Email (rozzini.kotsakis@deakin.edu.au), Name (Student Test), Phone number (123456789), University Name (Deakin University), and Student ID (123). There are two buttons: "Edit details" (top right) and "Change password" (bottom left).

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"/>	

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

My Account

<input checked="" type="checkbox"/> My References >	My Account	<input type="button" value="Edit details"/>
<input type="checkbox"/> My Account >	Your profiles has been updated.	

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