PURPOSE AND CONFIDENTIALITY

This document is prepared for the use of The Australian Psychology Post-Graduate Program. This document is not to be used for any other purposes and is not to be copied or transmitted in any way except in connection with the stated purpose. It is not for publication, distribution, or sighting by anyone other than the officers of The Australian Psychology Post-Graduate Program for this express purpose and is to be held confidential always.

Published by DeakinPrime
Level 3, 550 Bourke Street
Melbourne Victoria 3000 Australia

© Deakin University 2015
# CONTENTS

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to register</td>
<td>1</td>
</tr>
<tr>
<td>How to pay for your subscription</td>
<td>3</td>
</tr>
<tr>
<td>How to request a reference</td>
<td>5</td>
</tr>
<tr>
<td>How to share a completed reference</td>
<td>8</td>
</tr>
<tr>
<td>How do I change my password?</td>
<td>11</td>
</tr>
<tr>
<td>How do I change my details?</td>
<td>13</td>
</tr>
</tbody>
</table>
HOW TO REGISTER

1. Logon to http://www.psychologyreference.org/
2. Click on Register
3. Complete registration form
4. Once registered, you will receive a confirmation email and have access to the system.

<table>
<thead>
<tr>
<th>Welcome to The Australian Psychology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post-Graduate Program Reference Request System</td>
</tr>
<tr>
<td>For Student Applicants</td>
</tr>
<tr>
<td>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:</td>
</tr>
<tr>
<td>1. YOU nominate referees, and indicate the programs and institutions being applied to.</td>
</tr>
<tr>
<td>2. REFEREES completes a reference online.</td>
</tr>
<tr>
<td>3. YOU then allow the completed reference to be shared with the programs you have applied to.</td>
</tr>
</tbody>
</table>
HOW TO PAY FOR YOUR SUBSCRIPTION

1. Login to the Psychology Reference system on http://www.psychologyreference.org/
2. Go to My Account
3. Click on the “Check out with PayPal” button
4. 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.

![PayPal Login](image)

5. After logging into PayPal, the transaction details will be shown. To proceed, click on the “Pay Now” button.

![PayPal Pay Now Button](image)

6. 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

   ![Welcome to The Australian Psychology Post-Graduate Program Reference Request System](image)

   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 these 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](image)

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

   ![My References](image)
5. When all details have been entered, click on the “Review Request” button

   ![Reference Form]

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

   ![Reference Form]
7. Your request will be added to the My References list
HOW TO SHARE A COMPLETED REFERENCE

1. Login to the Psychology Reference system on http://www.psychologyreference.org/

2. Go to My References

3. If a reference has been completed by a referee, the “Share” button will be displayed for that record.
4. Click on the “Share” button and a pop-up will be displayed

![Share Reference pop-up](image)

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

![Share Reference pop-up](image)
6. When you have chosen the Universities, click on the “Confirm & Share Reference” button

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

My References

<table>
<thead>
<tr>
<th>#</th>
<th>Referee Name</th>
<th>Institution Name</th>
<th>Date Applied</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><a href="mailto:rozzini@outlook.com">rozzini@outlook.com</a></td>
<td>Deakin University</td>
<td>21 Jul 2015</td>
<td>Request denied</td>
<td>Notes link</td>
</tr>
<tr>
<td>2</td>
<td><a href="mailto:rozzini@outlook.com">rozzini@outlook.com</a></td>
<td>Deakin University</td>
<td>21 Jul 2015</td>
<td>Reference submitted</td>
<td>Notes link</td>
</tr>
</tbody>
</table>

New Reference
HOW DO I CHANGE MY PASSWORD?

1. Login to the Psychology Reference system on http://www.psychologyreference.org/
2. Go to My Account
3. Click on the “Change password” button
4. Complete the Change Password form then click on the “Update password” button.

![Change Password form](image)

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

![My Account screen](image)
HOW DO I CHANGE MY DETAILS?

1. Login to the Psychology Reference system on [http://www.psychologyreference.org/](http://www.psychologyreference.org/)

2. Go to My Account

![My Account section of the Psychology Reference system]

3. Click on the “Edit details” button

![Edit details button highlighted in the My Account section of the Psychology Reference system]
4. Edit the information in the relevant fields then click the “Save” or “Cancel” button.

My Account

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:rozzini.kotsakis@deakin.edu.au">rozzini.kotsakis@deakin.edu.au</a></td>
</tr>
<tr>
<td>Name</td>
<td>Student</td>
</tr>
<tr>
<td>Phone number</td>
<td>123456789</td>
</tr>
<tr>
<td>University Name</td>
<td>Deakin University</td>
</tr>
<tr>
<td>Student ID</td>
<td>123</td>
</tr>
</tbody>
</table>

Change password  Save  Cancel

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