

PSYCHOLOGY REFERENCE PORTAL

STUDENT GUIDE - JULY 2023

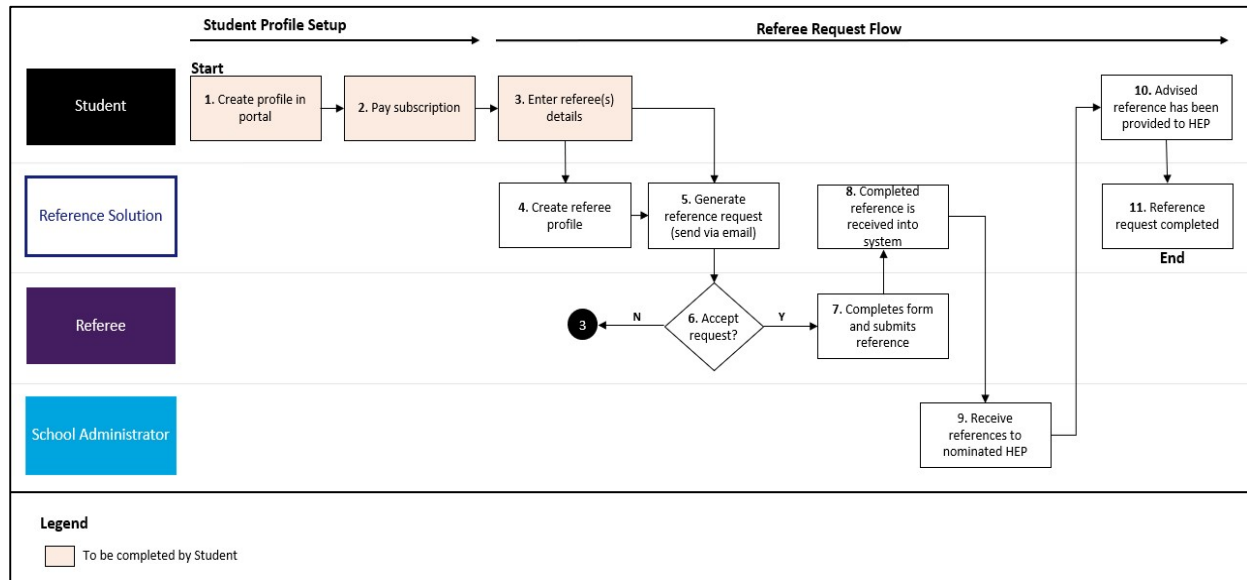


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Psychology Reference Application Process

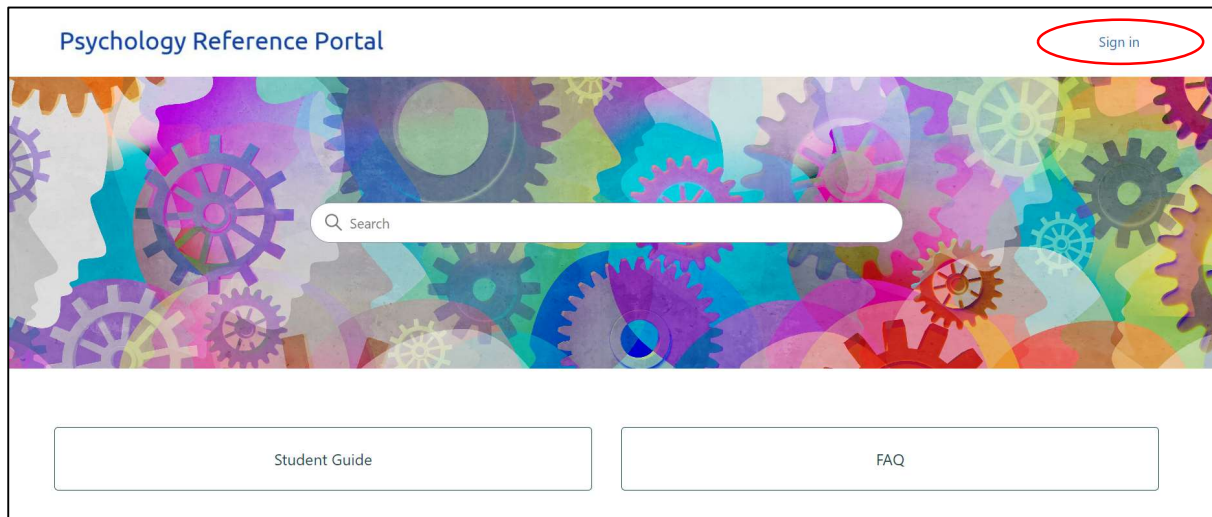
The below diagram illustrates the process for submitting the references required for your psychology post-graduate study reference application. This document provides the details for the steps (1-3) required by you (the student) to enable your references to be submitted to your nominated Higher Education providers.



Step 1: Register/create an account

1. Visit <http://www.psychologyreference.com.au> or <https://psychologyreference.zendesk.com/hc/en> to access the Portal home page.

2. Click on [Sign In](#).



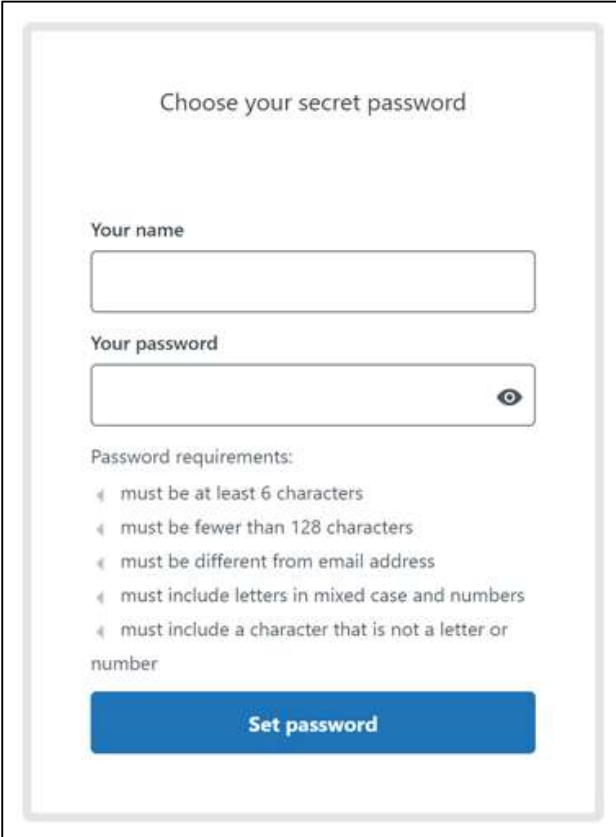
3. Click on New to Psychology Reference Portal? [Sign up](#)

A screenshot of the Psychology Reference Portal sign-in and sign-up page. The page has a light gray background. At the top, it says "Sign in to Psychology Reference Portal" with a link "Switch to agent sign-in >". Below this are two input fields: "Email" and "Password". Under the "Password" field is a link "Forgot password?". A blue button labeled "Sign in" is positioned below the input fields. At the bottom, there is a link "Emailed us for support? Get a password" and a line of text "New to Psychology Reference Portal? [Sign up](#)", where the "Sign up" link is circled in red.

4. Enter your full name, and personal email address. You will then receive a link to set a new password for your account. The email provided should not be a school account.

If this email does not come through to your inbox, please check your spam folder.

5. From the email, click on [Create a password](#) link. You will then enter a password which meets the listed requirements and click on [Set password](#). This is the password that you will use to sign into the Psychology Reference Portal.



The screenshot shows a web form titled "Choose your secret password". It contains two input fields: "Your name" and "Your password". The "Your password" field has a toggle icon (an eye) to the right of it. Below the fields, there is a section titled "Password requirements:" followed by a list of five requirements, each preceded by a left-pointing arrow. At the bottom of the form is a blue button labeled "Set password".

Choose your secret password

Your name

Your password

Password requirements:

- must be at least 6 characters
- must be fewer than 128 characters
- must be different from email address
- must include letters in mixed case and numbers
- must include a character that is not a letter or number

Set password

6. When your password has been accepted, you will automatically be logged into the Psychology Reference Portal (example below).

7. Save the link to the Portal to your favourites for future access.

8. After you have paid your subscription (process detailed in the next section), you can submit your reference requests.

Step 2: Pay Subscription

Before your reference requests will be distributed to your nominated higher education providers, you will need an active subscription. If you do not have an active subscription, you will be required to pay AUD\$35 subscription fee.

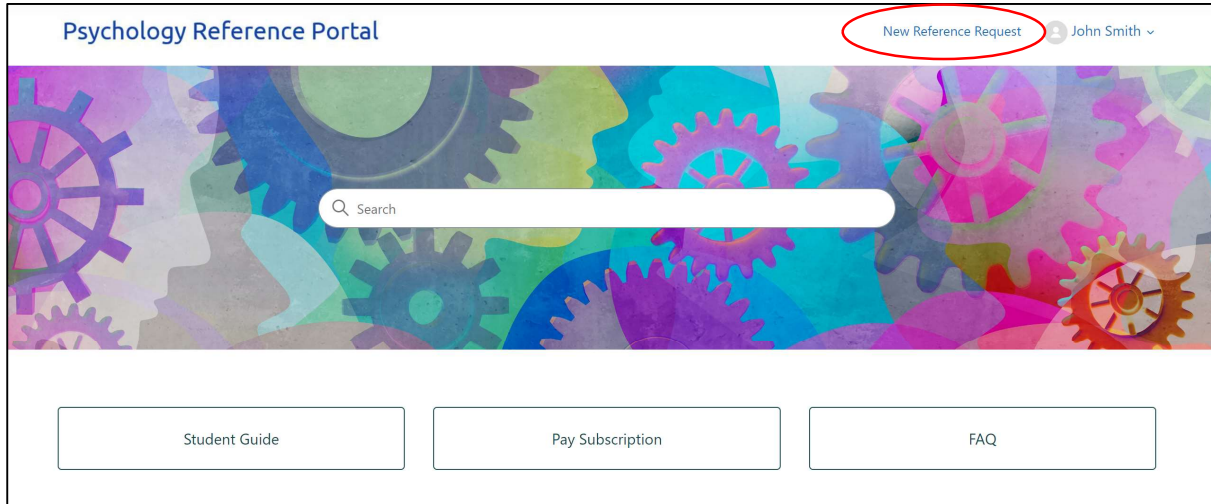
To pay your subscription, you will need to login and raise a New Reference Request, at which point you will be sent an email with a payment link.

Please do not pay a subscription more than once. If you receive a second request, please disregard this message as it may be sent due to the configuration of email triggers.

Please note that a payment will be applied against your account and will not be reflected in your outstanding requests. We will notify users where we believe payment has not been received, yet reference requests have been completed.

Step 3: Enter Referee Details and Request References

1. Click on the [New Reference Request](#) at the top of the page. Note: you will need to complete a separate reference request form for each referee (up to 2 forms in total depending on your Higher Education Provider).



Psychology Reference Portal

New Reference Request John Smith ▾

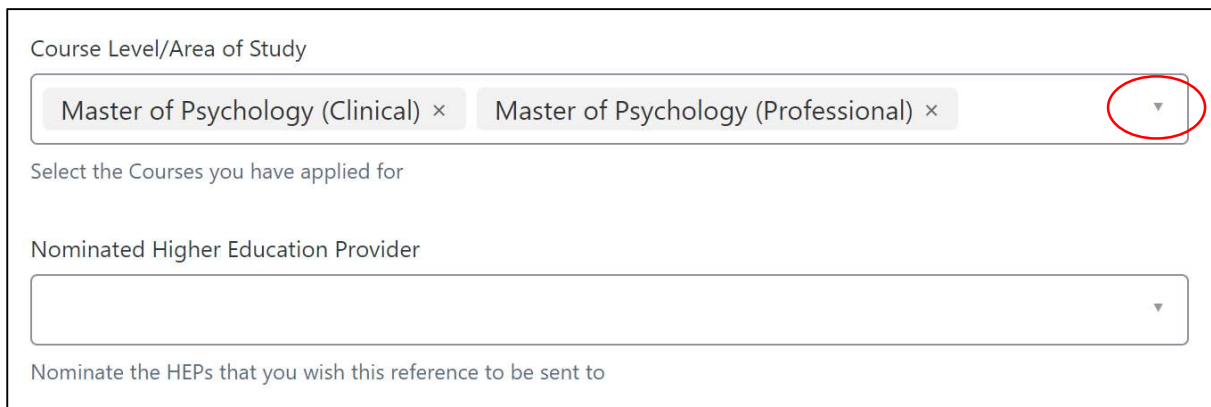
Search

Student Guide Pay Subscription FAQ

2. Complete the fields on the form as required.

3. Please ensure all details are correct. If the email address for your referee is incorrect, your referee will not receive your request for a reference.

4. For the 'Course Level/Area of Study' and 'Nominated Higher Education Provider' fields, you can select multiple entries using the drop-down function.



Course Level/Area of Study

Master of Psychology (Clinical) × Master of Psychology (Professional) × ▾

Select the Courses you have applied for

Nominated Higher Education Provider

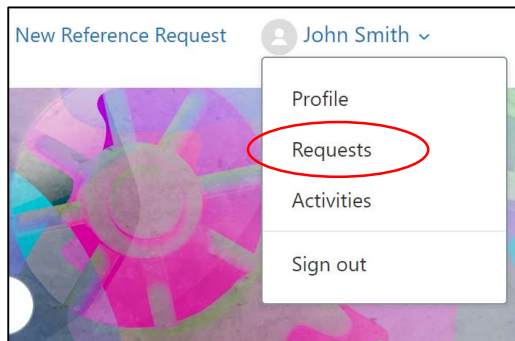
Nominate the HEPs that you wish this reference to be sent to

5. When all details have been entered, click on the [Submit](#).

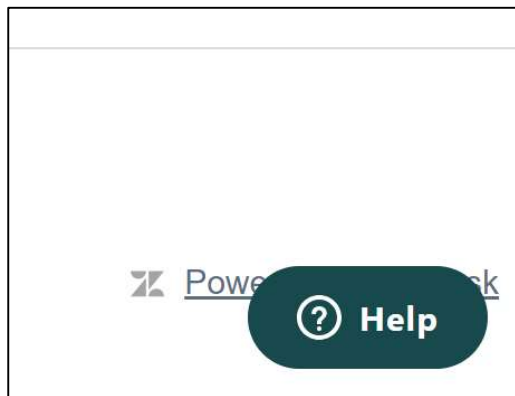
6. Click on the [New Reference Request](#) again to repeat this process for your second reference request.

7. Once your subscription has been paid, your reference request will be distributed to the nominated referees.

8. You can view your Reference Requests under your Profile section on the top right-hand side of the page, by clicking on the drop-down arrow by your name and then clicking on Requests.



9. For help or technical enquiries, please click on the 'Help' widget on the Portal home screen and enter your details.



General Information:

Share completed references

You do not need to share your completed references. When your nominated referee has completed the reference form, it is received back into the Psychology Reference Portal and will be distributed to your nominated Higher Education providers selected on your behalf in the New Reference Request form.

Reference submission completed

You will be able to view the status of your reference requests via the Profile section of the Portal. You will receive email notification confirming when your completed references have been submitted to your nominated Higher Education providers.

Update my details and password

1. Login to the Psychology Reference Portal at <http://www.psychologyreference.com.au>
2. Go to the Profile link via the drop-down menu at the top of the home page.
3. Click 'Edit profile' and update your details.

Errors made in submitting reference requests

1. Identify which fields were submitted erroneously and the intended responses.
2. Navigate to the 'Help' widget found at the bottom of the home page (see Step 3-9).
3. List the error(s) identified and intended responses including all relevant details and attachments.