



PSYCHOLOGY REFERENCE PORTAL

STUDENT GUIDE - JULY 2023

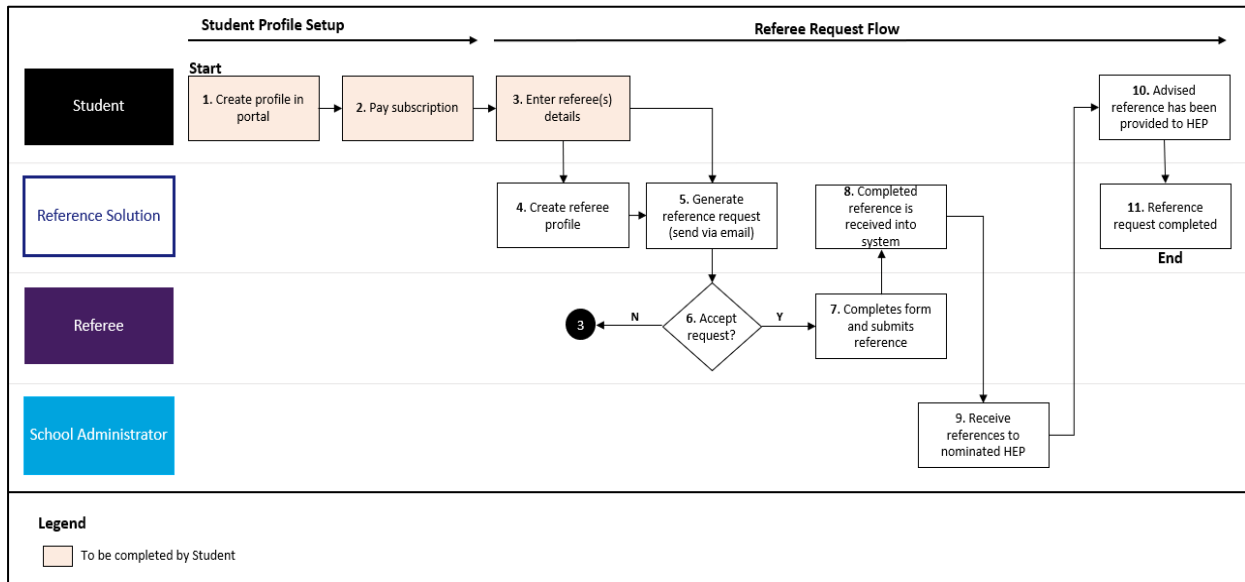


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Psychology Reference Application Process

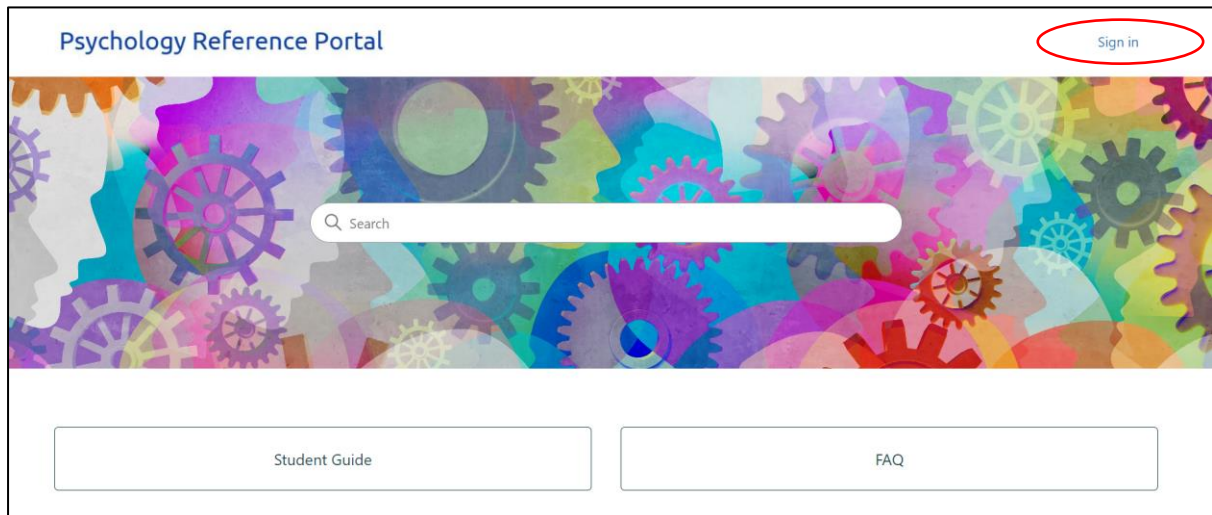
The below diagram illustrates the process for submitting the references required for your psychology post-graduate study reference application. This document provides the details for the steps (1-3) required by you (the student) to enable your references to be submitted to your nominated Higher Education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



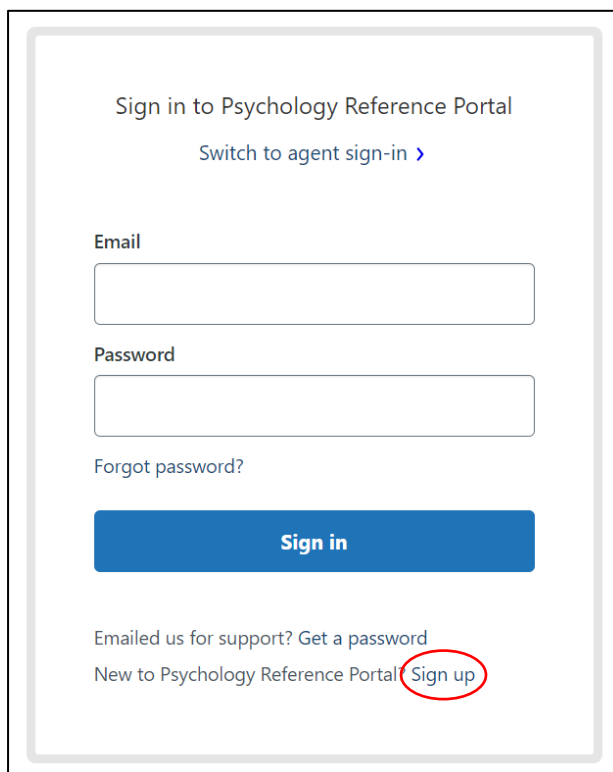
Step 1: Register/create an account

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](#).



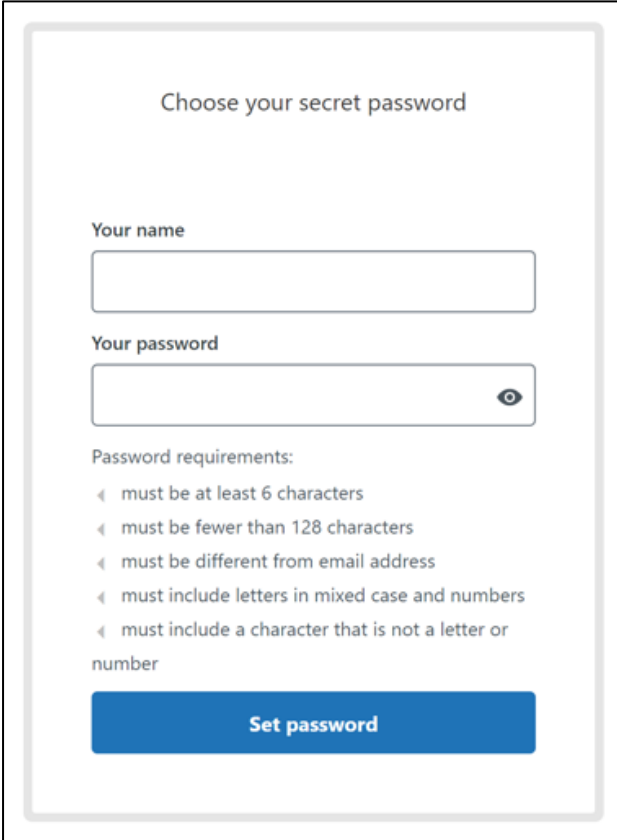
3. Click on New to Psychology Reference Portal? [Sign up](#)

The image shows the sign-in page for the Psychology Reference Portal. The title is 'Sign in to Psychology Reference Portal'. Below the title is a link 'Switch to agent sign-in >'. There are two input fields: 'Email' and 'Password'. Below the 'Password' field is a link 'Forgot password?'. A blue button labeled 'Sign in' is positioned below the input fields. At the bottom of the page, there is a link 'New to Psychology Reference Portal? Sign up' where 'Sign up' 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 image 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 the input box. Below the fields, there is a section titled "Password requirements:" followed by five bullet points, each starting with 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. The subscription is valid for 1 year between 01st August to 31st July each year.

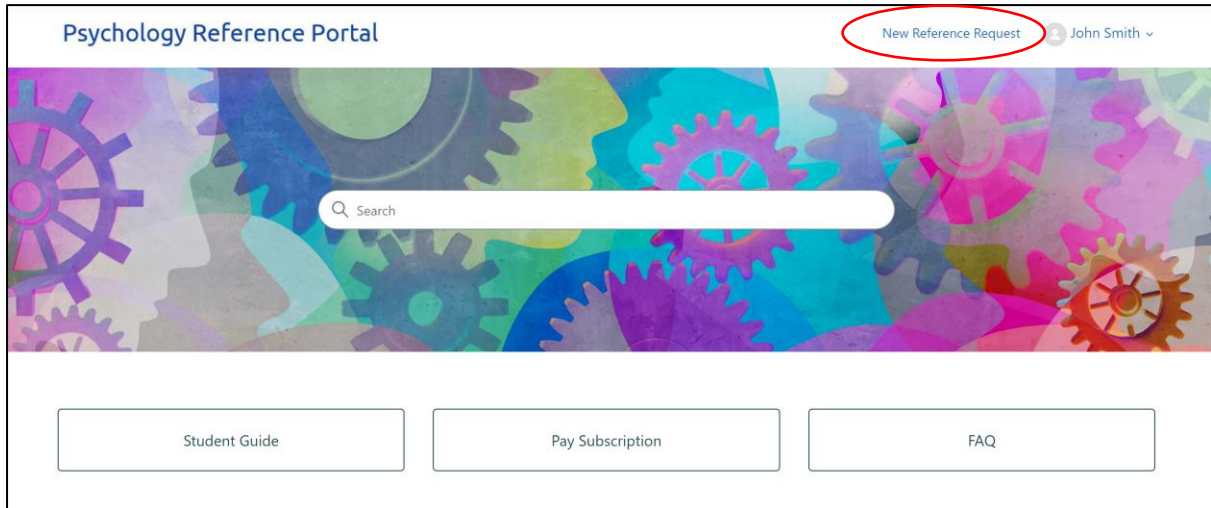
For applicants submitting a reference request in August 2023, the 'Pay Subscription' option may not yet be available. Once the payment gateway is available you will be prompted to pay through a secure link sent to the email address you nominated in Step 1. This is expected in early-mid August 2023.

Reference requests may still be submitted during this time though will not be released to Higher Education Providers until payment has been received. There will be no disruption to your application process.

An update to the Psychology Reference Portal Student Guide will be made once this feature is available.

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 (2 forms in total).



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.

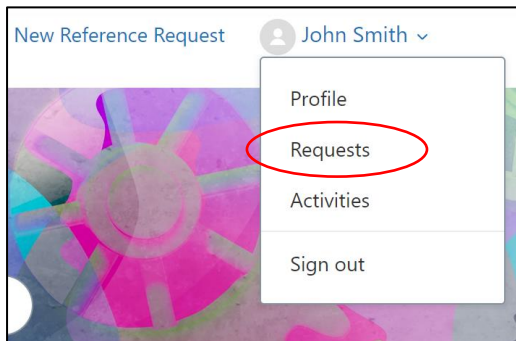
The image shows a close-up of the form fields. The first field is labeled "Course Level/Area of Study" and contains two selected items: "Master of Psychology (Clinical) ×" and "Master of Psychology (Professional) ×". A red circle highlights the dropdown arrow on the right side of this field. Below this field is the text "Select the Courses you have applied for". The second field is labeled "Nominated Higher Education Provider" and is currently empty. Below this field is the text "Nominate the HEPs that you wish this reference to be sent to".

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

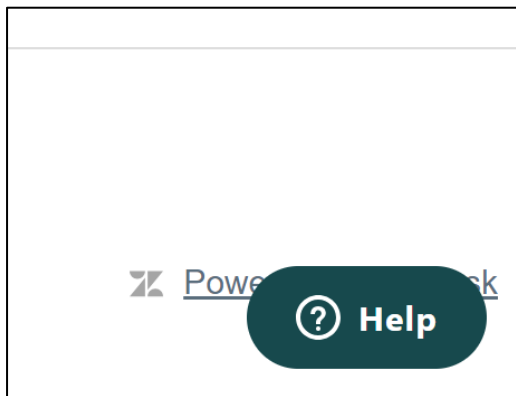
6. Click on the [New Reference Request](#) again to repeat this process for your second reference request.

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.