

HODSPA

School Admin Guide – August 2018



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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

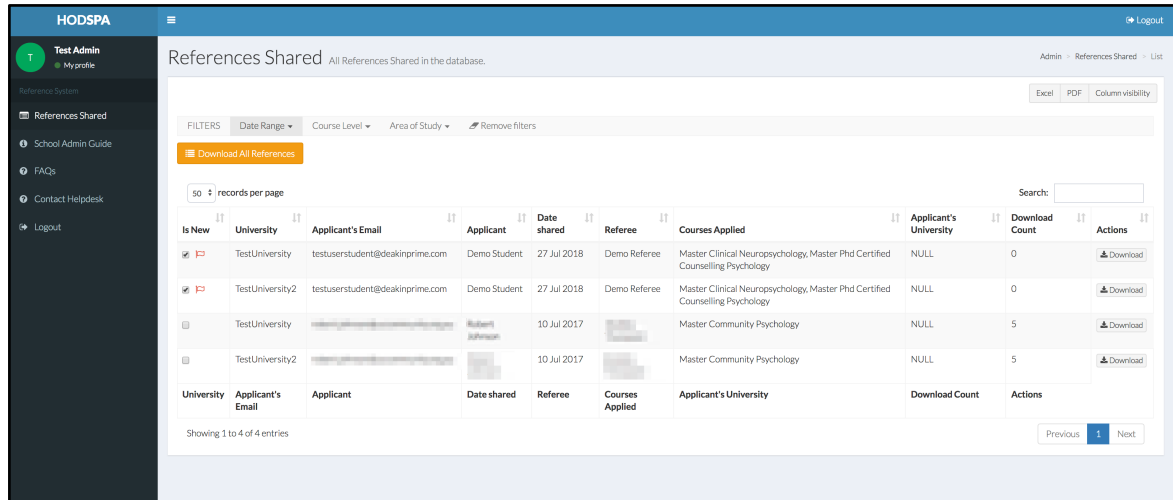
Please note: HODSPA is **not fully compatible** with Microsoft Internet Explorer

How do I Register?

1. As a School Administrator, your account will be created by a System Administrator on and you will receive an email with your login details. Please send your request to psychologyreference.helpdesk@deakinco.com
2. Follow the steps on the email to login to the Psychology Reference site <https://www.psychologyreference.org/>

How can I Manage Requests?

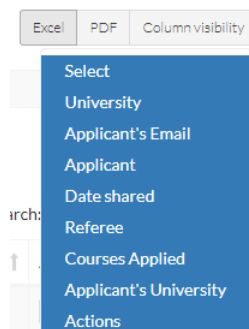
1. Login to the Psychology Reference system on <http://www.psychologyreference.org/>
2. Click on the **Reference Universities** menu. From here, you will then be able to manage requests.
3. A list of all reference shared will be shown



4. You can use the filter function to customize your view. If you want to revert back to the original view, click on the **Remove filters** link.
5. To search, type the keywords in the Search field, and the list will display the results accordingly.
6. To Export the list to Excel, click on the **Export to Spreadsheet** button.
7. You can use the functionality menu at the top to do what you need or to customize your list view.



For example if you want to customize the column, you can click on the **Column visibility** button, click on any of the fields to hide this view.



if you wish to convert the list to PDF, click on the **PDF** button and it will then convert the list to PDF and automatically download.

Downloading References

1. To download a single reference, under the Actions column, you can click on **View PDF** for an individual pdf file download or you can click on the **Download CSV** for an individual csv download.
 - The references will be downloaded as a **CSV / PDF** file

The screenshot shows the HODSPA interface for 'References Shared'. A sidebar on the left contains navigation options like 'References Shared', 'School Admin Guide', 'FAQs', 'Contact Helpdesk', and 'Logout'. The main area features a table with columns: 'Is New', 'University', 'Applicant's Email', 'Applicant', 'Date shared', 'Referee', 'Courses Applied', 'Applicant's University', 'Download Count', and 'Actions'. A 'Download All References' button is highlighted in orange. The first row of the table has a red flag icon and a checked checkbox in the 'Is New' column, and its 'Actions' column contains 'View PDF' and 'Download CSV' buttons, both highlighted with a red box.

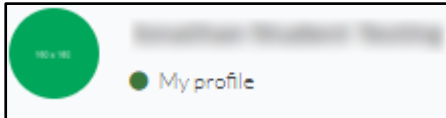
2. To Download All References, click on the **Download All References** button.
 - All of the References will be downloaded as a **CSV** file
 - You may want to use mail merge to generate the references report in bulk (optional)
3. The red flag and the ticked checkbox in the first column are just to indicate the references that have not been downloaded previously.

This screenshot is a zoomed-in view of the 'References Shared' table. A red arrow points to the 'Is New' column, highlighting the red flag icon and the checked checkbox for the first two rows, which correspond to references from 'TestUniversity' and 'TestUniversity2' dated '27 Jul 2018'. The 'Download All References' button is also visible above the table.

4. All references records will be kept during the current study period - subscription is valid for 1 year between 1st of August to the 30th of July the following year. The records will be removed and reset when a new study period starts the next year on 1st of August.

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 a web form titled 'Edit profile'. The form contains several input fields: 'First name', 'Last name', 'Email', 'Phone', 'University', 'Student ID', 'Location/Campus', 'Password', and 'Confirm password'. Each field has a small icon on the right side. Below the 'Email' field, there is a note: 'This is your username as well, so if you change your email ID then you have to use new email ID to login to the system.' At the bottom of the form, there are two buttons: a green 'Save and back' button and a grey 'Cancel' button.

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.