

# HODSPA

School Admin Guide – July 2017



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# How do I Register?

1. As a School Administrator, your account will be created by a System Administrator and you will receive an email with your login details.
2. Follow the steps on the email to login to the Psychology Reference site.

# 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

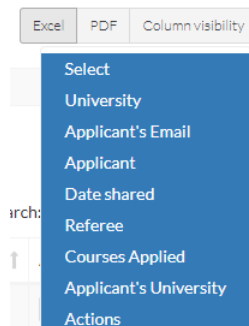
The screenshot shows the 'References Shared' interface. At the top, there are filters for Date Range, Referee Type, Course Level, and Area of Study, along with a 'Remove filters' link. Below the filters are buttons for 'Download Selected References' and 'Download All References'. A search bar is located on the right. The main table has columns for Select, University, Applicant's Email, Applicant, Date shared, Referee, Courses Applied, Applicant's University, and Actions. The table contains 10 rows of data. At the bottom, there are 'Previous' and 'Next' navigation buttons and a 'Showing 1 to 10 of 10 entries' indicator.

Select	University	Applicant's Email	Applicant	Date shared	Referee	Courses Applied	Applicant's University	Actions
<input type="checkbox"/>				09 Jul 2017	First Referee	Graduate & PostGraduate Diploma Clinical Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				09 Jul 2017	First Referee	Graduate & PostGraduate Diploma Clinical Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				09 Jul 2017	First Referee	Graduate & PostGraduate Diploma Clinical Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	Jonathan Test Referee	Master Community Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	Jonathan Test Referee	Master Community Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	Jonathan Test Referee	Master Community Psychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	Przyner Testing	Master Clinical Neuropsychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	First Referee	Master Clinical Neuropsychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	First Referee	Master Clinical Neuropsychology		<a href="#">View PDF</a> <a href="#">Download</a>
<input type="checkbox"/>				10 Jul 2017	First Referee	Master Clinical Neuropsychology		<a href="#">View PDF</a> <a href="#">Download</a>

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

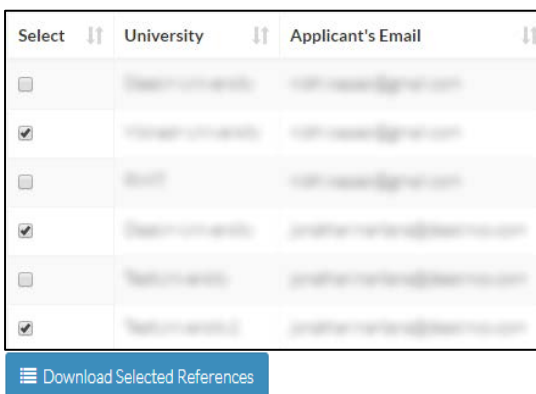
1. To Download All References, click on the **Download All References** button.



- All of the References will be downloaded as a compressed .zip file
- When you open the .zip file, you will see that there are separate zip files, separating each reference.
- The .zip file contains PDF files for the reference and supporting files if there were any included.

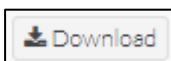
Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
1_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM
2_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM
3_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM
4_..._reference_files.zip	Compressed (zipped) Fol...	54 KB	No	55 KB	1%	11/07/17 4:21 PM
5_..._reference_files.zip	Compressed (zipped) Fol...	54 KB	No	55 KB	1%	11/07/17 4:21 PM
6_..._reference_files.zip	Compressed (zipped) Fol...	54 KB	No	55 KB	1%	11/07/17 4:21 PM
7_..._reference_files.zip	Compressed (zipped) Fol...	35 KB	No	35 KB	1%	11/07/17 4:21 PM
8_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM
9_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM
10_..._reference_files.zip	Compressed (zipped) Fol...	31 KB	No	31 KB	1%	11/07/17 4:21 PM

2. To Download Selected References, click on the tick box next to the ones you want to download and then click on the **Download Selected References** button.

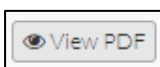


- The references will be downloaded as a compressed .zip file
- The .zip file contains PDF file for the reference and supporting files if there were any included.

3. To download a single reference, under the Actions column, click on the **Download** button.



4. To view the PDF of a single reference, under the Actions column, click on the **View PDF** button.



# 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 the 'Edit profile' form. The form is titled 'Edit profile' and contains several input fields: 'First name', 'Last name', 'Email', 'Phone', 'University', 'Student ID', 'Location/Campus', 'Password', and 'Confirm password'. The 'Email' field has a note below it: '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: 'Save and back' (green) and 'Cancel' (grey).

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.