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If you already have an account or have shared references previously, your current subscription is valid for 1 year between 1st of August to the 30th of July the following year.

1. Share the past reference
   You need to renew and pay for the $25 subscription if you want to continue to share the past references. Once the subscription is valid, you are able to view and share all the past references.

2. Add new reference requests
   You need to renew and pay for the $25 subscription. Once the subscription is valid, you are able to add new reference requests and continue to share the references.
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

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

4. Click on Register link.

5. Complete the registration form

6. Once registered, you will receive a confirmation email and have access to the system
How do I Pay for my Subscription?

1. Login to the Psychology Reference system on http://www.psychologyreference.org/
2. Before you can request for a reference, you will need to pay AU$25 subscription fee. The subscription is valid for 1 year between 1st of August to the 30th of July the following year.
3. The system will check if you have a valid subscription. If you don’t have a valid subscription, you’ll be re-directed to the Subscription page.
4. Click on the Pay with PayPal button, a sub window will pop up on the same tab.
5. If you have a PayPal account, login using your PayPal account details. If not, you can simply click on Pay with Debit or Credit Card button. We recommend that you create your PayPal account.
6. Once you’ve successfully paid the subscription, the system will notify you on the screen. Click on the OK button to continue.
7. To confirm of your successful payment, the Subscription text will change. You’re now ready to request a reference.
How do I Request a Reference?

1. Login to the Psychology Reference system on [http://www.psychologyreference.org/](http://www.psychologyreference.org/)
2. Click on the **Apply for reference** and then click on **+ New reference**.

3. Enter details in the form fields.
   a. Referee email ID – the email address of your referee
   b. Notes to referee – the message that you would like to include to your referee
   c. Select the Course Level and Area of study then click the **+ Add** button

4. When all details have been entered, click on the **Submit new reference request**
5. Your request will be added to your dashboard - References screen.
How do I Share a Completed Reference?

1. Login to the Psychology Reference system on http://www.psychologyreference.org/
2. Click on the Apply for reference and the dashboard allows you to monitor the reference status
   a. **Reference pending** – the reference request is sent to your reference and is waiting for them to respond. If your reference does not receive any notification for the request, you can click and **Resend referee notification** to them.
      Please be cautious that the Referee email ID has to be the same as that you have invited. Otherwise you will have to add a new request with the correct email address.
   b. **Reference submitted** – your referee has approved and completed the reference request. You can now **Share Reference** to your designated universities.
   c. **Reference shared** – you have shared to some universities. If you need to share to more, click **Share Reference** again and add to other universities that you have not yet shared.
   d. **Pending referee submission** – your referee has accepted your referee request and is working on that.
3. If a reference has been completed by a referee, the **Share Reference** button will be displayed for that record.
4. Click on the Share Reference button, you will be redirected to Current Shares page

5. Click on the + New Share button
6. Select the University you would like to send your reference to and click on the Save button. If you want to add a university, click on the + New Share button again.

Please note: you have to click on + New Share button for each university you want to add. Please ensure you choose the right university to share your reference to as you will not be able to remove the university once you click on Save button.

7. Click Back to reference and go back to your main page and you should see the “Number of shares” and “Reference shared” in your dashboard.
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.

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.