

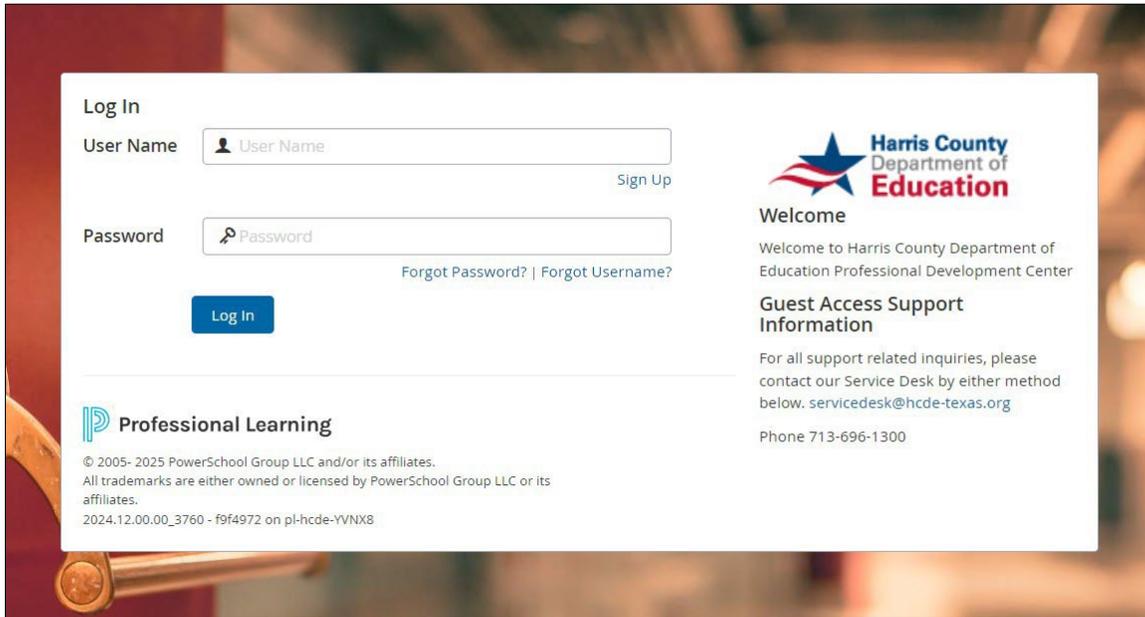
Guest Registration, Payment, & Invoice Management

Professional Learning Instructional Guide

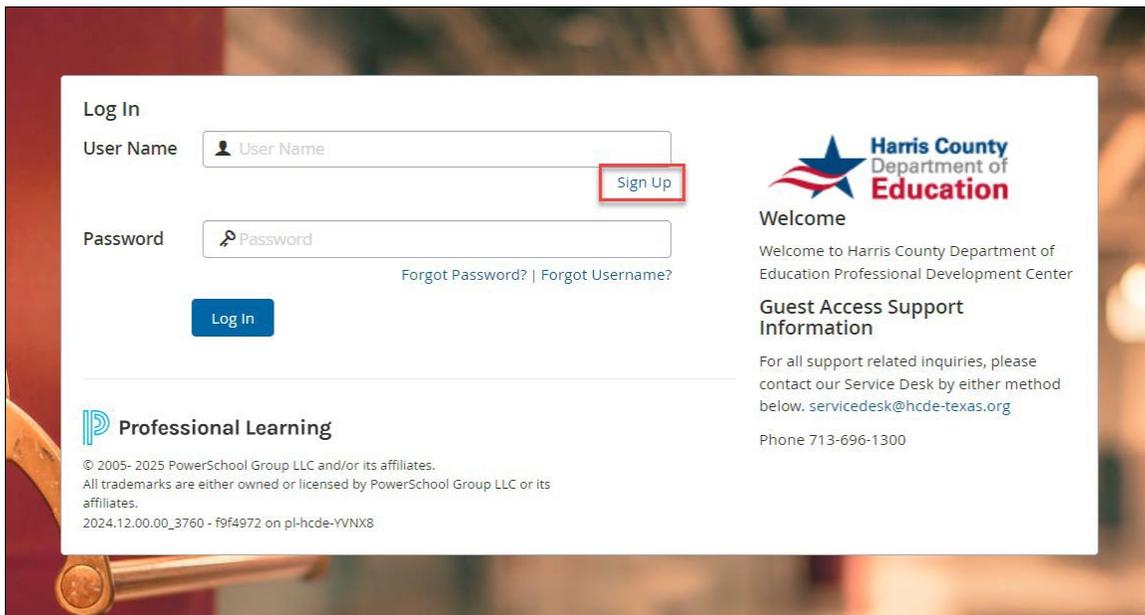


Professional Learning Account Creation

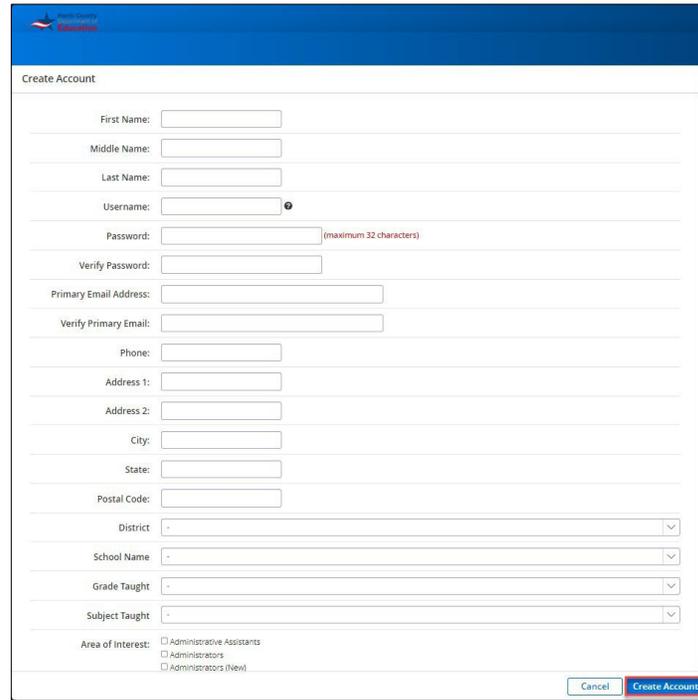
1. Navigate to <https://hcde.pl.powerschool.com/ia/empari/login/guest>



2. Click "Sign Up"

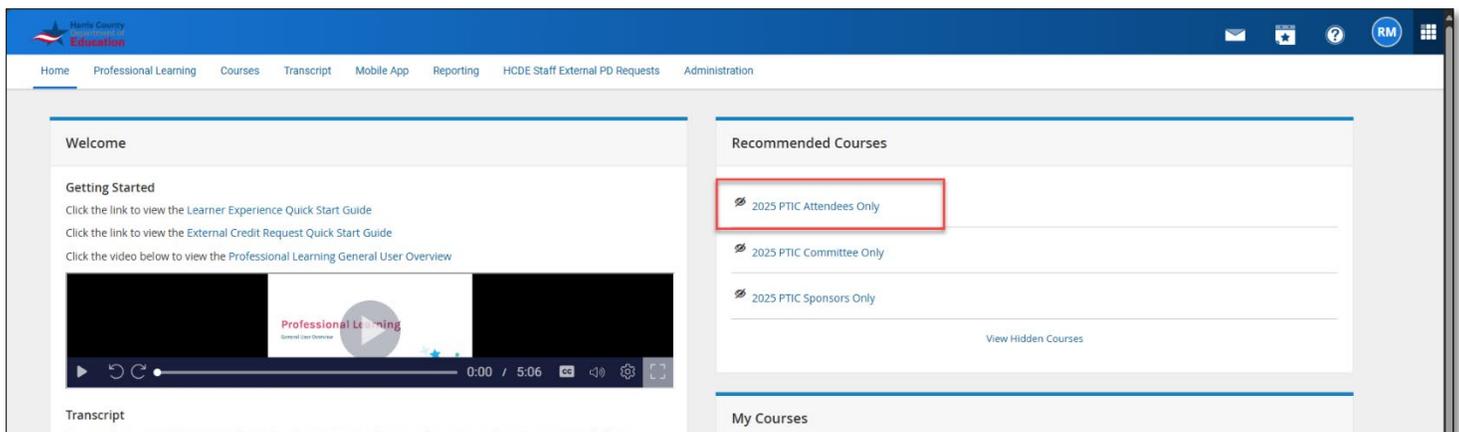


3. Complete the account creation form and click **“Create Account”**

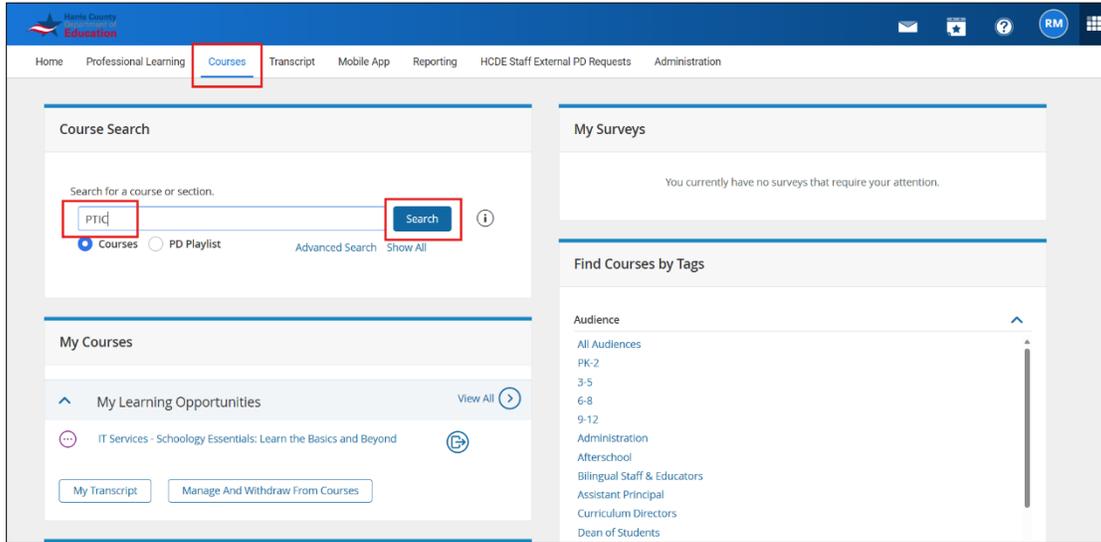


4. Once logged in, search for one of the following in the **Recommended Courses Channel**:

- 2025 PTIC Attendees Only



You can also search in the Course Catalog – type “PTIC” to find the event:



Course Search

Search for a course or section.

PTIC Search

Courses PD Playlist Advanced Search Show All

My Courses

My Learning Opportunities View All

IT Services - Schoology Essentials: Learn the Basics and Beyond

My Transcript Manage And Withdraw From Courses

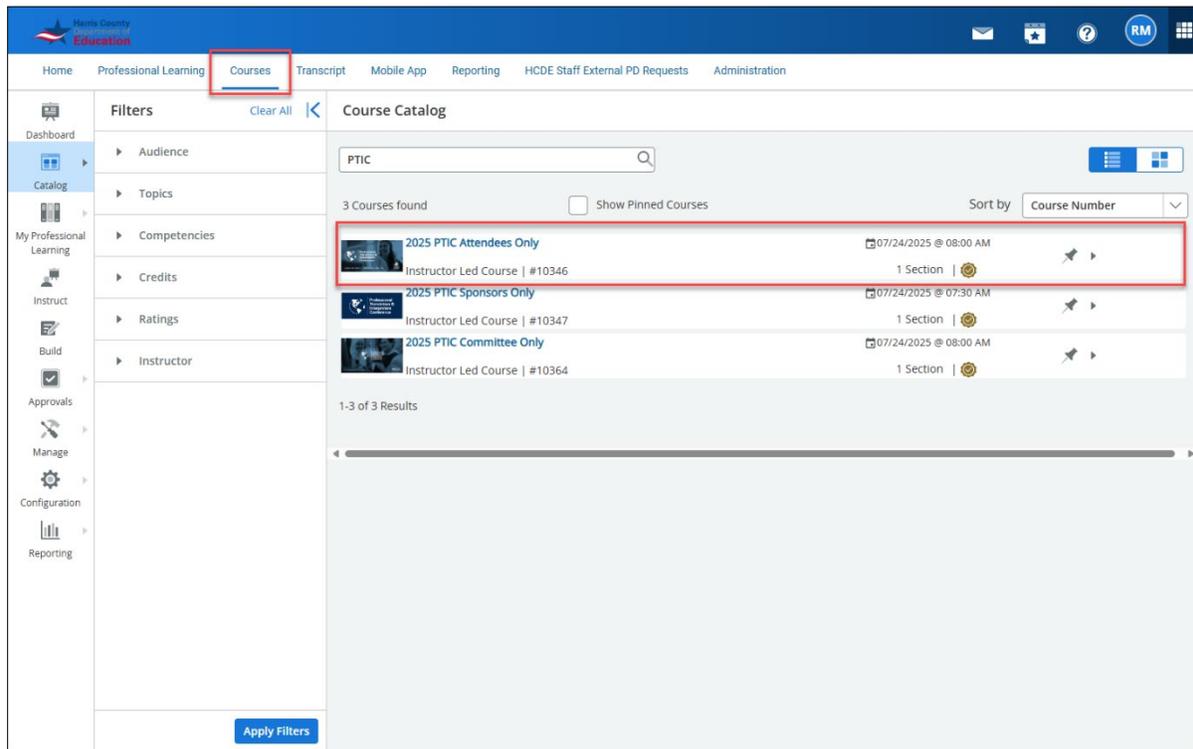
My Surveys

You currently have no surveys that require your attention.

Find Courses by Tags

Audience

- All Audiences
- PK-2
- 3-5
- 6-8
- 9-12
- Administration
- Afterschool
- Bilingual Staff & Educators
- Assistant Principal
- Curriculum Directors
- Dean of Students



Course Catalog

PTIC

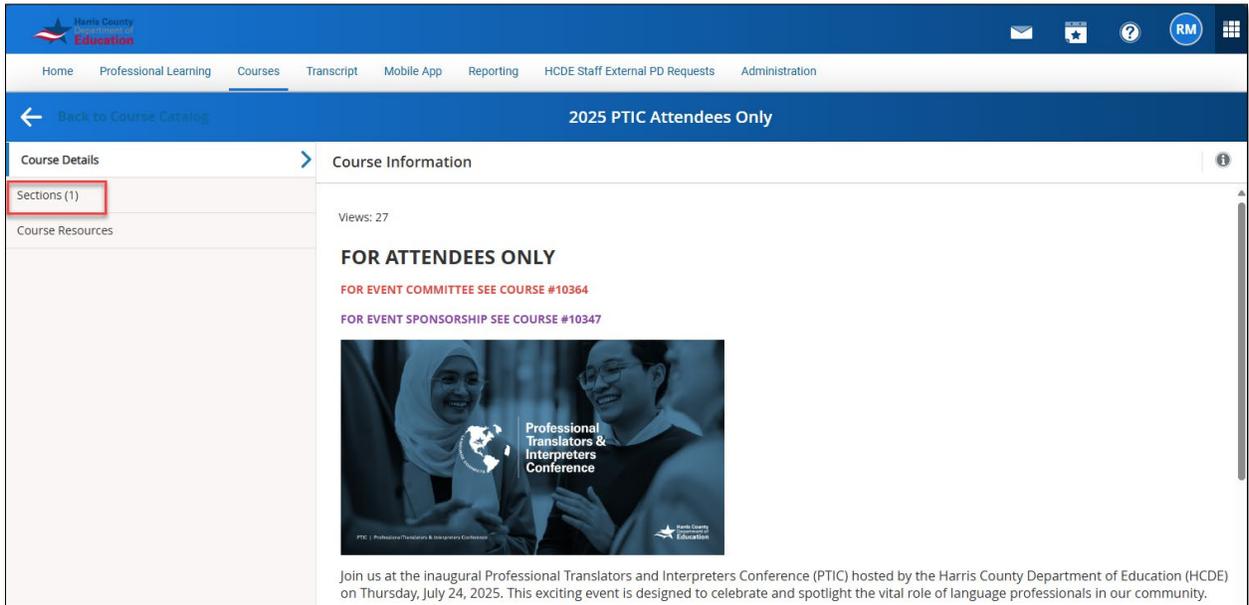
3 Courses found Show Pinned Courses Sort by Course Number

	2025 PTIC Attendees Only Instructor Led Course #10346	07/24/2025 @ 08:00 AM	1 Section 	
	2025 PTIC Sponsors Only Instructor Led Course #10347	07/24/2025 @ 07:30 AM	1 Section 	
	2025 PTIC Committee Only Instructor Led Course #10364	07/24/2025 @ 08:00 AM	1 Section 	

1-3 of 3 Results

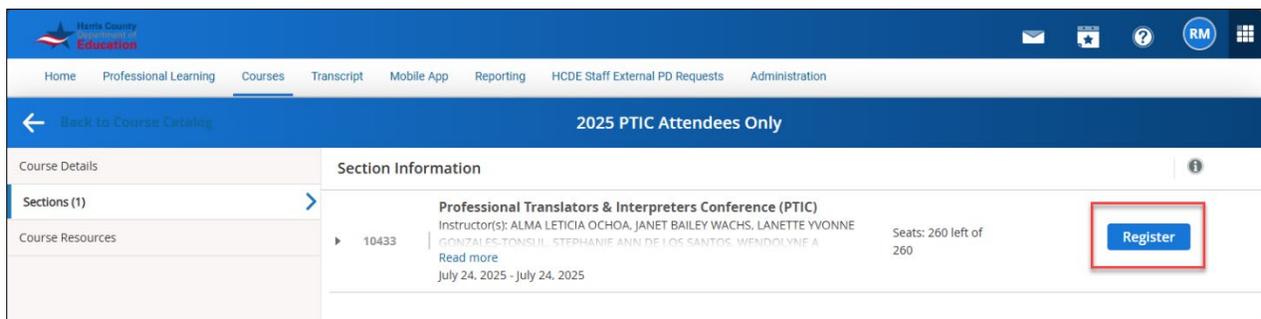
Apply Filters

5. Click the **title of the conference** to review the details, and then click **“Sections (1)”** to register:



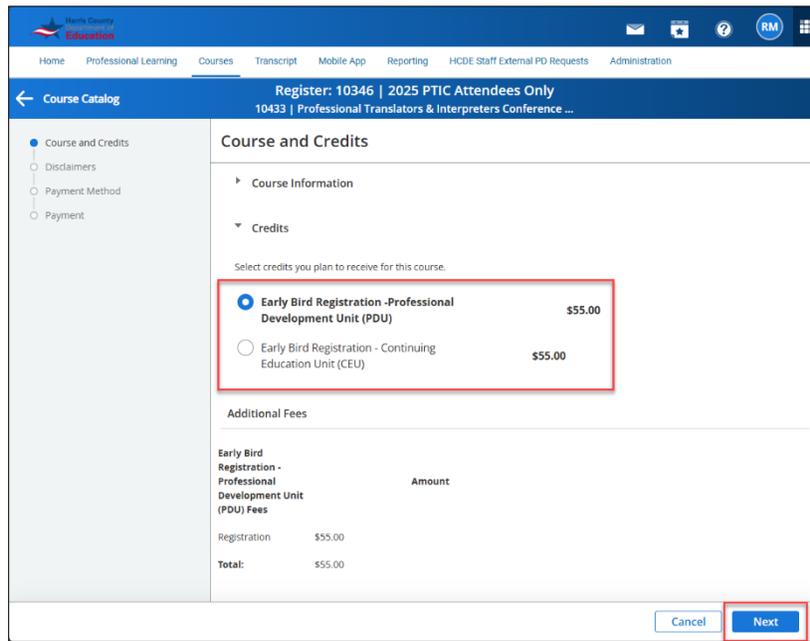
The screenshot shows the Harris County Department of Education website interface. The top navigation bar includes links for Home, Professional Learning, Courses, Transcript, Mobile App, Reporting, HCDE Staff External PD Requests, and Administration. The main content area is titled "2025 PTIC Attendees Only" and displays "Course Information" for the "Professional Translators & Interpreters Conference (PTIC)". The "Sections (1)" link in the left sidebar is highlighted with a red box. The main content area includes a "Views: 27" indicator, a "FOR ATTENDEES ONLY" heading, and a promotional image for the conference. Below the image, there is a paragraph of text: "Join us at the inaugural Professional Translators and Interpreters Conference (PTIC) hosted by the Harris County Department of Education (HCDE) on Thursday, July 24, 2025. This exciting event is designed to celebrate and spotlight the vital role of language professionals in our community."

6. Click **“Register”**



The screenshot shows the Harris County Department of Education website interface. The top navigation bar is the same as in the previous screenshot. The main content area is titled "2025 PTIC Attendees Only" and displays "Section Information" for the "Professional Translators & Interpreters Conference (PTIC)". The "Sections (1)" link in the left sidebar is highlighted with a blue arrow. The main content area includes a "Section Information" heading, a "Read more" link, and a "Register" button highlighted with a red box. The text below the heading reads: "Professional Translators & Interpreters Conference (PTIC) Instructor(s): ALMA LETICIA OCHOA, JANET BAILEY WACHS, LANETTE YVONNE GONZALES-TONSUJ, STEPHANIE ANN DE LOS SANTOS, WENDOLYNE A. July 24, 2025 - July 24, 2025". To the right of this text, it says "Seats: 260 left of 260".

7. Select the appropriate registration or credit type for the workshop and click “Next”



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference ...

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

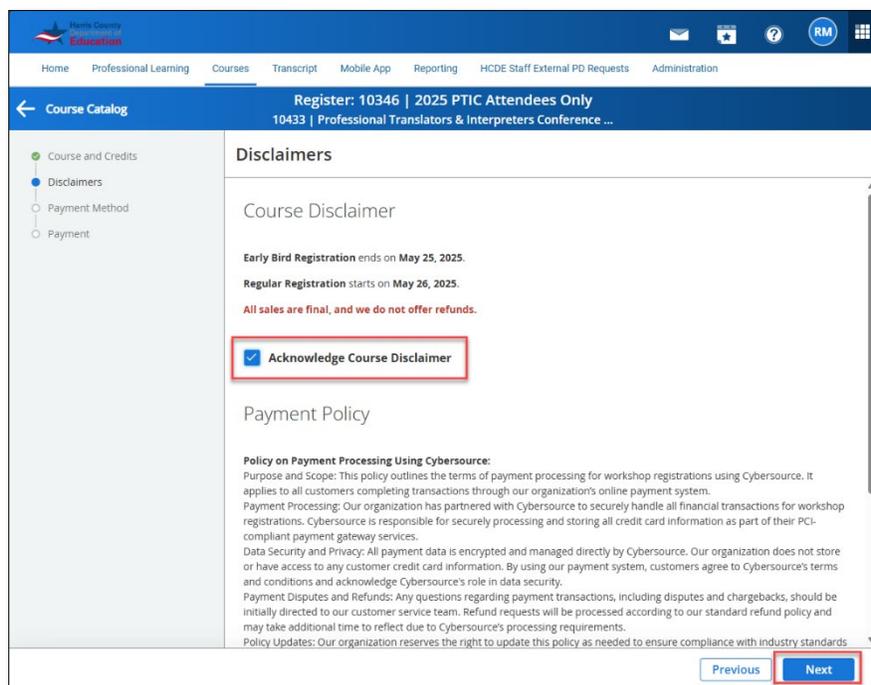
<input checked="" type="radio"/> Early Bird Registration - Professional Development Unit (PDU)	\$55.00
<input type="radio"/> Early Bird Registration - Continuing Education Unit (CEU)	\$55.00

Additional Fees

Early Bird Registration - Professional Development Unit (PDU) Fees	Amount
Registration	\$55.00
Total:	\$55.00

Cancel Next

8. Acknowledge the disclaimer by checking the box and clicking “Next”



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference ...

Disclaimers

Course Disclaimer

Early Bird Registration ends on May 25, 2025.
Regular Registration starts on May 26, 2025.
All sales are final, and we do not offer refunds.

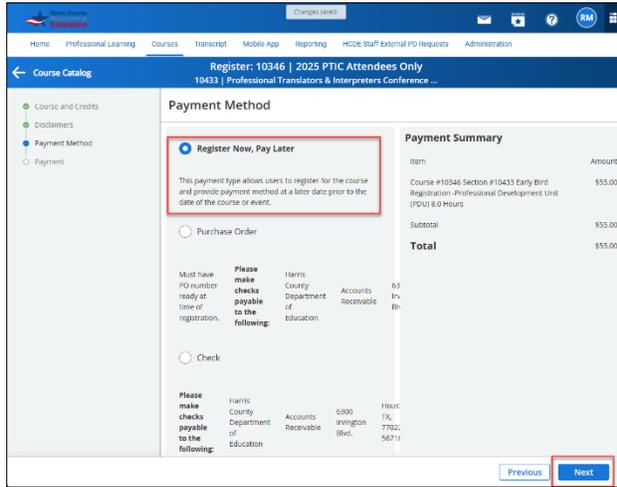
Acknowledge Course Disclaimer

Payment Policy

Policy on Payment Processing Using Cybersource:
Purpose and Scope: This policy outlines the terms of payment processing for workshop registrations using Cybersource. It applies to all customers completing transactions through our organization's online payment system.
Payment Processing: Our organization has partnered with Cybersource to securely handle all financial transactions for workshop registrations. Cybersource is responsible for securely processing and storing all credit card information as part of their PCI-compliant payment gateway services.
Data Security and Privacy: All payment data is encrypted and managed directly by Cybersource. Our organization does not store or have access to any customer credit card information. By using our payment system, customers agree to Cybersource's terms and conditions and acknowledge Cybersource's role in data security.
Payment Disputes and Refunds: Any questions regarding payment transactions, including disputes and chargebacks, should be initially directed to our customer service team. Refund requests will be processed according to our standard refund policy and may take additional time to reflect due to Cybersource's processing requirements.
Policy Updates: Our organization reserves the right to update this policy as needed to ensure compliance with industry standards.

Previous Next

9. Select the payment method to be used and click “Next”



Course Catalog

Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference ...

Payment Method

Register Now, Pay Later

This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event.

Purchase Order

Must have PO number ready at time of registration.

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	63 Irving Blvd.	TX 77022-5671
---------------------------------------	---------------------	-----------------	---------------

Check

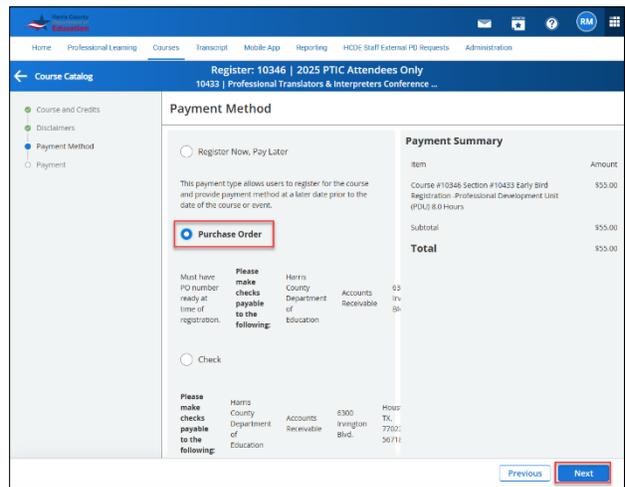
Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irving Blvd.	Houston, TX 77022-5671
---------------------------------------	---------------------	-------------------	------------------------

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

[Previous](#) [Next](#)



Course Catalog

Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference ...

Payment Method

Register Now, Pay Later

This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event.

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Must have PO number ready at time of registration.

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Harris County Department of Education	Accounts Receivable	63 Irving Blvd.	TX 77022-5671
---------------------------------------	---------------------	-----------------	---------------

Check

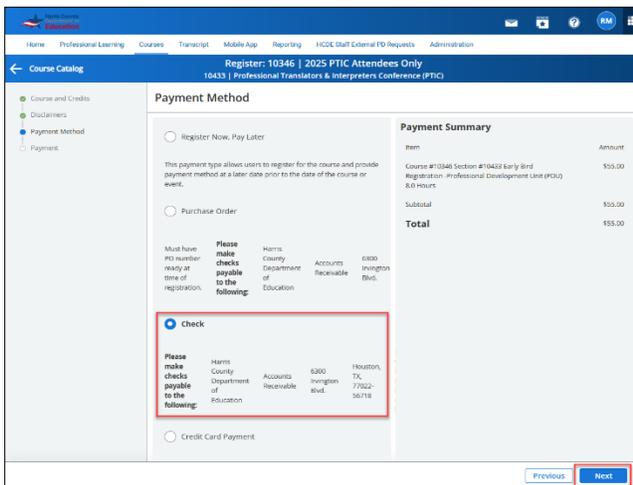
Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irving Blvd.	Houston, TX 77022-5671
---------------------------------------	---------------------	-------------------	------------------------

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

[Previous](#) [Next](#)



Course Catalog

Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment Method

Register Now, Pay Later

This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event.

Purchase Order

Must have PO number ready at time of registration.

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irving Blvd.	Houston, TX 77022-5671
---------------------------------------	---------------------	-------------------	------------------------

Check

Please make checks payable to the following:

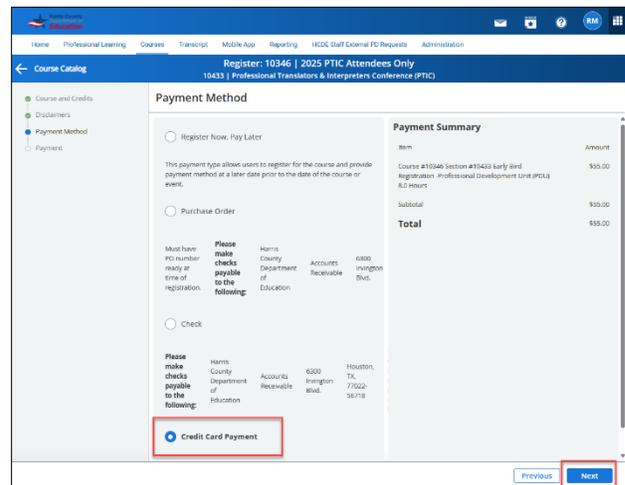
Harris County Department of Education	Accounts Receivable	6300 Irving Blvd.	Houston, TX 77022-5671
---------------------------------------	---------------------	-------------------	------------------------

Credit Card Payment

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

[Previous](#) [Next](#)



Course Catalog

Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment Method

Register Now, Pay Later

This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event.

Purchase Order

Must have PO number ready at time of registration.

Check

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irving Blvd.	Houston, TX 77022-5671
---------------------------------------	---------------------	-------------------	------------------------

Credit Card Payment

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

[Previous](#) [Next](#)

Payment Method Options:

- **Register Now, Pay Later**

Allows users to register for the course and provide a payment method at a later date, before the date of the course or event. **Registrants will need to log back into their accounts to make the final payment before the day of the event.**

- **Purchase Order**

This payment type allows users to register for the course and provide purchase order information at the time of registration.

Make checks payable to the following:

**Harris County Department of Education
Accounts Receivable
6300 Irvington Blvd
Houston, TX, 77022**

Include the **invoice number** in the **memo line**.

- **Check**

Make checks payable to the following:

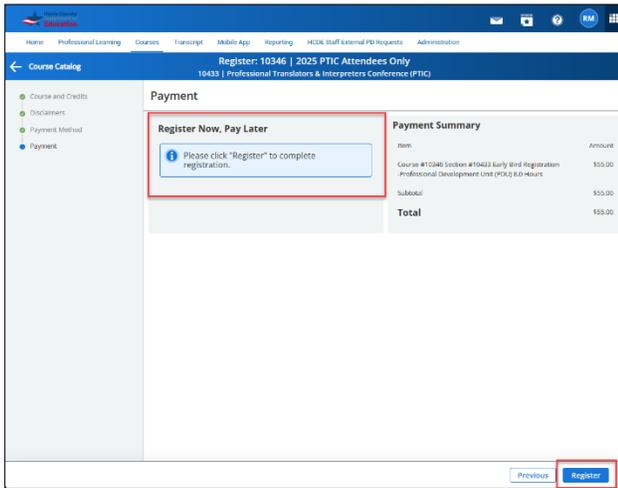
**Harris County Department of Education
Accounts Receivable
6300 Irvington Blvd
Houston, TX, 77022**

Include the **invoice number** in the **memo line**.

- **Credit Card Payment**

This payment type allows users to register for the course and provide credit card payment at the time of registration.

10. Complete payment details and click “Register”



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

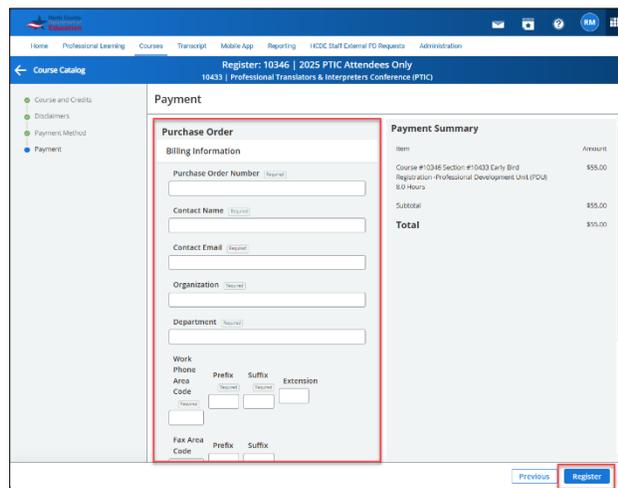
Payment

Register Now, Pay Later

Please click "Register" to complete registration.

Item	Amount
Course #10346 Section #10433 Early Bird Registration-Professional Development Unit (PDU), 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

Purchase Order

Billing Information

Purchase Order Number (required)

Contact Name (required)

Contact Email (required)

Organization (required)

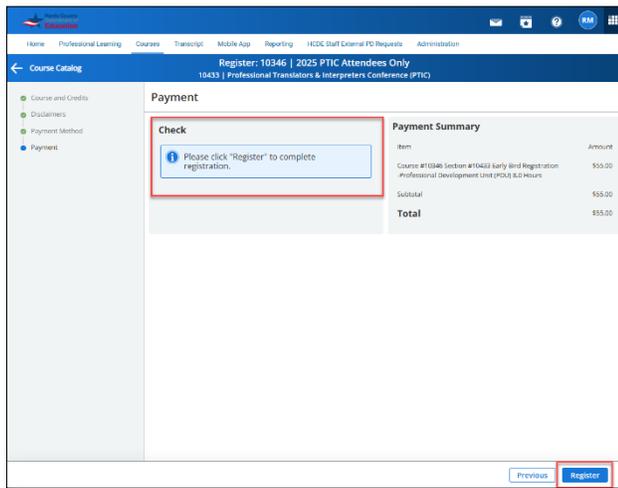
Department (required)

Work Phone Area Code (required) Prefix (required) Suffix (required) Extension (required)

Fax Area Code (required) Prefix (required) Suffix (required)

Item	Amount
Course #10346 Section #10433 Early Bird Registration-Professional Development Unit (PDU), 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

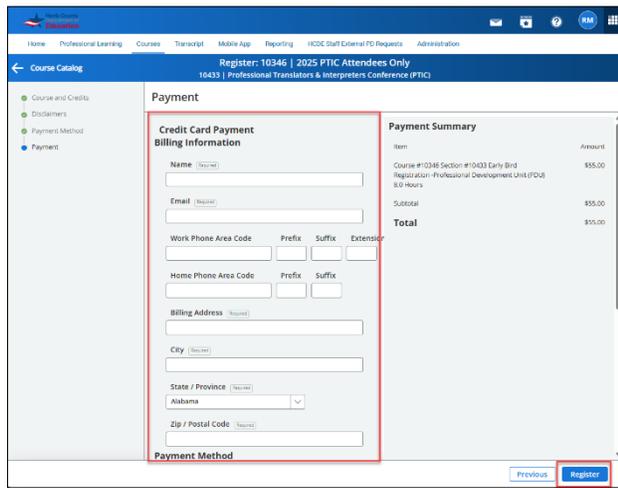
Payment

Check

Please click "Register" to complete registration.

Item	Amount
Course #10346 Section #10433 Early Bird Registration-Professional Development Unit (PDU), 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | 2025 PTIC Attendees Only
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

Credit Card Payment

Billing Information

Name (required)

Email (required)

Work Phone Area Code (required) Prefix (required) Suffix (required) Extension (required)

Home Phone Area Code (required) Prefix (required) Suffix (required)

Billing Address (required)

City (required)

State / Province (required)
Alabama

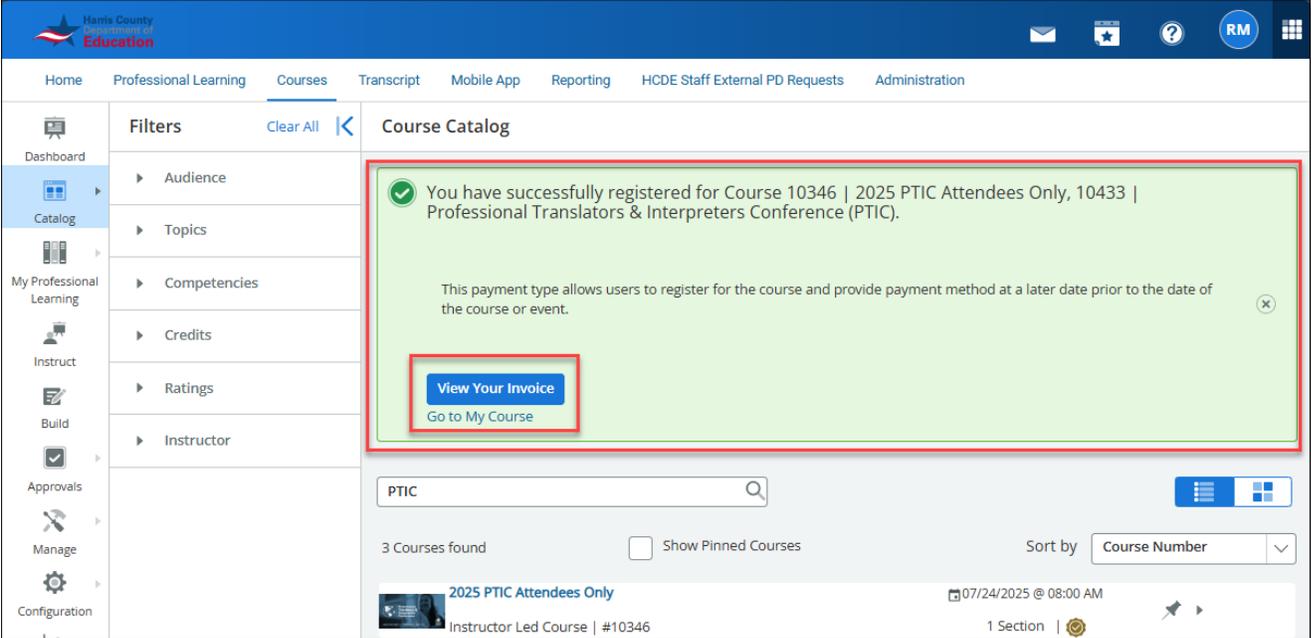
Zip / Postal Code (required)

Payment Method

Item	Amount
Course #10346 Section #10433 Early Bird Registration-Professional Development Unit (PDU), 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register

11. Review the green confirmation message at the top of the screen. Click **“View Your Invoice”** to submit and/or obtain an electronic receipt of your payment and registration, or **“Go to My Course”** to review the event description and details.



The screenshot shows the Harris County Department of Education Course Catalog interface. A green confirmation message is displayed at the top, stating: "You have successfully registered for Course 10346 | 2025 PTIC Attendees Only, 10433 | Professional Translators & Interpreters Conference (PTIC)." Below the message, there is a note: "This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event." Two buttons are visible: "View Your Invoice" and "Go to My Course". The interface also shows a search bar with "PTIC" entered, 3 courses found, and a list of courses including "2025 PTIC Attendees Only" with details like "Instructor Led Course | #10346" and "07/24/2025 @ 08:00 AM".

If you have questions about the conference or need technical assistance with registration and/or account creation, please contact the following:

Conference Contact Information

Marketing & Client Engagement

Lanette Gonzales-Tonsul, Coordinator

lanette.gtonsul@hcde-texas.org

(713) 696 – 2106

Technical Support Contact Information

IT Service Desk

servicedesk@hcde-texas.org

(713) 696 – 1300