

Sponsor Registration, Payment, & Invoice Management

Professional Learning Instructional Guide



Professional Learning Account Creation

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

A screenshot of the Professional Learning login page. The page has a white background with a blue and red star logo in the top right corner. The login form is on the left, with fields for "User Name" and "Password". A "Log In" button is below the password field. To the right of the login form is a "Sign Up" link. Below the login form is a "Professional Learning" section with copyright information. On the right side of the page, there is a "Welcome" message and "Guest Access Support Information" with contact details for the Service Desk.

Log In

User Name

Sign Up

Password

Forgot Password? | Forgot Username?

Log In

Professional Learning

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2024.12.00.00_3760 - f9f4972 on pl-hcde-VVNX8

Harris County Department of Education

Welcome

Welcome to Harris County Department of Education Professional Development Center

Guest Access Support Information

For all support related inquiries, please contact our Service Desk by either method below. servicedesk@hcde-texas.org

Phone 713-696-1300

2. Click **“Sign Up”**

A screenshot of the Professional Learning login page, identical to the one above, but with a red box highlighting the "Sign Up" link next to the User Name field.

Log In

User Name

Sign Up

Password

Forgot Password? | Forgot Username?

Log In

Professional Learning

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Harris County Department of Education

Welcome

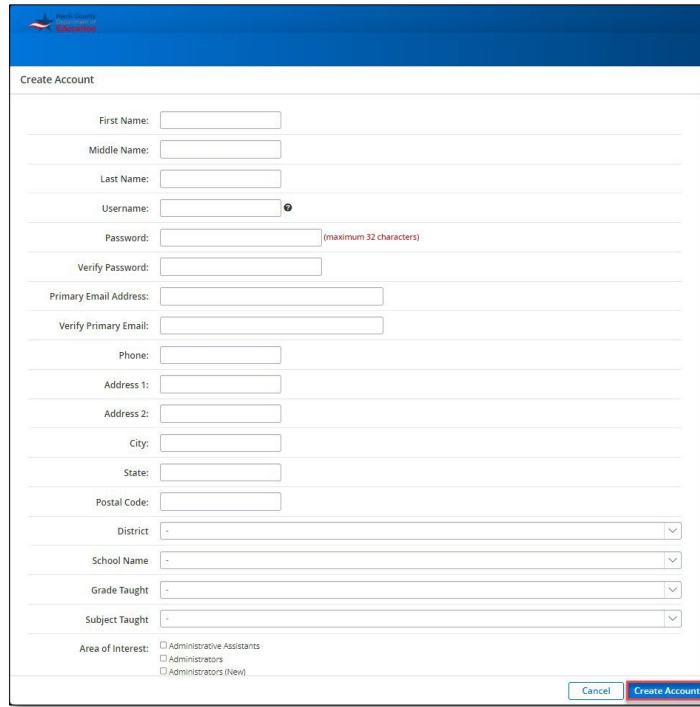
Welcome to Harris County Department of Education Professional Development Center

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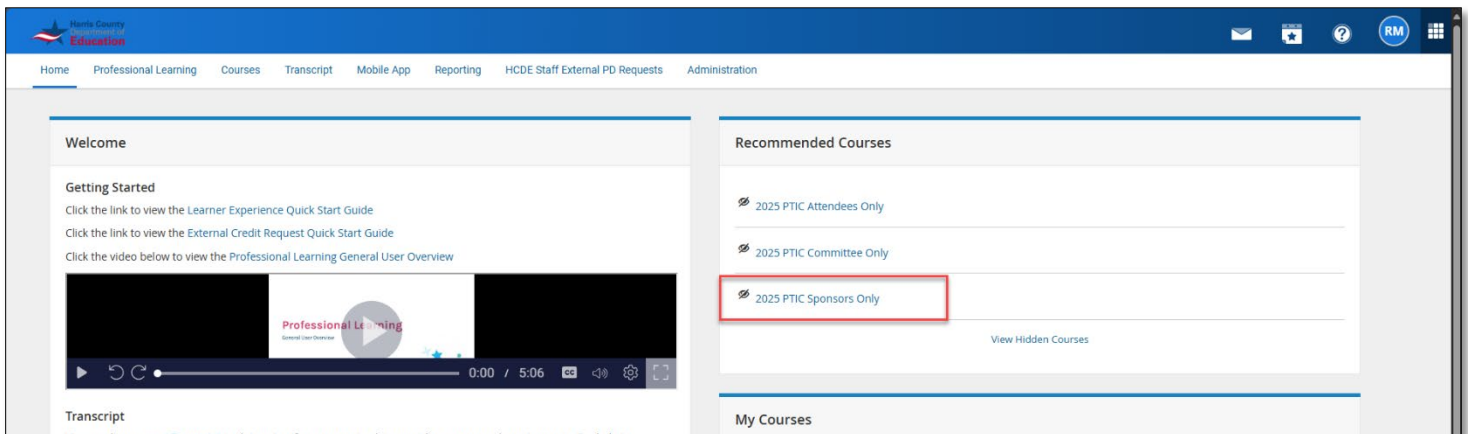
Phone 713-696-1300

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

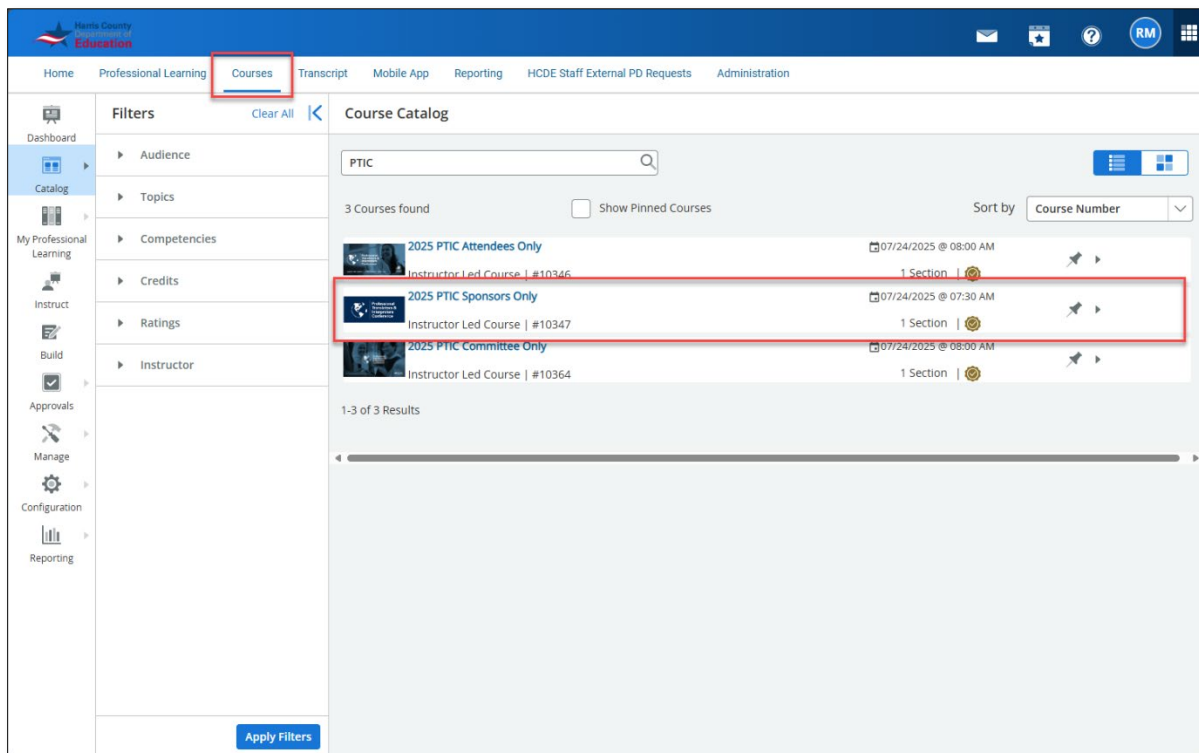
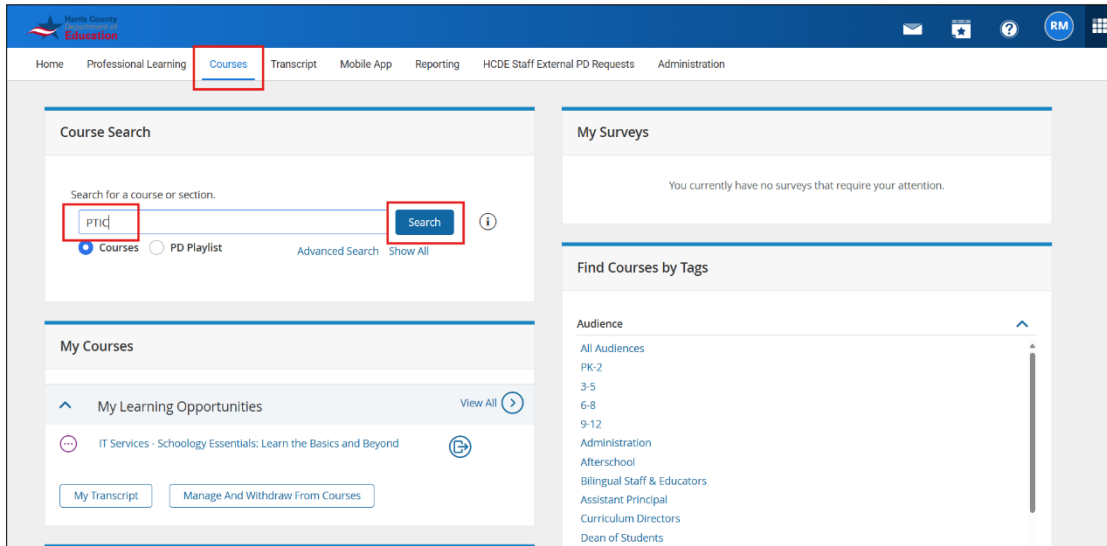


4. Once logged in, search for one of the following in the **Recommended Courses Channel**:

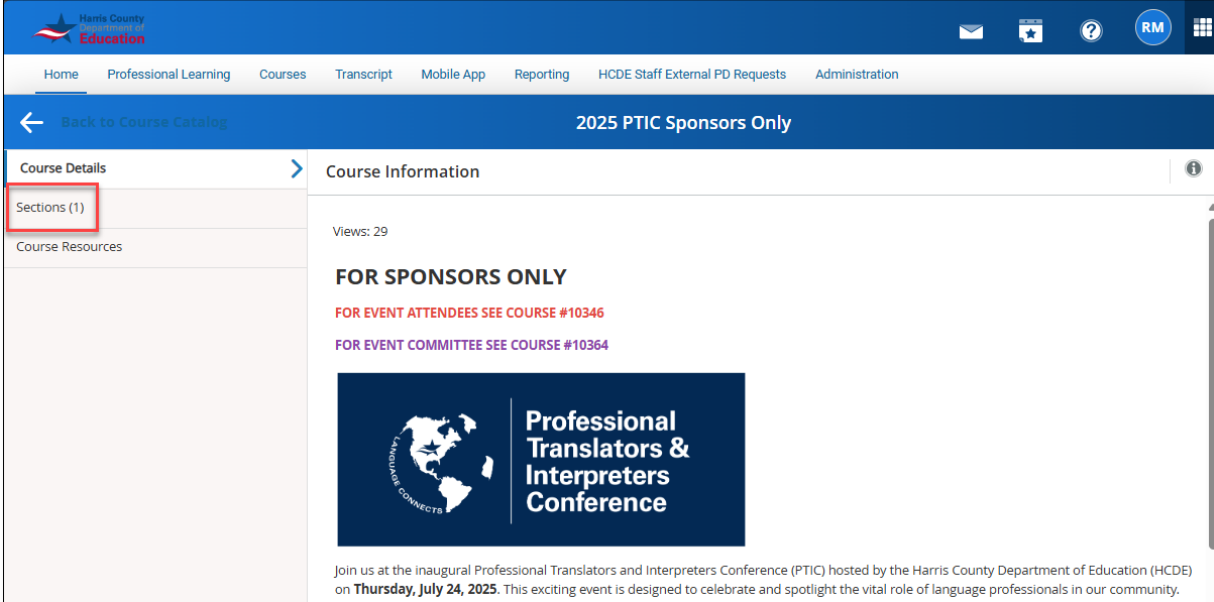
- 2025 PTIC Sponsors Only



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




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



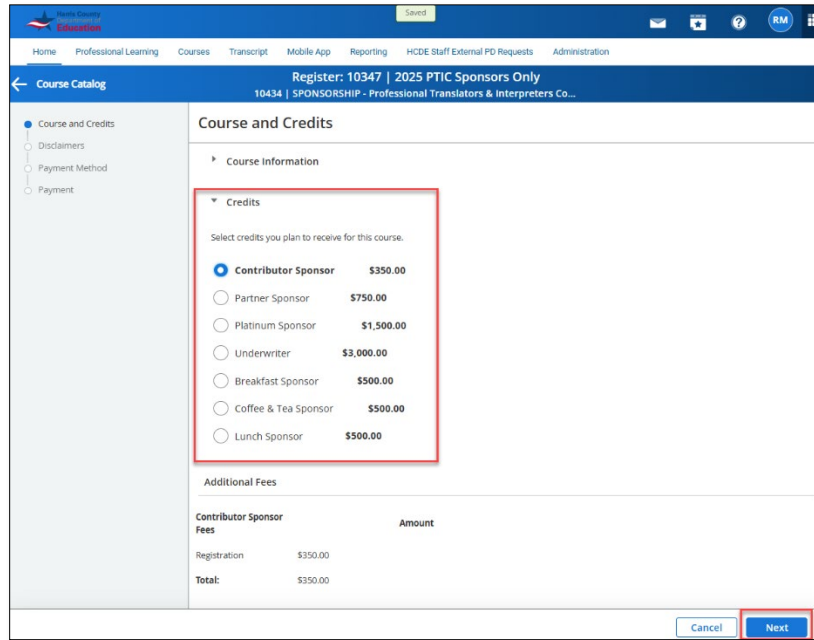
The screenshot shows the Harris County Department of Education website. The top navigation bar includes links for Home, Professional Learning, Courses, Transcript, Mobile App, Reporting, HCDE Staff External PD Requests, and Administration. The main header area displays '2025 PTIC Sponsors Only'. On the left, a sidebar contains 'Course Details', 'Sections (1)', and 'Course Resources'. The 'Sections (1)' link is highlighted with a red box. The main content area, titled 'Course Information', shows 'Views: 29' and a section for 'FOR SPONSORS ONLY'. It includes links for 'FOR EVENT ATTENDEES SEE COURSE #10346' and 'FOR EVENT COMMITTEE SEE COURSE #10364'. Below this is a graphic for the 'Professional Translators & Interpreters Conference' with a globe icon and the text 'TRANSLATING. CONNECTING.'. A paragraph at the bottom invites users to join the inaugural conference on Thursday, July 24, 2025.

6. Click **“Register”**



The screenshot shows the same website as the previous one, but now the 'Section Information' tab is selected in the sidebar. The main content area displays details for the 'SPONSORSHIP - Professional Translators & Interpreters Conference (PTIC)'. It lists the instructor(s) as ALMA LETICIA OCHOA, JANET BAILEY WACHS, LANETTE WONNE GONZALES-TONSUL, and STEPHANIE ANN DE LOS SANTOS. It also shows 'Seats: 23 left of 25' and a 'Read more' link. A red box highlights the 'Register' button in the bottom right corner.

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



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Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

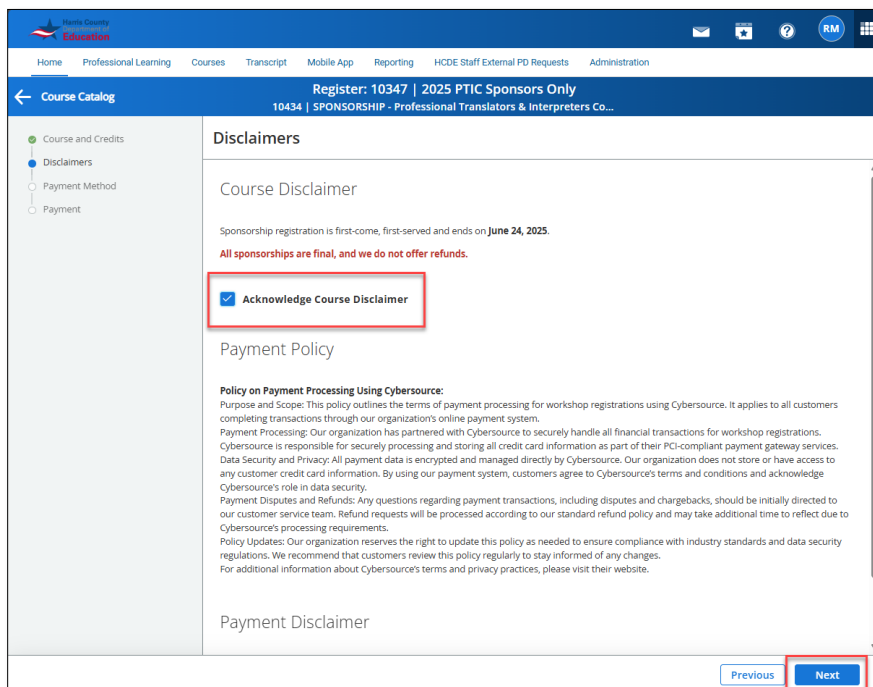
- ☒ Contributor Sponsor \$350.00
- ☐ Partner Sponsor \$750.00
- ☐ Platinum Sponsor \$1,500.00
- ☐ Underwriter \$3,000.00
- ☐ Breakfast Sponsor \$500.00
- ☐ Coffee & Tea Sponsor \$500.00
- ☐ Lunch Sponsor \$500.00

Additional Fees

Contributor Sponsor Fees	Amount
Registration	\$350.00
Total:	\$350.00

Cancel Next

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



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Disclaimers

Course Disclaimer

Sponsorship registration is first-come, first-served and ends on **June 24, 2025**.

All sponsorships are final, and we do not offer refunds.

☒ Acknowledge Course Disclaimer

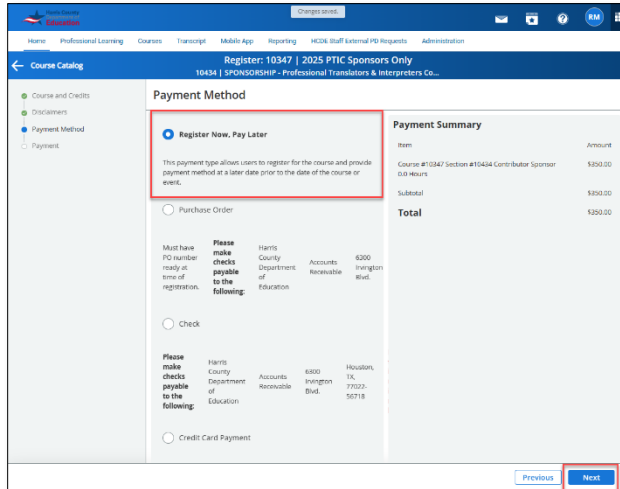
Payment Policy

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 and data security regulations. We recommend that customers review this policy regularly to stay informed of any changes.
For additional information about Cybersource's terms and privacy practices, please visit their website.

Payment Disclaimer

Previous Next

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



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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 Irvington Blvd., Houston, TX 77022-56718

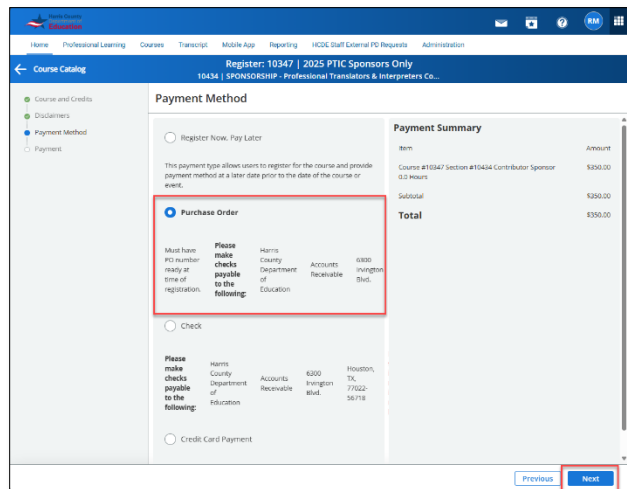
☐ Check
Please make checks payable to the following:
Harris County Department of Education, Accounts Receivable, 6300 Irvington Blvd., Houston, TX 77022-56718

☐ Credit Card Payment

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$250.00
Subtotal	\$250.00
Total	\$250.00

Previous Next



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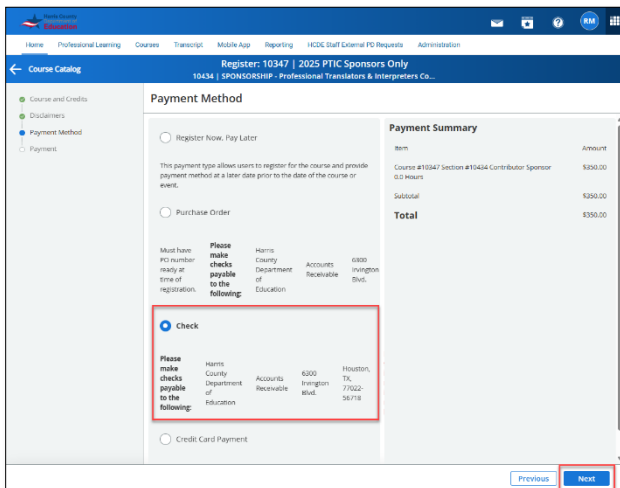
☐ Check
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☐ Credit Card Payment

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$250.00
Subtotal	\$250.00
Total	\$250.00

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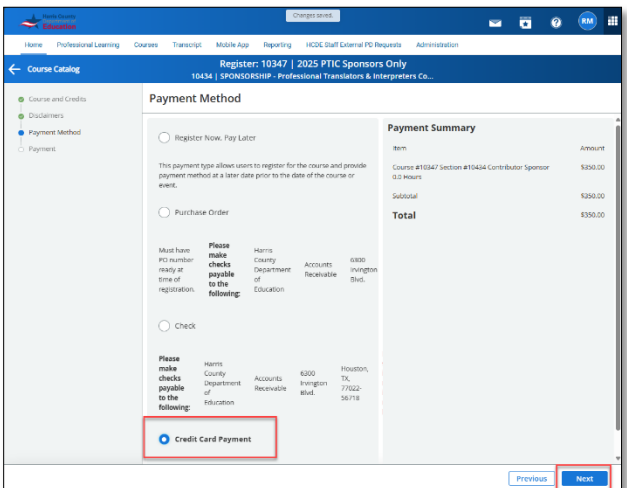
☒ Check
Please make checks payable to the following:
Harris County Department of Education, Accounts Receivable, 6300 Irvington Blvd., Houston, TX 77022-56718

☐ Credit Card Payment

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$250.00
Subtotal	\$250.00
Total	\$250.00

Previous Next



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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 Irvington Blvd., Houston, TX 77022-56718

☐ Check
Please make checks payable to the following:
Harris County Department of Education, Accounts Receivable, 6300 Irvington Blvd., Houston, TX 77022-56718

☒ Credit Card Payment

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$250.00
Subtotal	\$250.00
Total	\$250.00

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:

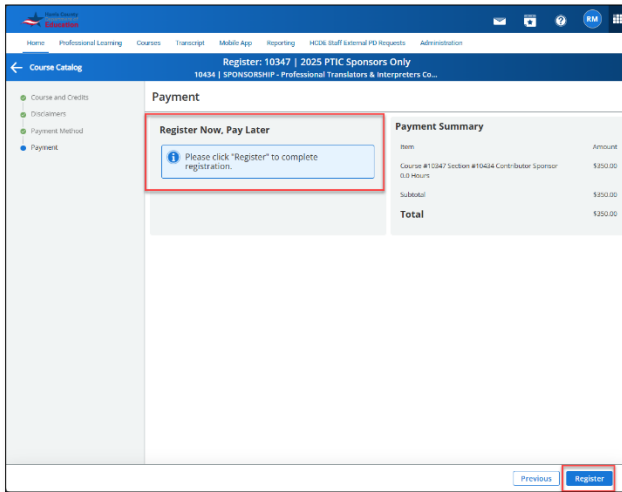
**Harris County Department of Education
Accounts Receivable
6300 Irvington Blvd
Houston, TX, 77022**

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”



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Payment

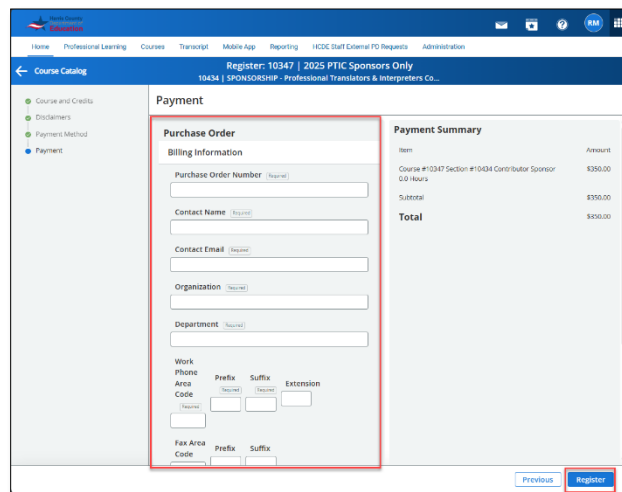
Register Now, Pay Later

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor	\$350.00
0.0 Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | 2025 PTIC Sponsors Only
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Payment

Purchase Order

Billing Information

Purchase Order Number (Required)

Contact Name (Required)

Contact Email (Required)

Organization (Required)

Department (Required)

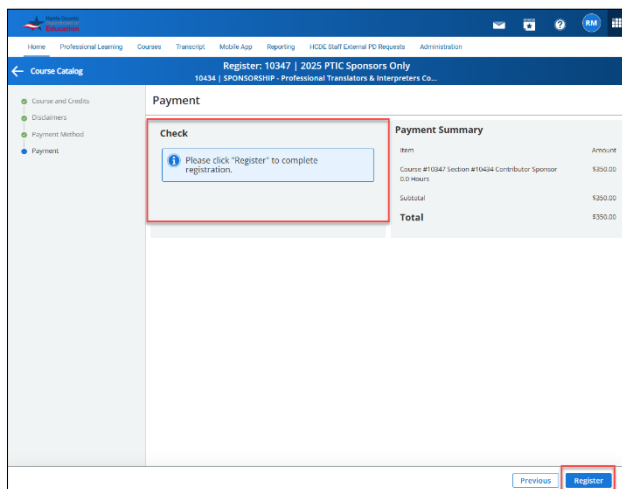
Work Phone Area Code (Required) Prefix (Required) Suffix (Required) Extension (Required)

For Area Code (Required) Prefix (Required) Suffix (Required)

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor	\$350.00
0.0 Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | 2025 PTIC Sponsors Only
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Payment

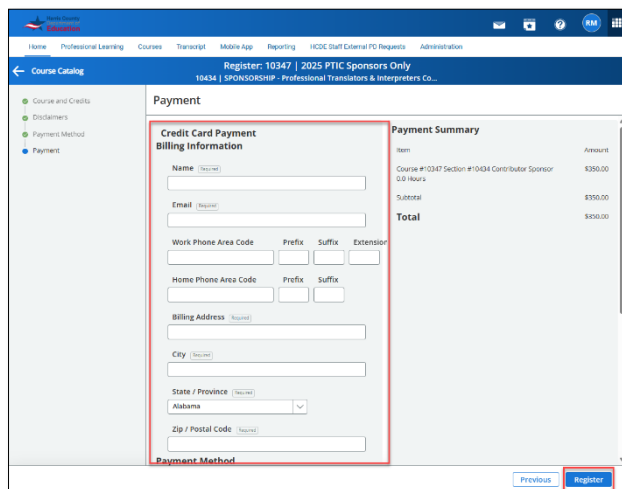
Check

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor	\$350.00
0.0 Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | 2025 PTIC Sponsors Only
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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)

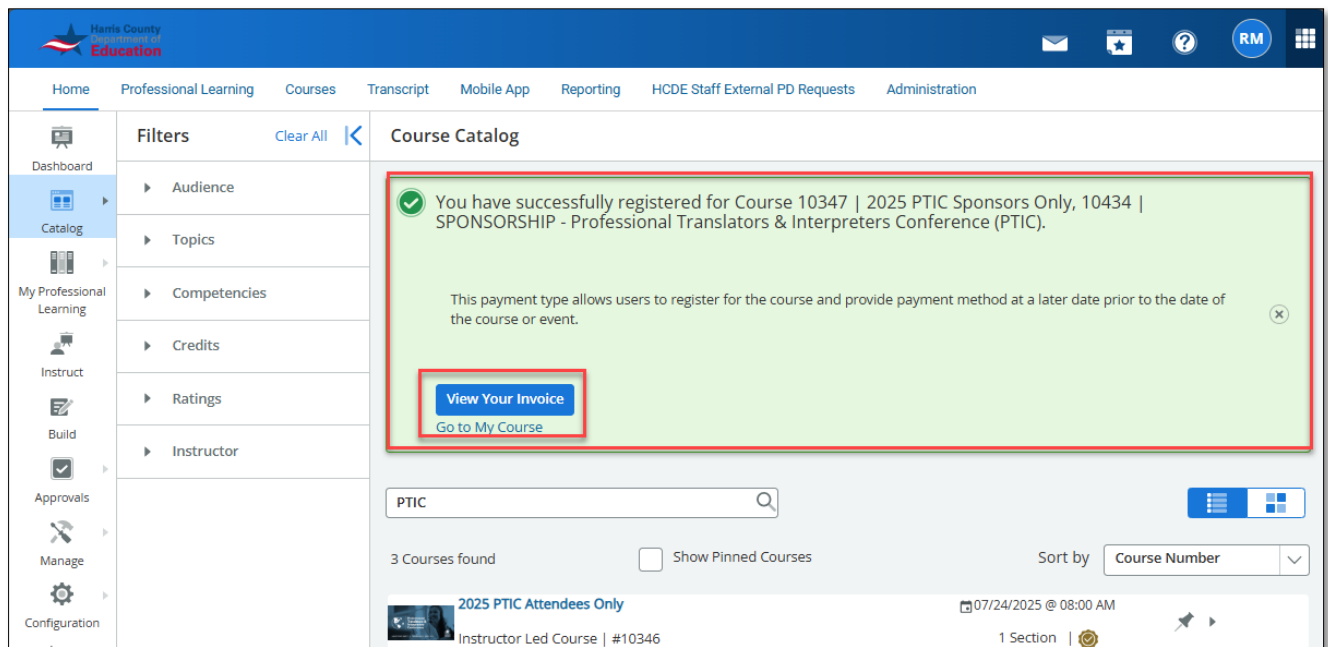
Payment Method

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor	\$350.00
0.0 Hours	
Subtotal	\$350.00
Total	\$350.00

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.



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