

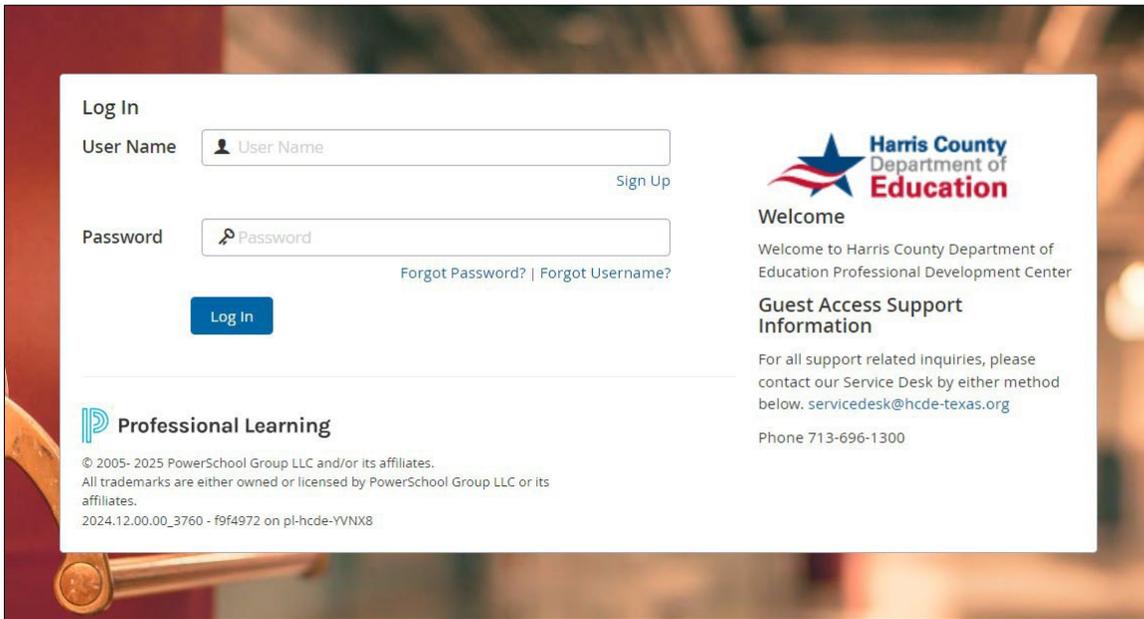
Guest Registration, Payment, & Invoice Management

Professional Learning Instructional Guide

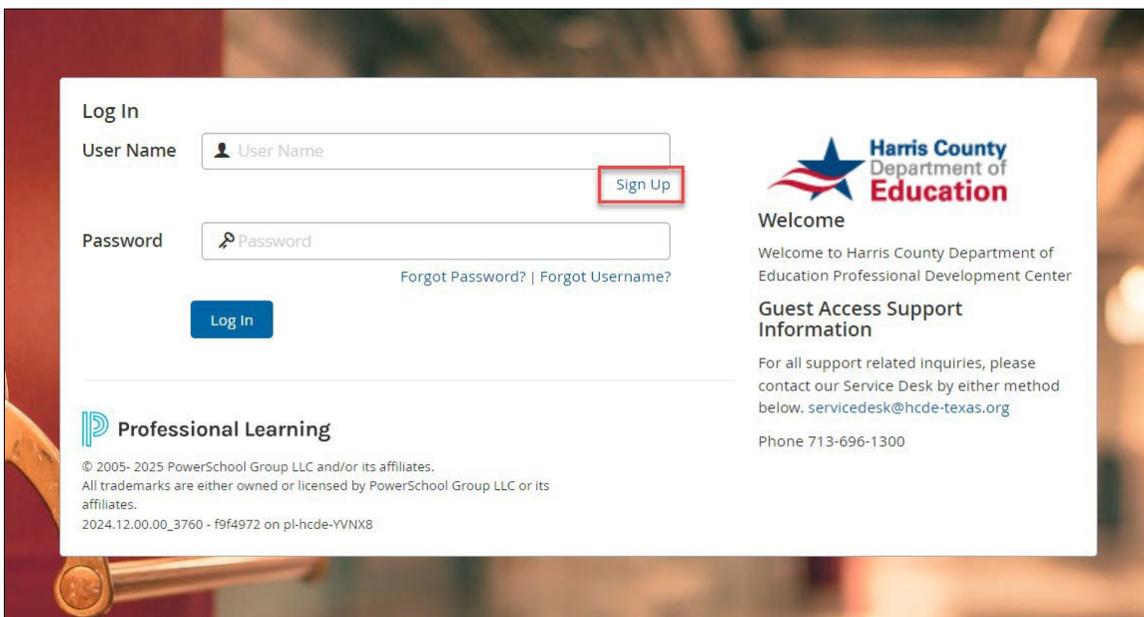


Professional Learning Account Creation

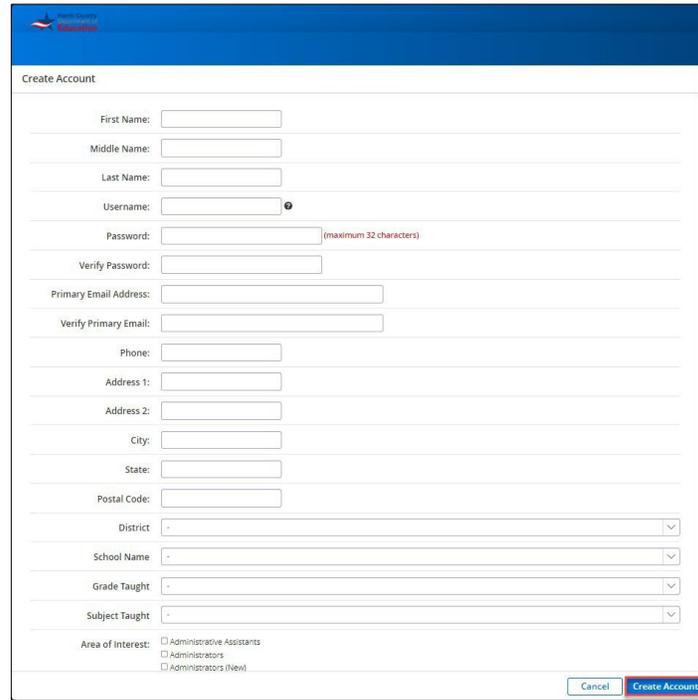
1. Navigate to <https://hcde.pl.powerschool.com/ia/empari/login/guest>



2. Click "Sign Up"

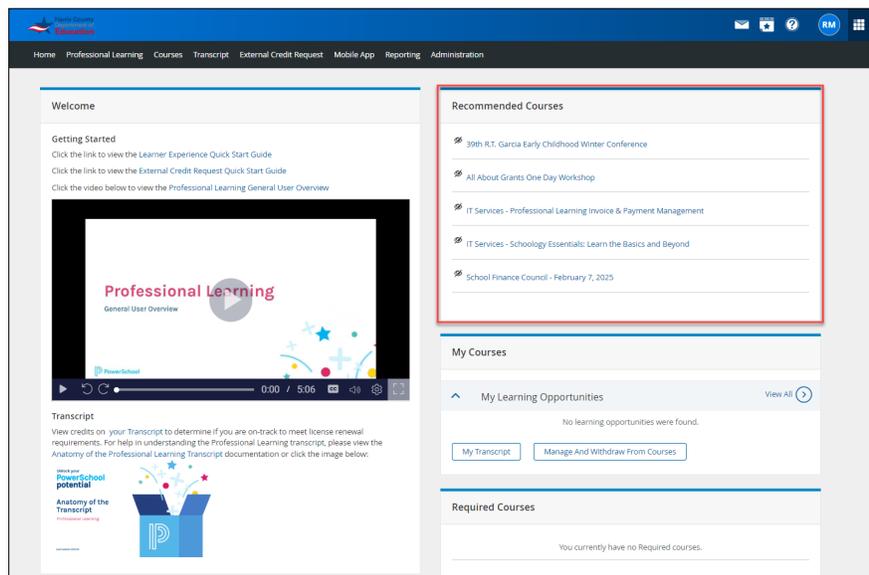


3. Complete the account creation form and click **“Create Account”**

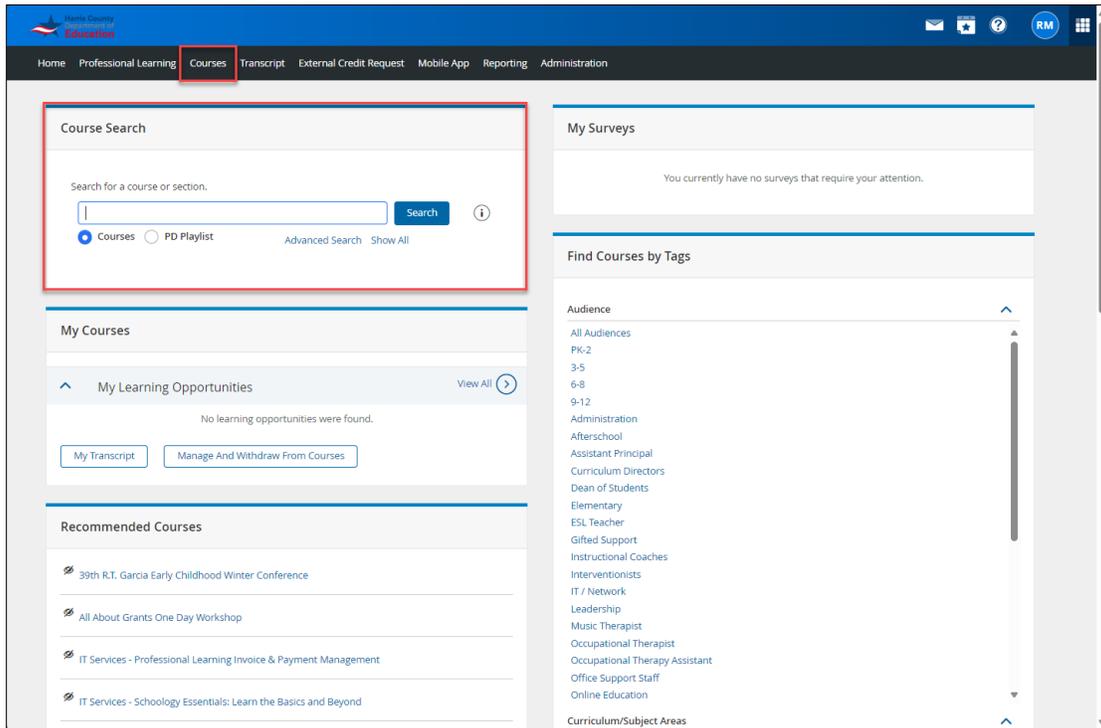


4. Once logged in, search for the desired course or workshop:

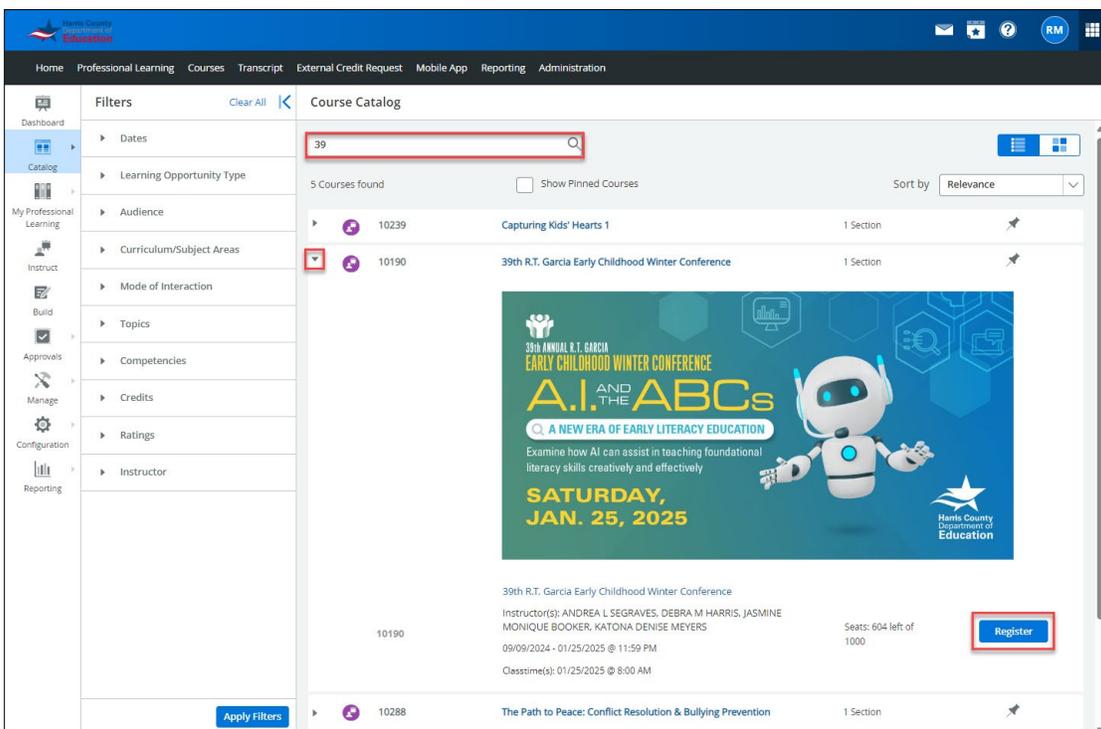
Recommended Courses Channel:



Search in the Course Catalog:

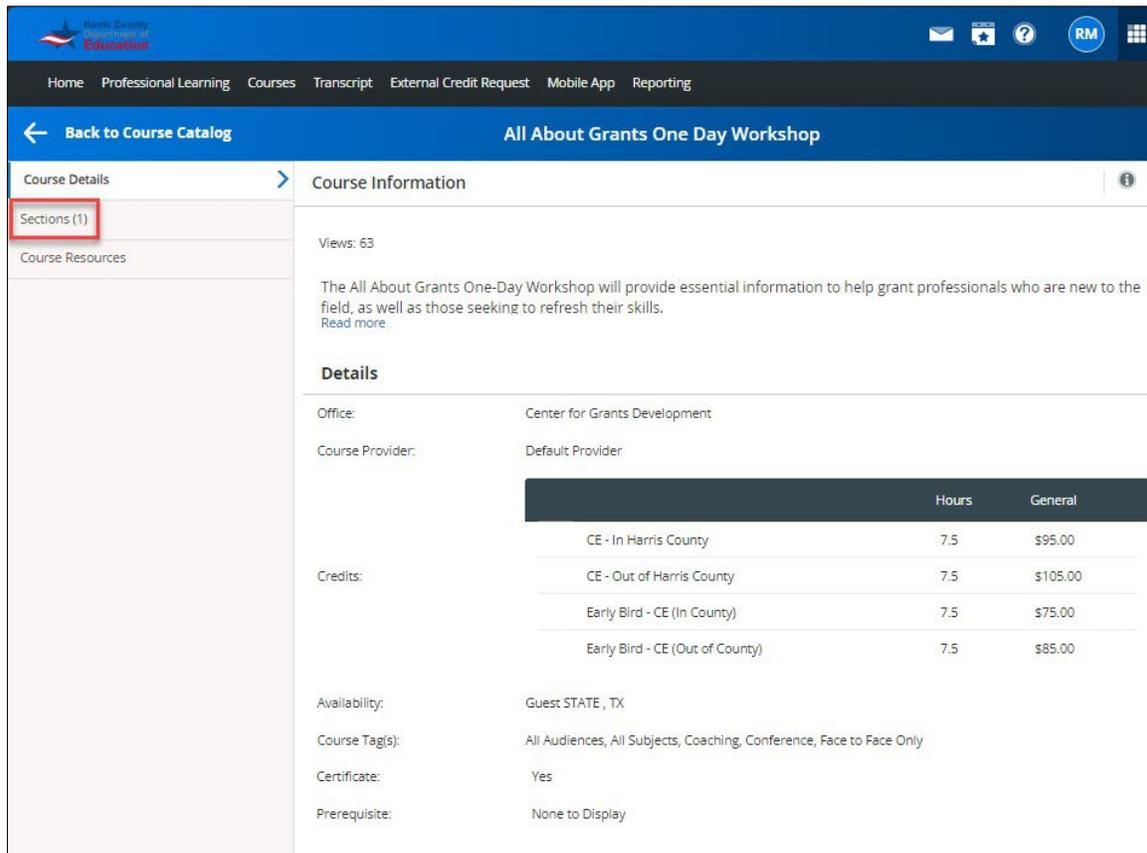


The screenshot shows the 'Course Search' section of the Harris County Department of Education website. The 'Courses' menu item is highlighted in the top navigation bar. The search interface includes a search box with the placeholder text 'Search for a course or section.', a 'Search' button, and radio buttons for 'Courses' (selected) and 'PD Playlist'. Below the search box are links for 'Advanced Search' and 'Show All'. To the right, the 'My Surveys' section indicates that there are currently no surveys requiring attention. The 'Find Courses by Tags' section lists various audience categories such as 'All Audiences', 'PK-2', '3-5', '6-8', '9-12', and various professional roles like 'Administration', 'Afterschool', and 'Instructional Coaches'. The 'My Courses' section shows 'My Learning Opportunities' with a 'View All' link and a message stating 'No learning opportunities were found.' Below this are buttons for 'My Transcript' and 'Manage And Withdraw From Courses'. The 'Recommended Courses' section lists several courses, including '39th R.T. Garcia Early Childhood Winter Conference'.



The screenshot shows the 'Course Catalog' interface. The 'Filters' sidebar on the left includes categories like 'Dates', 'Learning Opportunity Type', 'Audience', 'Curriculum/Subject Areas', 'Mode of Interaction', 'Topics', 'Competencies', 'Credits', 'Ratings', and 'Instructor'. The main content area shows a search for '39' resulting in 5 courses found. The first course listed is '39th R.T. Garcia Early Childhood Winter Conference' with 1 section. A red box highlights the '39' search input and the course title. Below the course title is a promotional banner for the '39th Annual R.T. Garcia Early Childhood Winter Conference' titled 'A.I. AND THE ABCs: A NEW ERA OF EARLY LITERACY EDUCATION', scheduled for Saturday, Jan. 25, 2025. The banner features a robot character and the Harris County Department of Education logo. Below the banner, the course details are displayed: '39th R.T. Garcia Early Childhood Winter Conference', instructor list (ANDREA L SEGRAVES, DEBRA M HARRIS, JASMINE MONIQUE BOOKER, KATONA DENISE MEYERS), dates (09/09/2024 - 01/25/2025 @ 11:59 PM), and class time (01/25/2025 @ 8:00 AM). A 'Register' button is highlighted with a red box. The second course listed is 'The Path to Peace: Conflict Resolution & Bullying Prevention'.

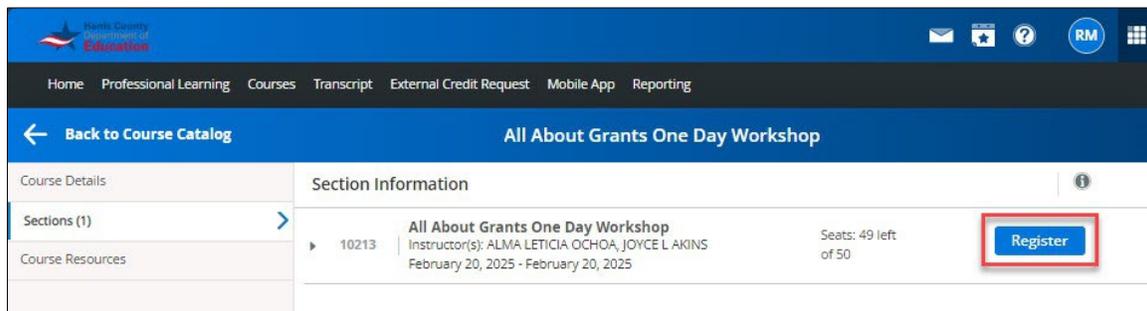
5. Review the workshop details and registration options, and then click **“Sections (1)”**



The screenshot shows the course details page for "All About Grants One Day Workshop". The left sidebar has a "Sections (1)" link highlighted with a red box. The main content area shows course information, including a description, details, and a table of credits.

	Hours	General
CE - In Harris County	7.5	\$95.00
CE - Out of Harris County	7.5	\$105.00
Early Bird - CE (In County)	7.5	\$75.00
Early Bird - CE (Out of County)	7.5	\$85.00

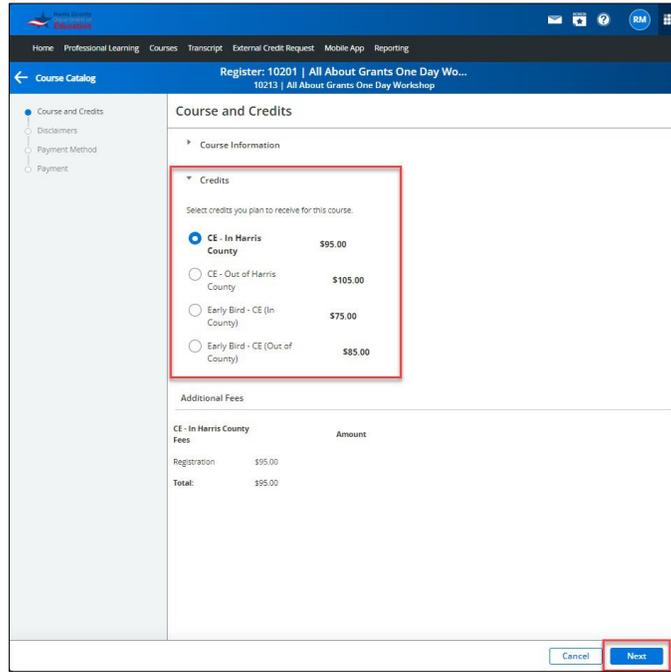
6. Click **“Register”**



The screenshot shows the section information page for "All About Grants One Day Workshop". The "Sections (1)" link in the left sidebar is highlighted with a blue arrow. The main content area shows section information for ID 10213, including the title, instructor(s), dates, and a "Register" button highlighted with a red box.

Section ID	Section Information	Seats	Action
10213	All About Grants One Day Workshop Instructor(s): ALMA LETICIA OCHOA, JOYCE L AKINS February 20, 2025 - February 20, 2025	Seats: 49 left of 50	Register

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



Register: 10201 | All About Grants One Day Wo...
10213 | All About Grants One Day Workshop

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

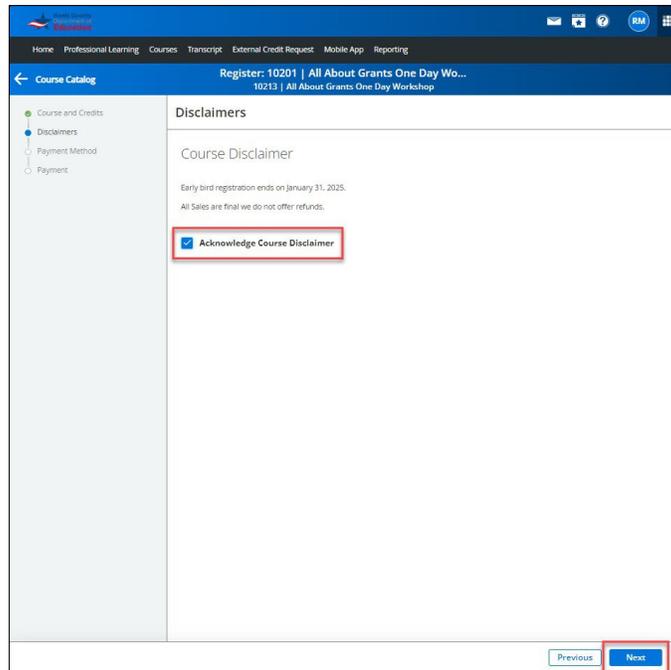
- CE - In Harris County \$95.00
- CE - Out of Harris County \$105.00
- Early Bird - CE (In County) \$75.00
- Early Bird - CE (Out of County) \$85.00

Additional Fees

CE - In Harris County Fees	Amount
Registration	\$95.00
Total:	\$95.00

Cancel Next

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



Register: 10201 | All About Grants One Day Wo...
10213 | All About Grants One Day Workshop

Disclaimers

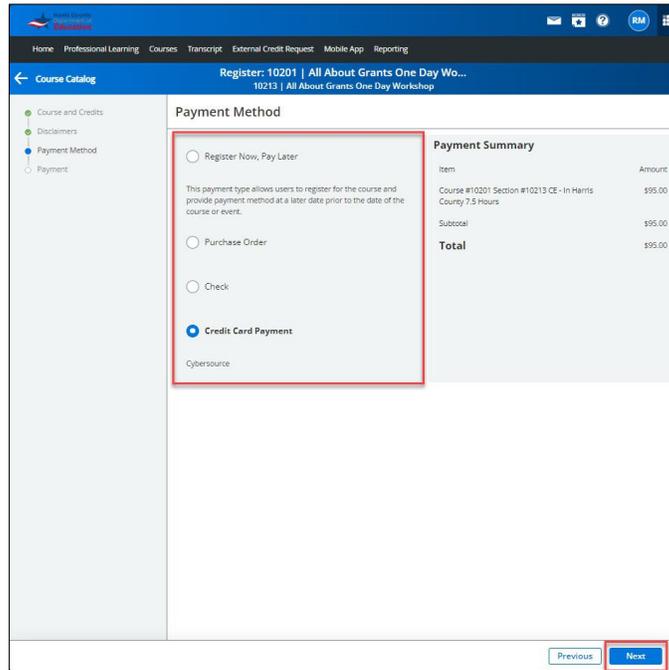
Course Disclaimer

Early bird registration ends on January 31, 2025.
All Sales are final we do not offer refunds.

Acknowledge Course Disclaimer

Previous Next

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



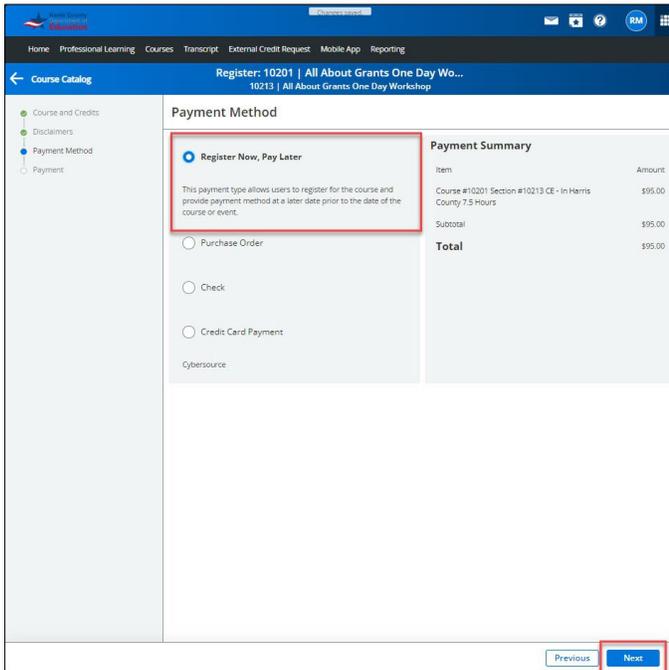
The screenshot shows a web application interface for course registration. The main heading is "Payment Method". There are four radio button options: "Register Now, Pay Later", "Purchase Order", "Check", and "Credit Card Payment". The "Credit Card Payment" option is selected and highlighted with a red box. Below the "Credit Card Payment" option, the text "Cybersource" is visible. To the right of the payment method options is a "Payment Summary" table. At the bottom right of the page, there are "Previous" and "Next" buttons, with the "Next" button highlighted in blue and also marked with a red box.

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Payment Method Options:

1. **Register Now, Pay Later**
 - a. 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.
2. **Purchase Order**
 - a. This payment type allows users to register for the course and provide purchase order information at the time of registration.
3. **Check**
 - a. This payment type should be mailed or delivered to the contact person for the workshop, who will provide details that should be included for this payment type.
4. **Credit Card Payment**
 - a. 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”



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

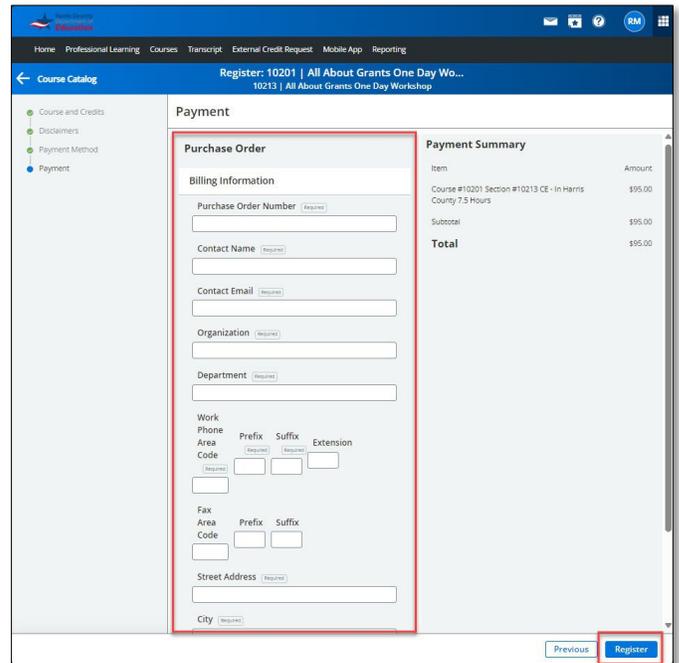
Check

Credit Card Payment

Cybersource

Payment Summary	
Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Next**



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)

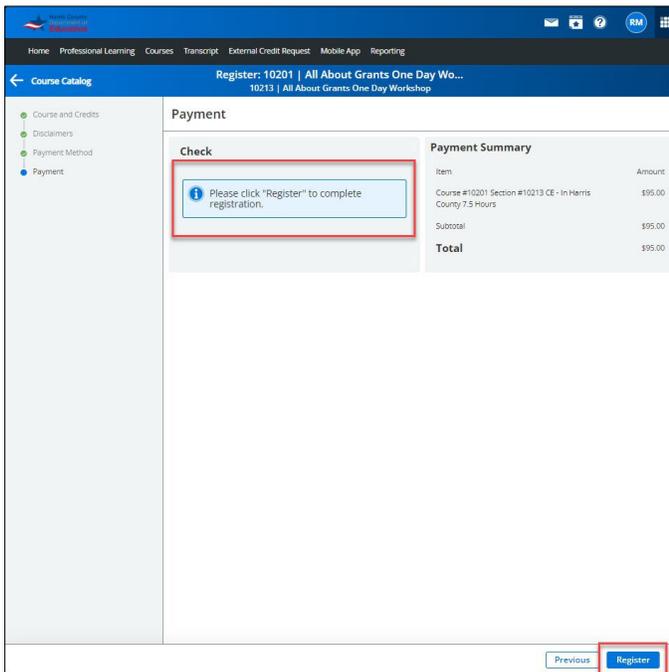
Street Address (required)

City (required)

Payment Summary	
Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Register**

3.5



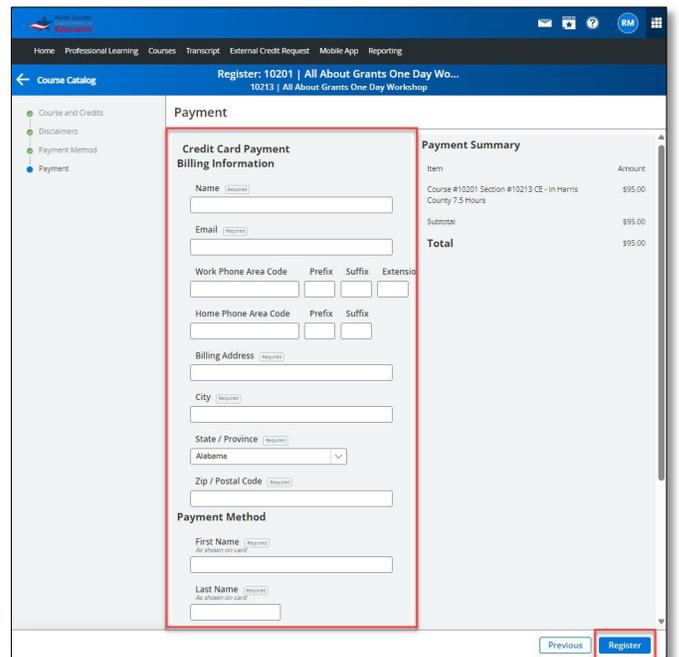
Payment

Check

Please click "Register" to complete registration.

Payment Summary	
Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Register**



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

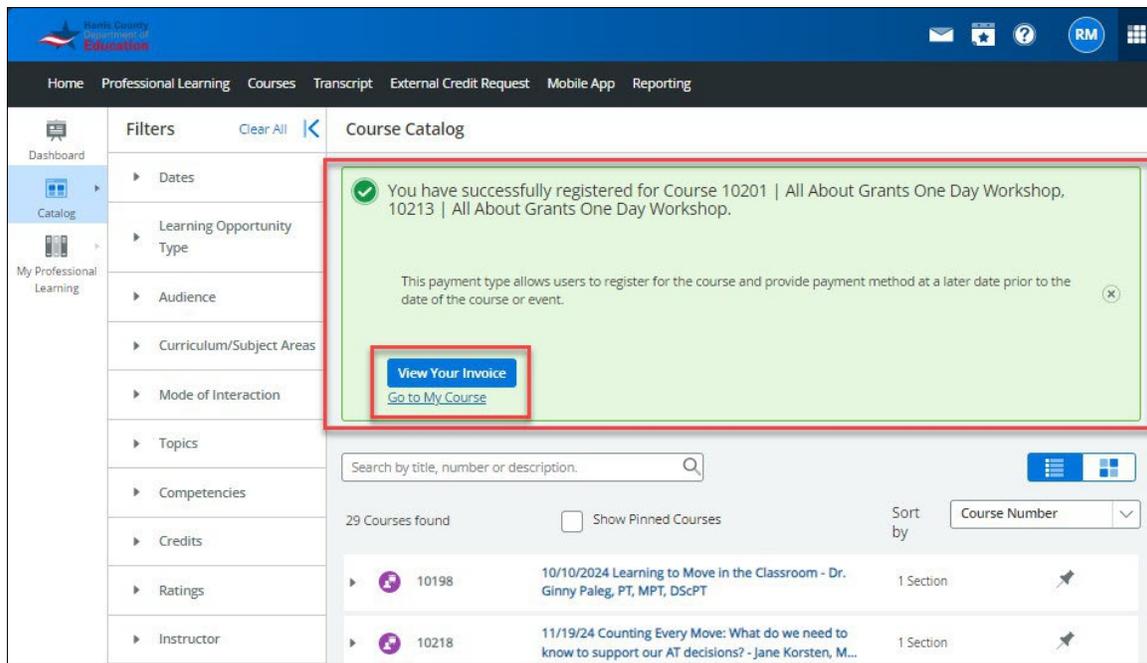
First Name (required)
All shown on card

Last Name (required)
All shown on card

Payment Summary	
Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

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 displays the Harris County Department of Education Course Catalog interface. A green confirmation message is highlighted with a red border, stating: "You have successfully registered for Course 10201 | All About Grants One Day Workshop, 10213 | All About Grants One Day Workshop." 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", both of which are also highlighted with red borders. The interface includes a navigation menu on the left with options like Dashboard, Catalog, and My Professional Learning. The main content area shows a search bar, a list of 29 courses found, and a table of course details.

Course Number	Course Title	Sections
10198	10/10/2024 Learning to Move in the Classroom - Dr. Ginny Paleg, PT, MPT, DScPT	1 Section
10218	11/19/24 Counting Every Move: What do we need to know to support our AT decisions? - Jane Korsten, M...	1 Section

If you need technical assistance with registration and account creation, please contact the following:

Technical Support Contact Information

IT Service Desk

servicedesk@hcde-texas.org

(713) 696 – 1300

Register Now, Pay Later

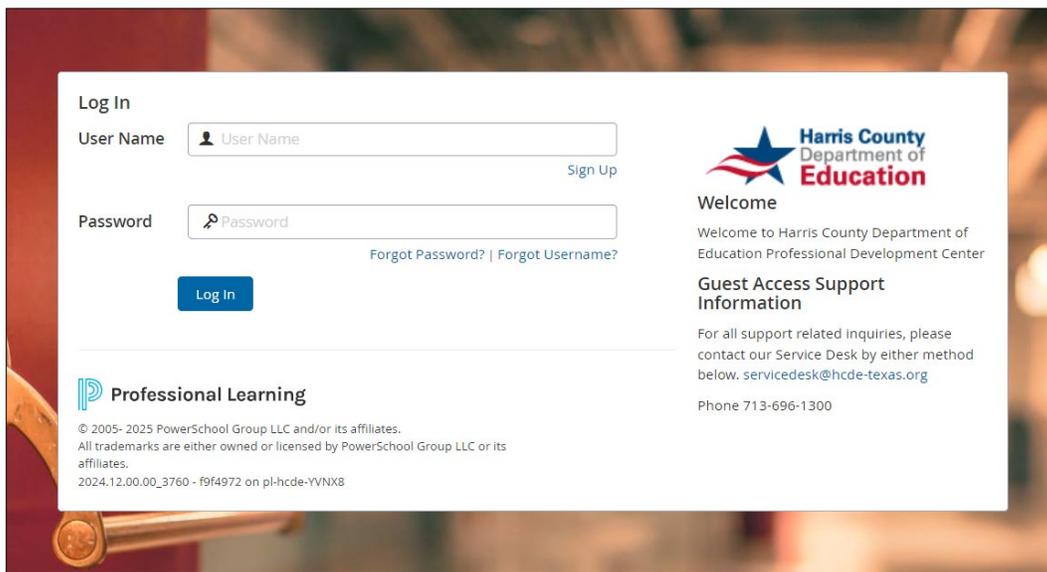
Professional Learning Instructional Guide



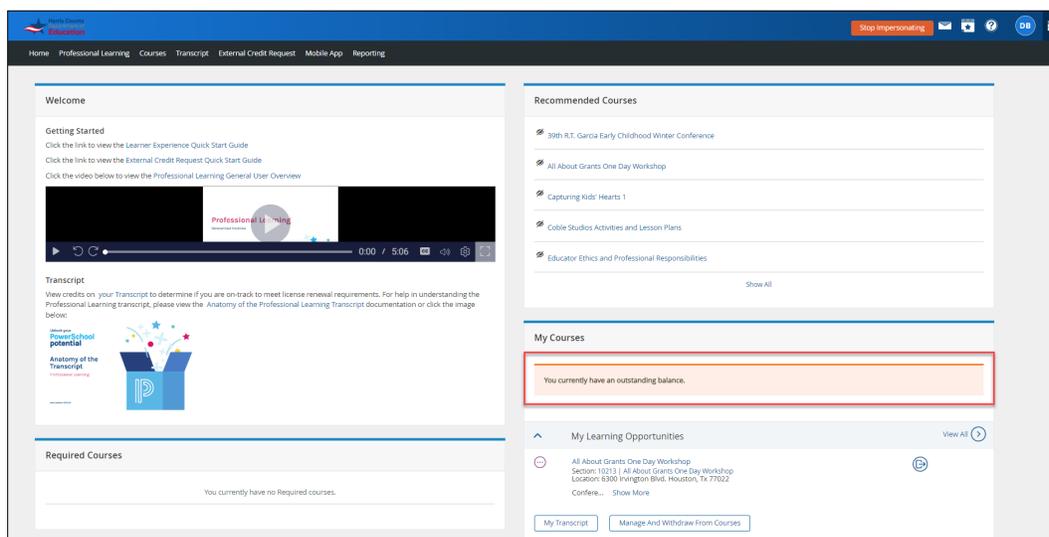
Register Now, Pay Later

If you registered for a workshop and selected **“Register Now, Pay Later”** as your payment method, follow these instructions to get back into your account to make your payment.

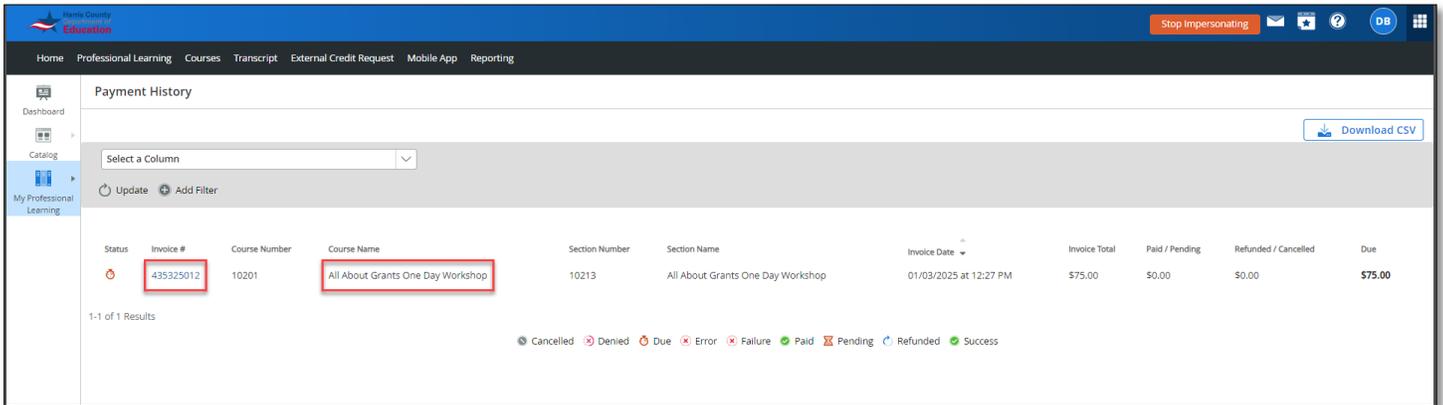
1. Navigate to <https://hcde.pl.powerschool.com/ia/empari/login/guest> and sign in.



2. Click **“You currently have an outstanding balance”** to view the outstanding invoice.



3. Click on the **invoice number** to view the workshop invoice and proceed with payment options.

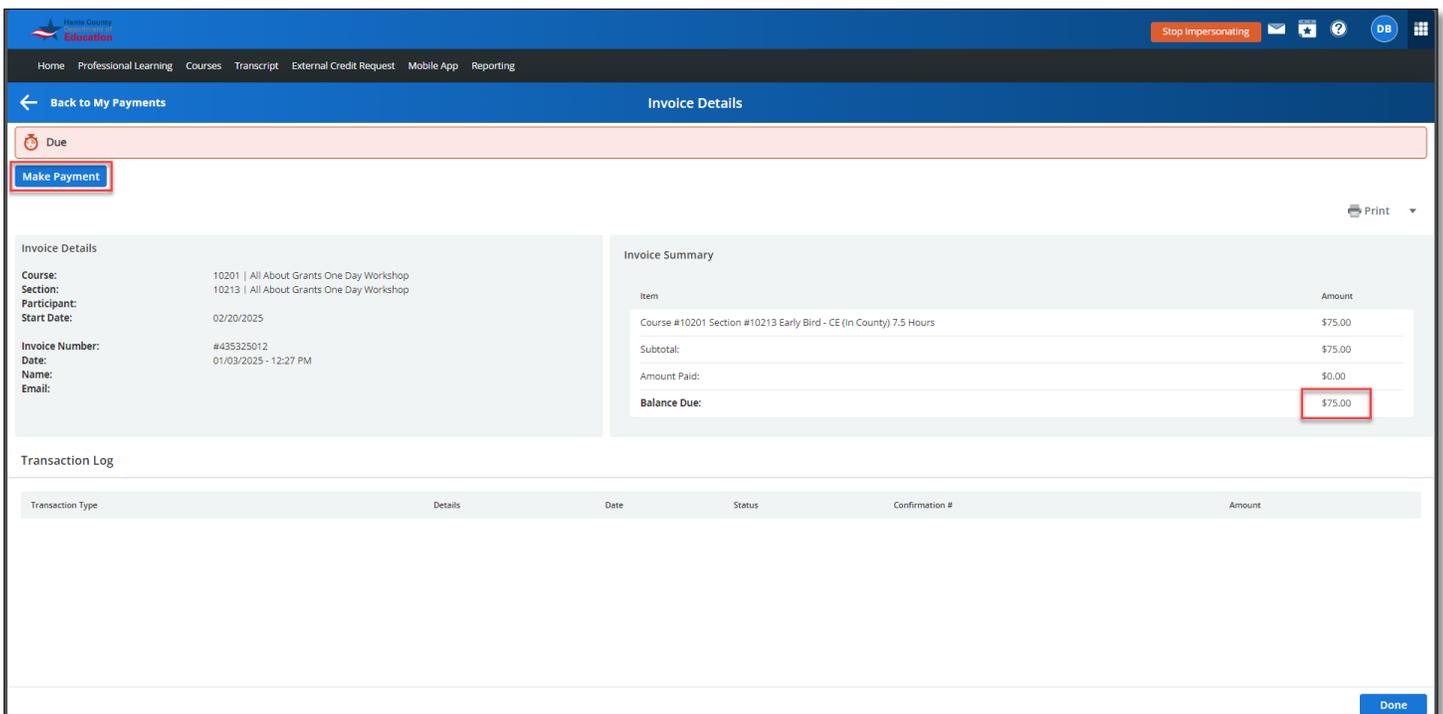


Status	Invoice #	Course Number	Course Name	Section Number	Section Name	Invoice Date	Invoice Total	Paid / Pending	Refunded / Cancelled	Due
	435325012	10201	All About Grants One Day Workshop	10213	All About Grants One Day Workshop	01/03/2025 at 12:27 PM	\$75.00	\$0.00	\$0.00	\$75.00

1-1 of 1 Results

Canceled
 Denied
 Due
 Error
 Failure
 Paid
 Pending
 Refunded
 Success

4. Review the outstanding balance and click **“Make Payment”**.



← Back to My Payments Invoice Details

Due

Make Payment Print

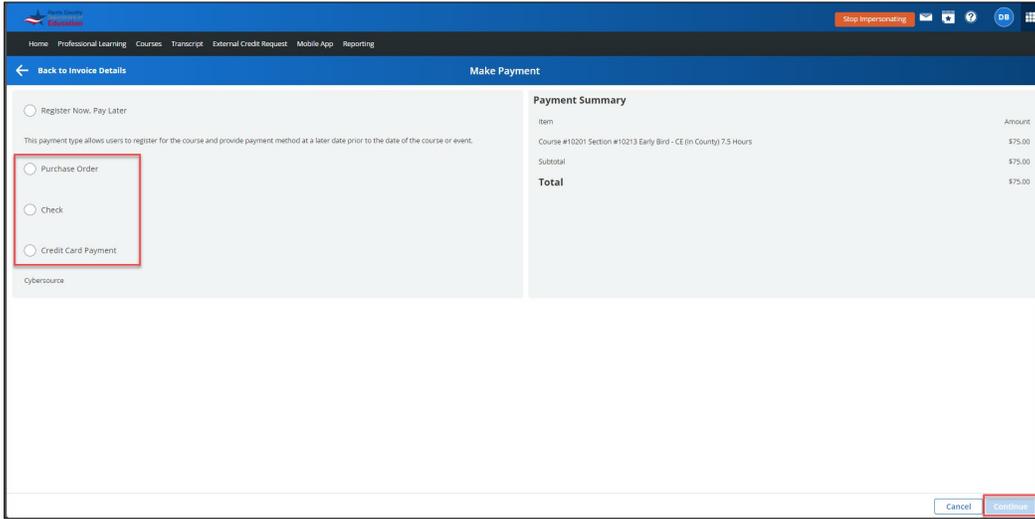
Invoice Details		Invoice Summary	
Course:	10201 All About Grants One Day Workshop	Item	Amount
Section:	10213 All About Grants One Day Workshop	Course #10201 Section #10213 Early Bird - CE (In County) 7.5 Hours	\$75.00
Participant:		Subtotal:	\$75.00
Start Date:	02/20/2025	Amount Paid:	\$0.00
Invoice Number:	#435325012	Balance Due:	\$75.00
Date:	01/03/2025 - 12:27 PM		
Name:			
Email:			

Transaction Log

Transaction Type	Details	Date	Status	Confirmation #	Amount

Done

- Select a new payment method: **“Purchase Order”**, **“Check”**, or **“Credit Card Payment”** and click **“Continue”**.



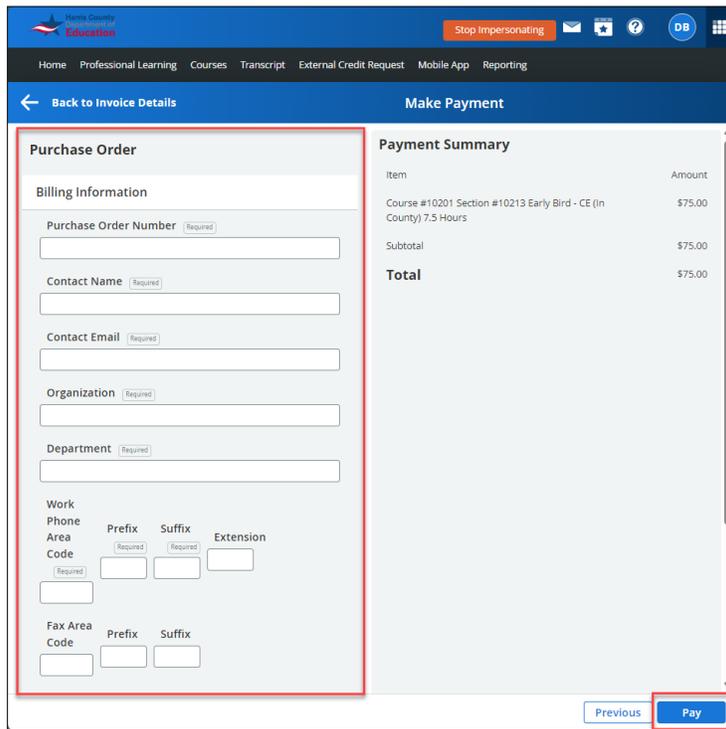
The screenshot shows the 'Make Payment' interface. On the left, there are three radio button options: 'Register Now, Pay Later', 'Purchase Order', 'Check', and 'Credit Card Payment'. The 'Purchase Order' option is highlighted with a red box. Below these options is a 'Cybersource' section. On the right, a 'Payment Summary' table is displayed:

Item	Amount
Course #10201 Section #10213 Early Bird - CE (in County) 7.5 Hours	\$75.00
Subtotal	\$75.00
Total	\$75.00

At the bottom right, there are 'Cancel' and 'Continue' buttons. The 'Continue' button is highlighted with a red box.

- Complete payment information for the selected payment type and click **“Pay”**.

Purchase Order:

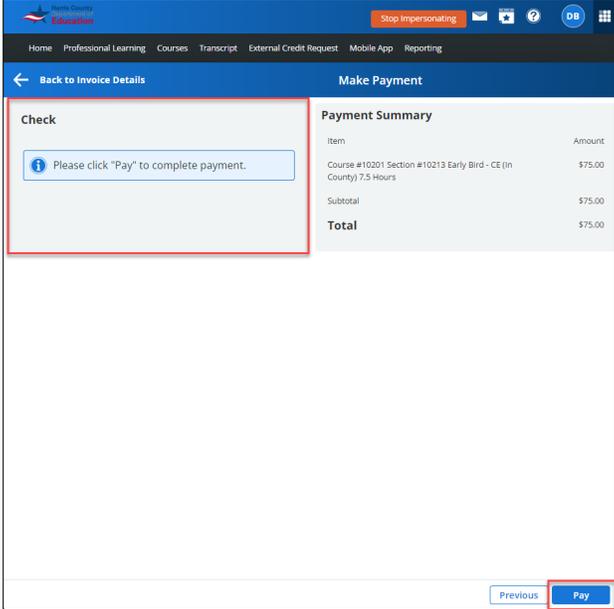


The screenshot shows the 'Purchase Order' form. A red box highlights the entire form area, which includes the following fields:

- Billing Information:**
 - Purchase Order Number (Required)
 - Contact Name (Required)
 - Contact Email (Required)
 - Organization (Required)
 - Department (Required)
- Work:**
 - Phone Area Code (Required)
 - Phone Prefix (Required)
 - Phone Suffix (Required)
 - Phone Extension
 - Fax Area Code (Required)
 - Fax Prefix
 - Fax Suffix

At the bottom right, there are 'Previous' and 'Pay' buttons. The 'Pay' button is highlighted with a red box.

Check:



Check

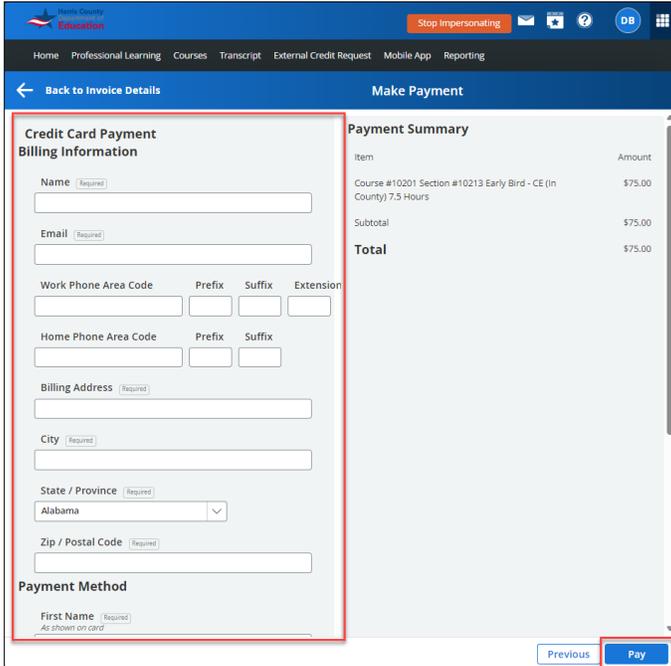
i Please click "Pay" to complete payment.

Payment Summary

Item	Amount
Course #10201 Section #10213 Early Bird - CE (in County) 7.5 Hours	\$75.00
Subtotal	\$75.00
Total	\$75.00

Previous Pay

Credit Card:



Credit Card Payment

Billing Information

Name (Required)

Email (Required)

Work Phone Area Code Prefix Suffix Extension

Home Phone Area Code Prefix Suffix

Billing Address (Required)

City (Required)

State / Province (Required)
Alabama

Zip / Postal Code (Required)

Payment Method

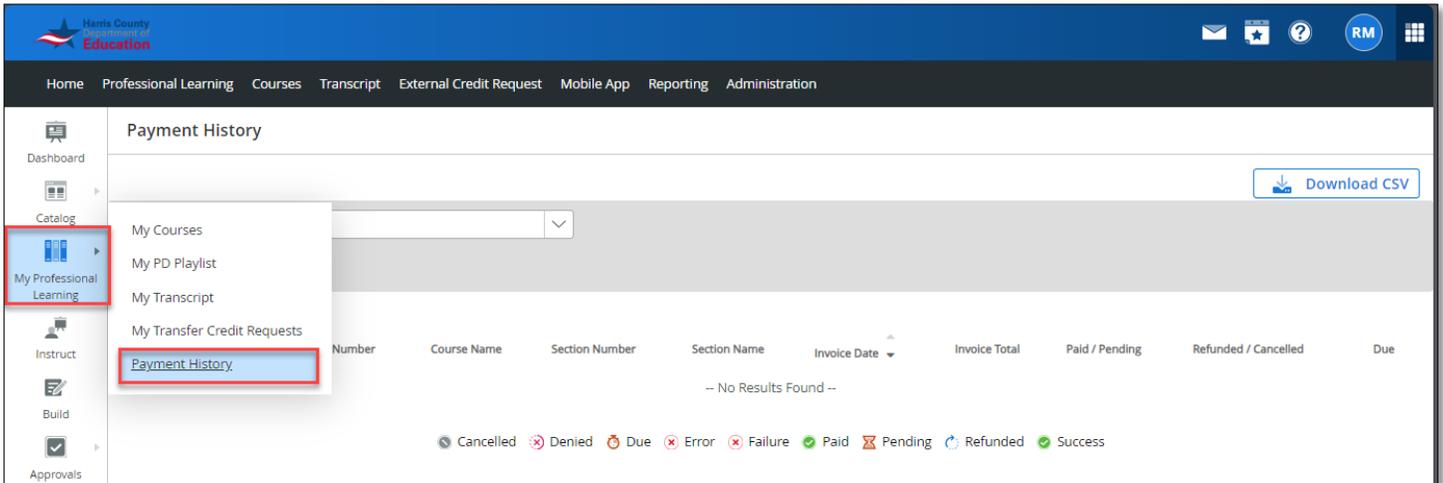
First Name (Required)
As shown on card

Payment Summary

Item	Amount
Course #10201 Section #10213 Early Bird - CE (in County) 7.5 Hours	\$75.00
Subtotal	\$75.00
Total	\$75.00

Previous Pay

7. Confirm payment was submitted and review historical invoices by hovering over “My Professional Learning” and clicking on “Payment History”.



The screenshot shows the Harris County Department of Education website interface. The top navigation bar includes links for Home, Professional Learning, Courses, Transcript, External Credit Request, Mobile App, Reporting, and Administration. The left sidebar contains a menu with items like Dashboard, Catalog, My Professional Learning, Instruct, Build, and Approvals. The 'My Professional Learning' menu is open, showing options for My Courses, My PD Playlist, My Transcript, My Transfer Credit Requests, and Payment History. The 'Payment History' option is highlighted. The main content area shows a 'Payment History' page with a 'Download CSV' button and a table with columns: Number, Course Name, Section Number, Section Name, Invoice Date, Invoice Total, Paid / Pending, Refunded / Cancelled, and Due. The table currently displays '-- No Results Found --'. A legend at the bottom indicates various payment statuses: Cancelled, Denied, Due, Error, Failure, Paid, Pending, Refunded, and Success.

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

Technical Support Contact Information

IT Service Desk

servicedesk@hcde-texas.org

(713) 696 – 1300