

Guest Account Creation, Registration, & Payment - 2025 Houston Out-of-School Time Conference: Spotlight Afterschool (Early Bird Registration)

This guide is essential for anyone looking to participate in the 2025 Houston Out-of-School Time Conference as it provides step-by-step instructions for creating a guest account, registering, and handling payments seamlessly. By following these instructions, attendees can ensure a smooth registration process and gain access to valuable resources and networking opportunities in the afterschool sector. Don't miss out on this chance to enhance your professional learning and connect with peers!

Create Guest Account

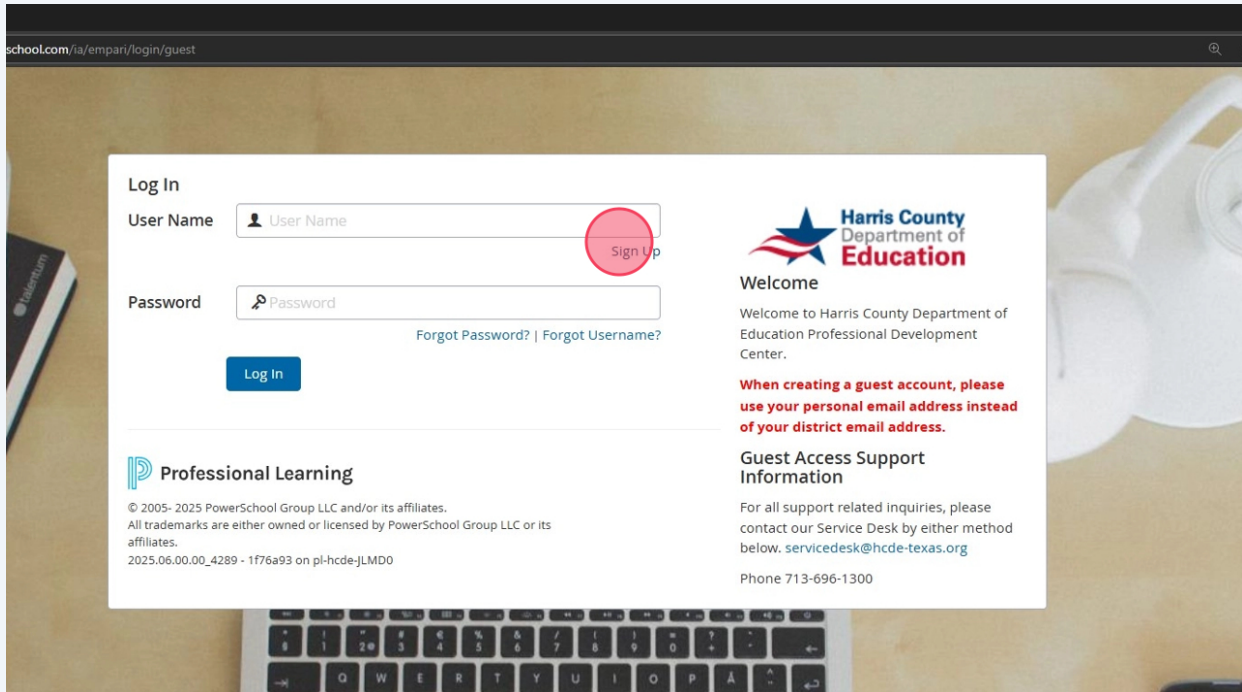
1

Navigate to [HCDE's Professional Learning Guest Account Login Page](https://hcde.plpowerschool.com/ia/empari/login/guest)

The screenshot shows a web browser window with the URL <https://hcde.plpowerschool.com/ia/empari/login/guest>. The page is titled "Log In" and contains the following elements:

- User Name** and **Password** input fields.
- Log In** button.
- Sign Up** link.
- Forgot Password?** and **Forgot Username?** links.
- Harris County Department of Education** logo.
- Welcome** message: "Welcome to Harris County Department of Education Professional Development Center."
- When creating a guest account, use your personal email address of your district email address.**
- Guest Access Support Information**: "For all support related inquiries, please contact our Service Desk by either email below. servicedesk@hcde-texas.org Phone 713-696-1300"
- Professional Learning** logo and copyright information: "© 2005- 2025 PowerSchool Group LLC and/or its affiliates. All trademarks are either owned or licensed by PowerSchool Group LLC or its affiliates. 2025.06.00.00_4289 - 1f76a93 on pl-hcde-JLMD0"

2 Click "Sign Up"



school.com/ia/empair/login/guest

Log In

User Name **Sign Up**

Password

[Forgot Password?](#) | [Forgot Username?](#)

Log In

Harris County Department of Education

Welcome

Welcome to Harris County Department of Education Professional Development Center.

When creating a guest account, please use your personal email address instead of your district email address.

Guest Access Support Information

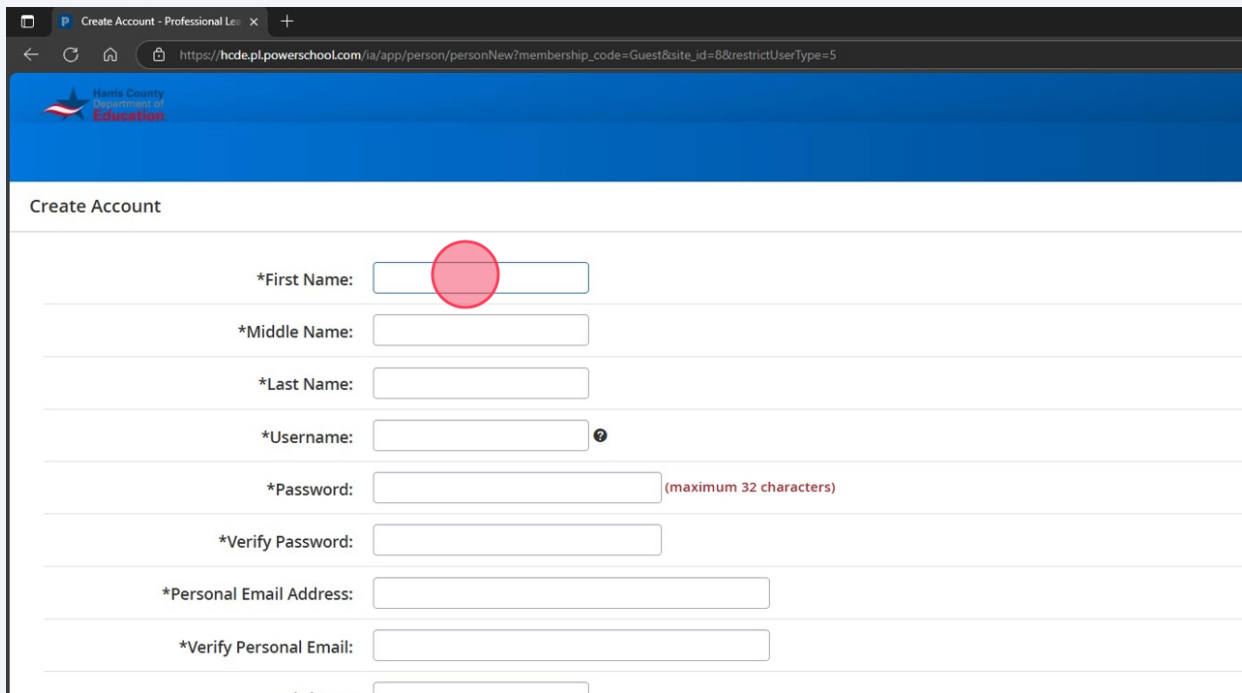
For all support related inquiries, please contact our Service Desk by either method below. servicedesk@hcde-texas.org

Phone 713-696-1300

Professional Learning

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2025.06.00.00_4289 - 1f76a93 on pl-hcde-JLMD0

3 Complete the Guest Account Creation Form



Create Account - Professional Learning

https://hcde.pl.powerschool.com/ia/app/person/personNew?membership_code=Guest&site_id=8&restrictUserType=5

Create Account

*First Name:

*Middle Name:

*Last Name:

*Username: ?

*Password: (maximum 32 characters)

*Verify Password:

*Personal Email Address:

*Verify Personal Email:

*Phone:



Make sure to remember the **username** and **password** for future reference.

4 Once finished, click "**Create**"

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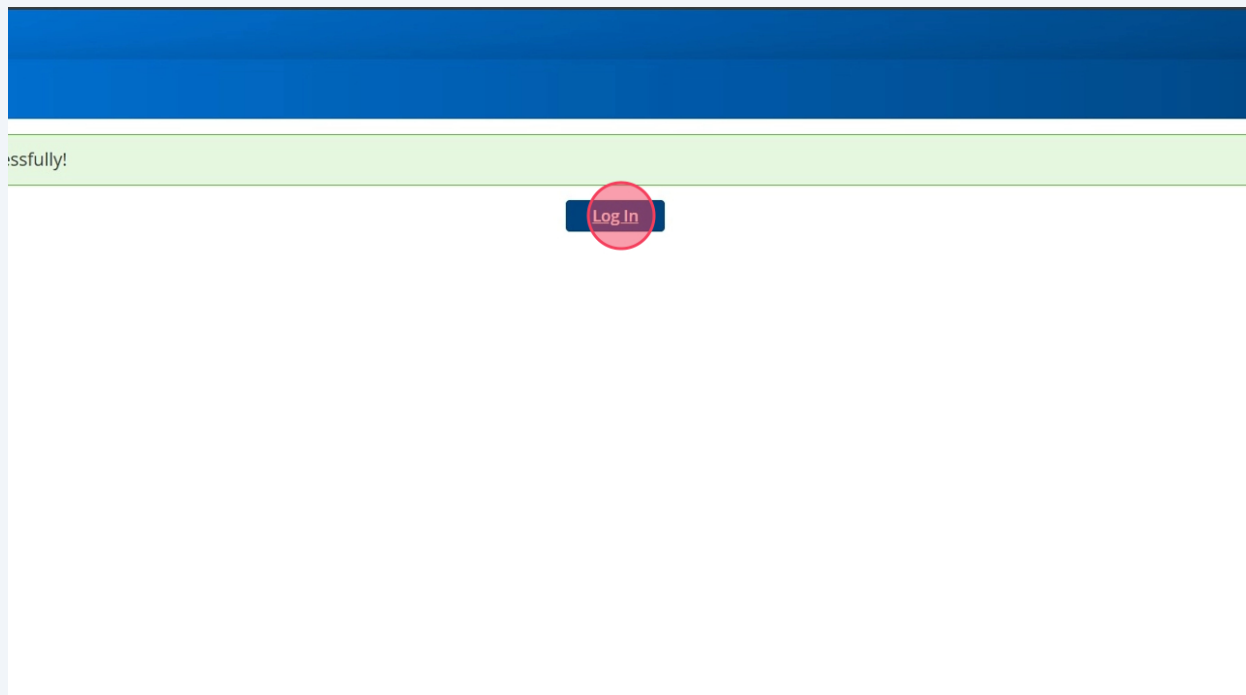
upport

staff

Cancel

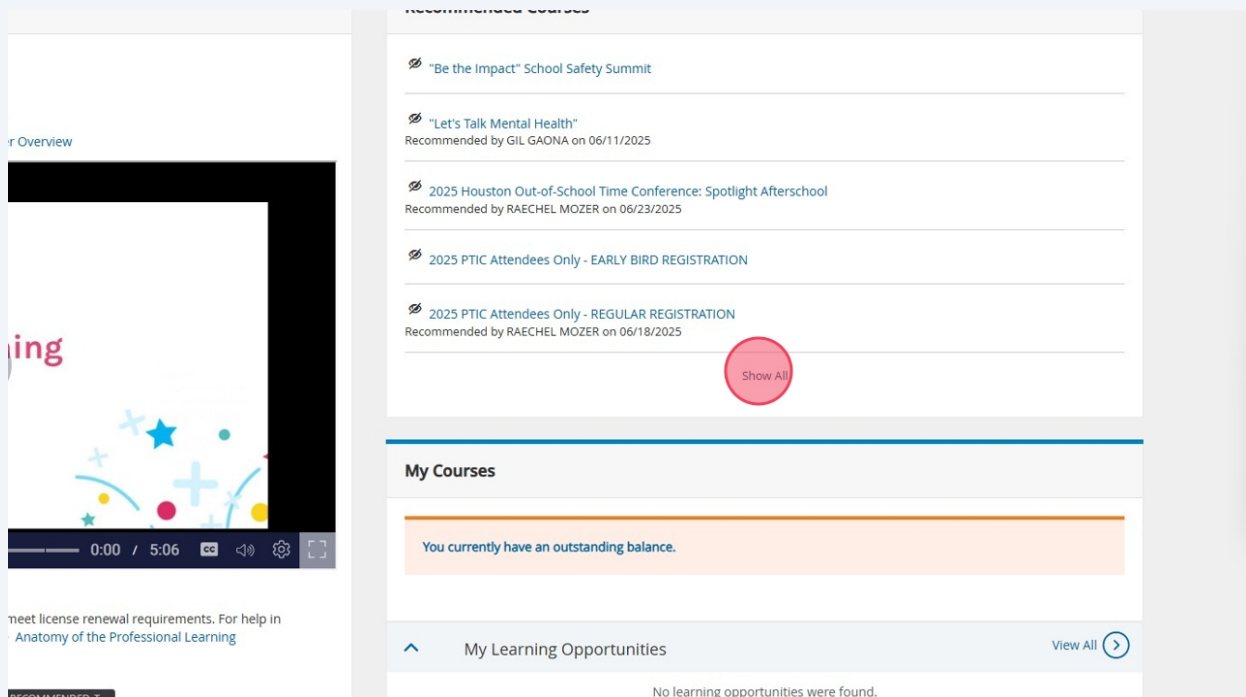
Create Account

5 Click "Log In"



Register for the Event & Make Payment

6 Under the "Recommended Courses" section, click "Show All"



7

Navigate to and click on "**Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool**"

The screenshot shows the 'My Courses' page in the PowerSchool Professional Learning portal. The page displays a list of courses with columns for course ID, title, sections, and registration status. The course 'Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool' is highlighted with a red circle. Below the list, a red box highlights the pagination controls showing '2 of 3 Pages'.

Course ID	Course Title	Sections	Registration Status
10257	Coble Studios Activities and Lesson Plans	1 Section	Not Registered
10451	Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool Recommended By: RAECHEL MOZER on 07/15/2025	1 Section	Not Registered
10452	Early Bird Registration: Provider Fair at the 2025 Houston Out-of-School Time Conference Recommended By: RAECHEL MOZER on 07/16/2025	1 Section	Not Registered
10223	Educator Ethics and Professional Responsibilities	1 Section	Not Registered
10232	Ethics, Equity, and Diversity	1 Section	Not Registered
10229	Foundations of Organizational Leadership and Management - Systems Leadership	1 Section	Not Registered
10235	Foundations of School Culture and Community	1 Section	Not Registered

8

Review the event details on the course information page

The screenshot shows the 'Course Information' page for 'Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool'. The page displays details about the event, including the date (September 26, 2025), location (Region 4 Education Service Center), and registration details. A red circle highlights the 'Sections (1)' link on the left sidebar.

Course Details

Sections (1)

Course Information

Views: 1

It is time for the 2025 Houston Out-of-School Time Conference!

This year, our theme is **Spotlight Afterschool** - a theme we chose so we may focus on the individuals that make the OST space a work of art.

The conference will be held on **September 26 (8:00 am-4:00 pm)** at the **Region 4 Education Service Center**.

Registration includes:

- Free Parking
- Breakfast, Lunch, and Snacks
- Exhibitor Hall
- Resource Hall
- 3 Professional Development Sessions containing expert panels, multiple workshops, our Smart Zone activity room, and more
- 2 Keynote Sessions

Workshops during the conference will cover 3 main tracks:

- Nurturing Self:** These sessions will answer the question, "How do you show up for yourself?" Our field focuses on delivering an impactful experience as an OST professional while maintaining your mental health and professional development.
- Growing Community:** Sessions under this track will focus on growing your community within the program, the school, your professional field. This includes sharpening advocacy skills necessary to grow, sustain, and publicize your program.
- Best Practices:** These sessions will demonstrate what best practices OST programs can utilize to increase their quality, attendance, family engagement, lesson creation, staff training tools, onboarding processes, and more.

Early Bird Registration ends on September 15, 2025.

9 To register, click "Sections (1)"

Home Professional Learning Courses Transcript Mobile App Reporting

Back to My Courses Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool

Course Details

Sections (1)

Course Information

Views: 1

It is time for the 2025 Houston Out-of-School Time Conference: Spotlight Afterschool

This year, our theme is **Spotlight Afterschool** - a theme we chose so we may focus on the individuals that make the OST space a wonderful place.

The conference will be held on **September 26 (8:00 am-4:00 pm)** at the **Region 4 Education Service Center**.

Registration includes:

- Free Parking
- Breakfast, Lunch, and Snacks
- Exhibitor Hall
- Resource Hall
- 3 Professional Development Sessions containing expert panels, multiple workshops, our Smart Zone activity room, and more
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- **Growing Community:** Sessions under this track will focus on growing your community within the program, the school, your professional field. This includes sharpening advocacy skills necessary to grow, sustain, and publicize your program.
- **Best Practices:** These sessions will demonstrate what best practices OST programs can utilize to increase their quality, attendance, family engagement, lesson creation, staff training tools, onboarding processes, and more.

10 Click "Register"

Stop impersonating

ile App Reporting

Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool

Section Information

▶ 10606	Early Bird Registration: September 26, 2025 - HOST Conference Instructor(s): AUSTEN YOROKO September 26, 2025 - September 26, 2025	Seats: 150 left of 150	Register
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11 Select the appropriate registration type under "Credits"

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

● Course and Credits
○ Disclaimers
○ Payment Method
○ Payment

Course and Credits

▶ Course Information

▼ Credits

Select credits you plan to receive for this course.

☒ CEU (General In County) \$50.00

☐ CEU (Out of County) \$55.00

Additional Fees

Select Credits to see additional fees.

12 Click "Next"

Saved Stop Impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

Course and Credits

▶ Course Information

▼ Credits

Select credits you plan to receive for this course.

☒ CEU (General In County) \$50.00

☐ CEU (Out of County) \$55.00

Additional Fees

CEU (General In County) Fees	Amount
Registration	\$50.00
Total:	\$50.00

Cancel Next

13 Check the box to acknowledge the payment disclaimers

Home Professional Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

Course Catalog

Course and Credits
Disclaimers
Payment Method
Payment

Disclaimers

Course Disclaimer

Early Bird Registration ends on September 15, 2025.

☐ 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. 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 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.

14 Click "Next"

September 15, 2025.

Disclaimers

Using Cybersource:
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. 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.
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 acknowledge Cybersource's role in data security.
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.
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.

Previous Next

15

Select a payment method ("Register Now, Pay Later", "Purchase Order", "Check", or "Credit Card Payment")

Harris County Department of Education

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim... 10606 | Early Bird Registration: September 26, 2025 - HOST Conference

Course and Credits
Disclaimers
Payment Method
Payment

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

☐ Check

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

Payment Summary

Item	
Course #10451 Section #10606 CEU (
Subtotal	
Total	

16

Select **"Register Now, Pay Later"** if desired and click **"Next"**

Harris County Department of Education

Changes saved. Stop impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim... 10606 | Early Bird Registration: September 26, 2025 - HOST 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	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☐ Check

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

Previous **Next**

17 Click "Register"

The screenshot shows a web interface for registration. At the top, there's a blue header with navigation links: Professional Learning, Courses, Transcript, Mobile App, Reporting. A 'Stop Impersonating' button is also visible. Below the header, a dark blue banner displays registration details: 'Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...' and '10606 | Early Bird Registration: September 26, 2025 - HOST Conference'. The main content area is titled 'Payment' and is divided into two columns. The left column, 'Register Now, Pay Later', contains a message box with an information icon and the text 'Please click "Register" to complete registration.' The right column, 'Payment Summary', contains a table with the following data:

Item	Amount
Course #10451 Section #10606 CEU (General in County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

At the bottom right of the page, there are two buttons: 'Previous' and 'Register'. The 'Register' button is highlighted with a red circle.



Registrants who select "**Register Now, Pay Later**" will need to log back into Professional Learning to submit payment prior to the event date.

18 If "Purchase Order" was chosen, click "Next"

Charges saved.

Stop impersonating

Professional Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST 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 6300 Irvington Blvd. Houston, TX, 77022-56718

Include the invoice number in the memo line.

☐ Check

Please make checks payable to the following:

Harris County Department of Education Accounts Receivable 6300 Irvington Blvd. Houston, TX, 77022-56718

Include the invoice number in the memo line.

☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

Previous Next

19 Complete the required fields of the purchase order form

Harris County Department of Education

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

- Course and Credits
- Disclaimers
- Payment Method
- Payment**

Payment

Purchase Order

Billing Information

Purchase Order Number Required

Contact Name Required

Contact Email Required

Organization Required

Department Required

Work Phone

Payment Summary

Item	
Course #10451 Section #10606 CEU (
Subtotal	
Total	

20 Once completed, click "**Register**"

The screenshot shows a registration form with a 'Payment Summary' table on the right. The table lists the item 'Course #10451 Section #10606 CEU (General In County) 8.0 Hours' with an amount of \$50.00. The subtotal is also \$50.00, and the total is \$50.00. The 'Register' button at the bottom right is highlighted with a red circle.

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00



Please **include** the **invoice number** on the **memo line of** the purchase order **check**.

Make all checks payable to:

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

21 If "Check" was chosen, select "Next"

Stop impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST 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	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☒ Check

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

Previous Next

22 Click "Register"

Stop impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

Payment

Check

i Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

Previous Register



Please **include** the **invoice number** on the **memo line** of the **check**.

Make all checks payable to:

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

23

If "**Credit Card Payment**" was chosen, click "**Next**"

Stop impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST 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	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☐ Check

Please make checks payable to the following:

Harris County Department of Education	Accounts Receivable	6300 Irvington Blvd.	Houston, TX, 77022-56718	Include the invoice number in the memo line.
---------------------------------------	---------------------	----------------------	--------------------------	---

☒ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal	\$50.00
Total	\$50.00

Previous Next

24

Complete the required fields of **the credit card payment** billing information form

Home | Professional Learning | Courses | Transcript | Mobile App | Reporting

← Course Catalog

Register: 10451 | Early Bird Registration: 2025 Houston Out-of-School Tim...
10606 | Early Bird Registration: September 26, 2025 - HOST Conference

Course and Credits
Disclaimers
Payment Method
Payment

Payment

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)

Payment Summary

Item

Course #10451 Section #10606 CEU (G)

Subtotal

Total

25

Once finished, click "**Register**"

Item	Amount	Total
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00	
Subtotal	\$50.00	
Total		\$50.00

Previous Register

26

A **confirmation message will appear** after successfully registering for the course or event and a confirmation email will be sent

The screenshot shows the 'Course Catalog' page. A green confirmation message is displayed at the top, stating: 'You have successfully registered for Course 10451 | Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool, 10606 | Early Bird Registration: September 26, 2025 - HOST Conference.' Below the message, it says '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.' There are two buttons: 'View Your Invoice' and 'Go to My Course'. Below the message, there is a search bar and a list of 35 courses found. The list includes courses like 'Be the Impact' School Safety Summit, 'Let's Talk Mental Health', and '2025 Houston Out-of-School Time Conference: Spotlight Afterschool'.

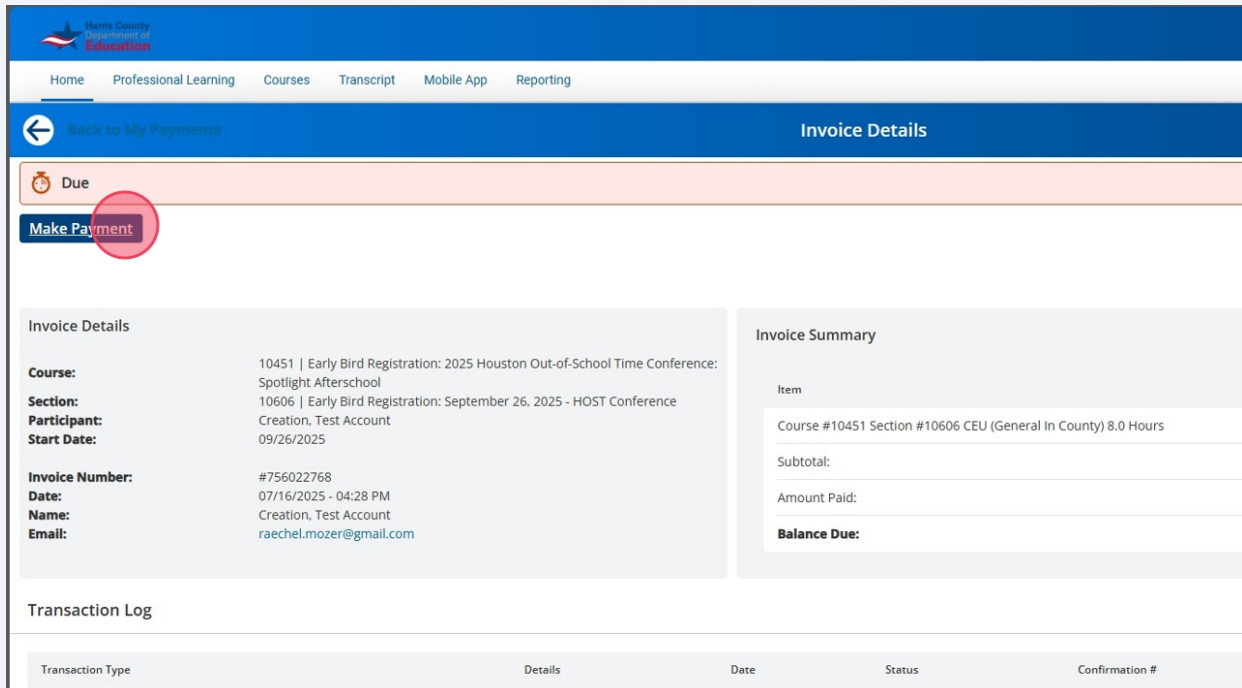
27

To view the invoice, click "**View Your Invoice**"

The screenshot shows the 'Course Catalog' page with a red circle highlighting the 'View Your Invoice' button in the confirmation message. The message text is: 'You have successfully registered for Course 10451 | Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool, 10606 | Early Bird Registration: September 26, 2025 - HOST Conference.' Below the message, it says '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.' There are two buttons: 'View Your Invoice' and 'Go to My Course'. Below the message, there is a search bar and a list of 35 courses found. The list includes courses like 'Be the Impact' School Safety Summit, 'Let's Talk Mental Health', and '2025 Houston Out-of-School Time Conference: Spotlight Afterschool'.

28

If you selected "**Register Now, Pay Later**", click "**Make Payment**" to submit payment on or before the day of the course or event - review the steps above for each payment method



Home Professional Learning Courses Transcript Mobile App Reporting

Back to My Payments Invoice Details

Due

Make Payment

Invoice Details

Course: 10451 | Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10606 | Early Bird Registration: September 26, 2025 - HOST Conference
Participant: Creation, Test Account
Start Date: 09/26/2025

Invoice Number: #756022768
Date: 07/16/2025 - 04:28 PM
Name: Creation, Test Account
Email: raechel.mozzer@gmail.com

Invoice Summary

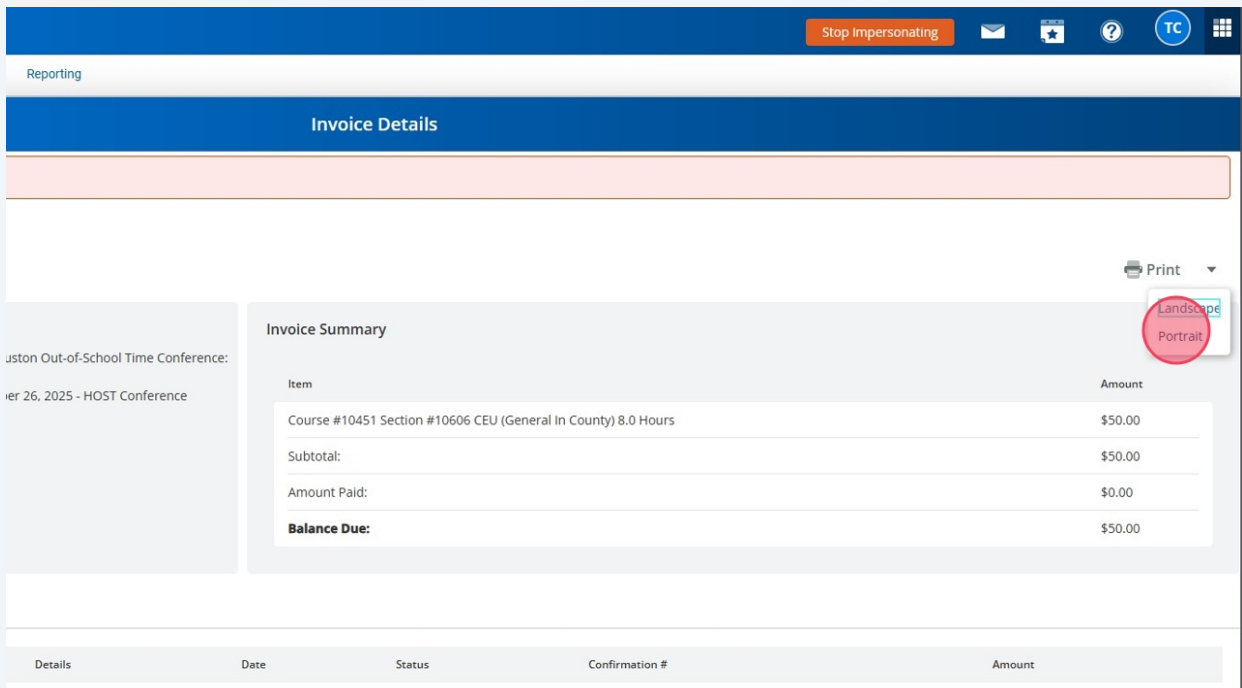
Item
Course #10451 Section #10606 CEU (General In County) 8.0 Hours
Subtotal:
Amount Paid:
Balance Due:

Transaction Log

Transaction Type	Details	Date	Status	Confirmation #
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29

To print a copy of the invoice, click "**Print**" and select the preferred format



Reporting

Stop Impersonating

Invoice Details

Print

Landscape
Portrait

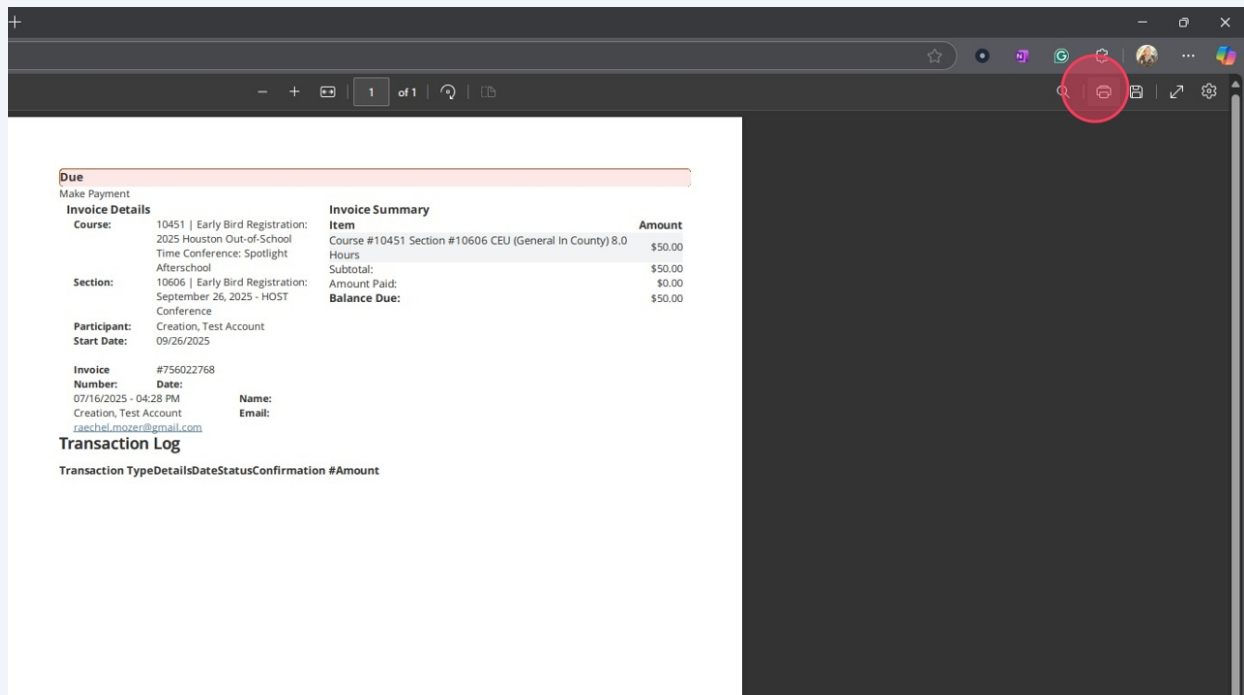
Houston Out-of-School Time Conference:
September 26, 2025 - HOST Conference

Invoice Summary

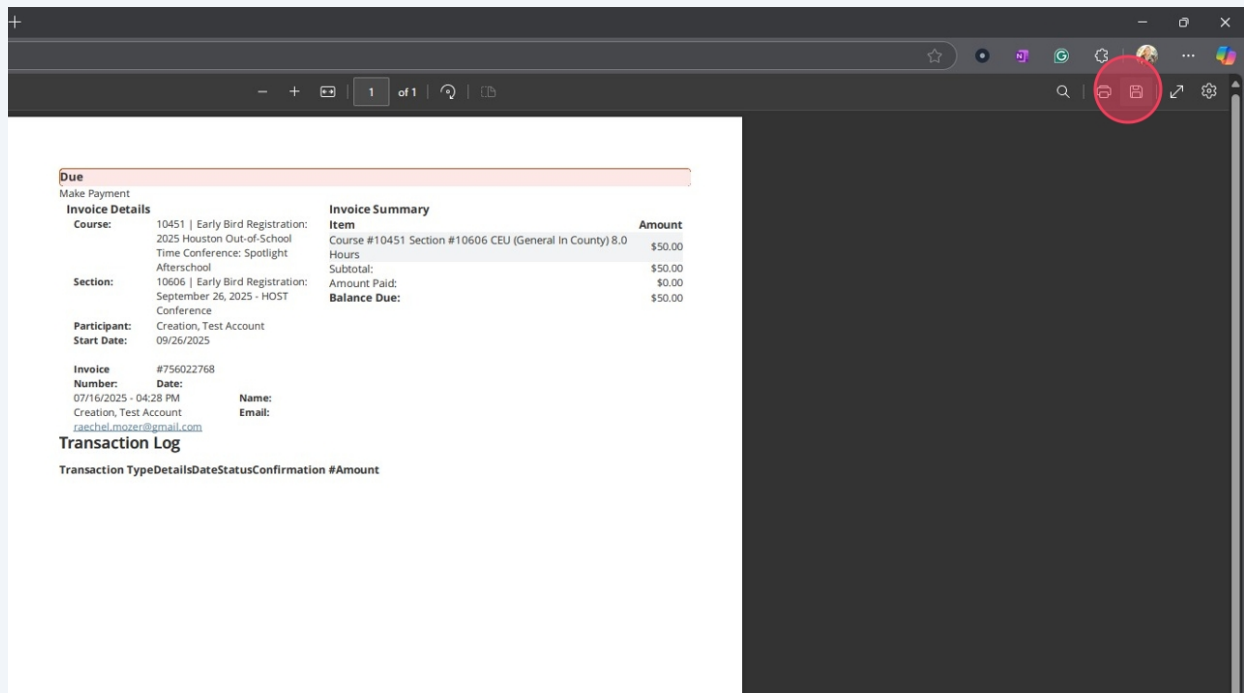
Item	Amount
Course #10451 Section #10606 CEU (General In County) 8.0 Hours	\$50.00
Subtotal:	\$50.00
Amount Paid:	\$0.00
Balance Due:	\$50.00

Details	Date	Status	Confirmation #	Amount
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30 Click the **printer icon** to print the invoice



31 Click the **save icon** to save a copy of the invoice



32 Once finished, click "**Back to My Payments**" to view all invoices

Transaction Log - Professional Learning | <https://hcdpe.pl.powerschool.com/ia/empari/pdAdmin/payment/viewMyInvoice?invoiceId=793>

Home Professional Learning Courses Transcript Mobile App Reporting

Back to My Payments Invoice Details

Due

Make Payment

Invoice Details

Course: 10451 | Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10606 | Early Bird Registration: September 26, 2025 - HOST Conference
Participant: Creation, Test Account
Start Date: 09/26/2025

Invoice Number: #756022768
Date: 07/16/2025 - 04:28 PM
Name: Creation, Test Account
Email: rachel.mozer@gmail.com

Transaction Log

Invoice Summary

Item
Course #10451 Section #10606 CEU (General In County) 8.0 Hours
Subtotal:
Amount Paid:
Balance Due:

Register Now, Pay Later Instructions

33 If a balance is due, log back into your account, and click the **orange banner** to navigate to your invoices

Home Professional Learning Courses Transcript Mobile App Reporting

Welcome

Getting Started

Click the link to view the Learner Experience Quick Start Guide
Click the link to view the External Credit Request Quick Start Guide
Click the video below to view the Professional Learning General User Overview

Professional Learning
General User Overview

Transcript

View credits on your Transcript to determine if you are on-track to meet license renewal requirements. For help in understanding the Professional Learning transcript, please view the Anatomy of the Professional Learning Transcript documentation or click the image below:

Recommended Courses

- "Be the Impact" School Safety Summit
- "Let's Talk Mental Health"
Recommended by GIL GAONA on 06/11/2025
- 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Recommended by RAEHEL MOZER on 06/23/2025
- 2025 PTIC Attendees Only - EARLY BIRD REGISTRATION
- 2025 PTIC Attendees Only - REGULAR REGISTRATION
Recommended by RAEHEL MOZER on 06/18/2025

Show All

My Courses

You currently have an outstanding balance.

My Learning Opportunities

2025 Houston Out-of-School Time Conference: Spotlight Afterschool

34

Click the **invoice number** to view the invoice and make payment (refer to payment steps above)

The screenshot shows the 'Payment History' page in the Harris County Department of Education system. The left sidebar contains links for Home, Professional Learning, Courses, Transcript, Mobile App, and Reporting. The main content area displays a table of payment history. The first row shows a 'Due' status (orange clock icon) for invoice # 756022768, course number 10451, and section number 10606. The invoice date is 07/16/2025 at 4:28 PM. A legend at the bottom indicates various payment statuses: Cancelled, Denied, Due, Error, Failure, Paid, Pending, Refunded, and Success.

Status	Invoice #	Course Number	Course Name	Section Number	Section Name	Invoice Date
Due	756022768	10451	Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool	10606	Early Bird Registration: September 26, 2025 - HOST Conference	07/16/2025 at 4:28 PM

35

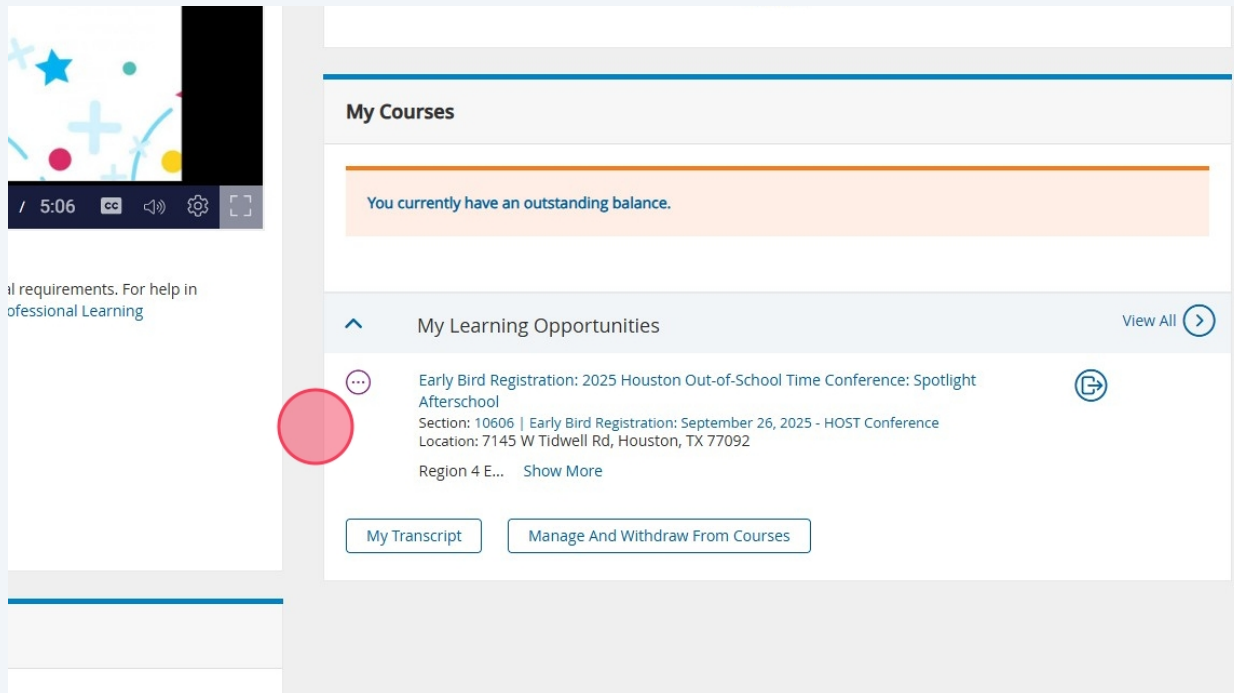
Click "**Home**" to return to the landing page

The screenshot shows the same 'Payment History' page, but with the 'Home' button in the top navigation bar circled in red. The table content is identical to the previous screenshot, showing one 'Due' invoice. The legend at the bottom is also visible.

Status	Invoice #	Course Number	Course Name	Section Number	Section Name	Invoice Date
Due	756022768	10451	Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool	10606	Early Bird Registration: September 26, 2025 - HOST Conference	07/16/2025 at 4:28 PM

Review Event Enrollment & Support

36 Review course or event enrollments and details under the "**My Courses**" channel



The screenshot displays the 'My Courses' channel. On the left, there is a video player with a colorful abstract graphic and a progress bar showing 5:06. Below the video player, there is a section titled 'Professional Learning' with a list of requirements. On the right, the 'My Courses' section is visible. It includes a message: 'You currently have an outstanding balance.' Below this, there is a section titled 'My Learning Opportunities' with a 'View All' link. The list of opportunities includes 'Early Bird Registration: 2025 Houston Out-of-School Time Conference: Spotlight Afterschool'. The details for this course are: Section: 10606 | Early Bird Registration: September 26, 2025 - HOST Conference, Location: 7145 W Tidwell Rd, Houston, TX 77092, Region 4 E... Show More. At the bottom of the course list, there are two buttons: 'My Transcript' and 'Manage And Withdraw From Courses'.



For **technical assistance**, please contact the **HCDE Service Desk** at **(713) 696 - 1300** or at servicedesk@hcde-texas.org

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