# Guest Account Creation, Registration, & Payment - Provider Fair at the 2025 Houston Out-of-School Time Conference (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**



#### 2 Click "Sign Up"



#### 3 Complete the Guest Account Creation Form

Create Account - Professional Lea × +	
← C බ 🗅 https://hcde.pl.powerschool.com/	ia/app/person/personNew?membership_code=Guest&site_id=8&restrictUserType=5
Harris County Department of Education	
Create Account	
*First Name:	
*Middle Name:	
*Last Name:	
*Username:	Θ
*Password:	(maximum 32 characters)
*Verify Password:	
*Personal Email Address:	
*Verify Personal Email:	
******	



4 Once finished, click " <b>Create</b> "	
:ant) dents	
gist/Psychologist ficers	
iors n n Teachers je Pathologist	
trative Systems	
nts >port itaff	
	Cancel Create Account

5 Click "Log I	<b>n</b> "		
ssfully!			
		Log In	

# Register for the Event & Make Payment

6 Under the " <b>Rec</b>	ommended Courses" section, click "Show All"		
	99 "Be the Impact" School Safety Summit		
verview	"Let's Talk Mental Health" Recommended by GIL GAONA on 06/11/2025		
	2025 Houston Out-of-School Time Conference: Spotlight Afterschool Recommended by RAECHEL MOZER on 06/23/2025		
	2025 PTIC Attendees Only - EARLY BIRD REGISTRATION		
g	2025 PTIC Attendees Only - REGULAR REGISTRATION Recommended by RAECHEL MOZER on 06/18/2025		
**+/	My Courses		
→ 0:00 / 5:06 CC <	You currently have an outstanding balance.		
license renewal requirements. For help in			
omy of the Professional Learning	My Learning Opportunities	View All 🕥	
MMENDED_T	No learning opportunities were found.		

#### 7 Click here

Harris Cou	anty nt of <b>ion</b>			Stop Impersonating	🖬 💿 😨 🖬
Home Prof	fessional Learning	g Courses Transcr	Ipt Mobile App Reporting		
Dashboard	My Courses	10550		rsecton	THUE MEGISLETEN
Catalog	ø	10257	Coble Studios Activities and Lesson Plans	1 Section	Not Registered
Learning	0	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
	0	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
	ø	10223	Educator Ethics and Professional Responsibilities	1 Section	Not Registered
	ø	10232	Ethics, Equity, and Diversity	1 Section	Not Registered
	ø	10229	Foundations of Organizational Leadership and Management - Systems Leadership	1 Section	Not Registered
	0	10235	Foundations of School Culture and Community	1 Section	Not Registered
	11-20 of 29 Result	ts	∢ 2 of 3 Pages →		Results Per 10 V

#### 8 **Review the event details** on the course information page

Harris County Department of Education	
Home Professional Learning Courses Transcript	Mobile App Reporting
e Back to My Courses	Early Bird Registration: Provider Fair at the 2025 Houston Out-of-School Time Conference
Course Details	> Course Information
Sections (1)	<ul> <li>Views: 2</li> <li>Dete: September 26, 2025</li> <li>Location: Region 4 Service Center, 7145 W Tidwell Rd, Houston, TX 77092.</li> <li>Time: 9:00 am:3:00 pm</li> <li>Join us at the <b>Provider Fair</b> during the <b>Houston Out of School Time Conference: Spotlight Afterschool</b>, where OST providers can attendees, including school districts, community partners, and fellow youth-serving organizations.</li> <li>Cost: 5150</li> <li>Each registration includes: <ul> <li>One (1) guest</li> <li>One (1) table and two (2) chairs</li> <li>Access to attend conference workshops</li> </ul> </li> <li>Initiated Space Available</li> <li>Booth space is available on a first-come, first-served basis. Don't miss this opportunity to connect and network with key leaders in the For more information, contact: Larry Moses [arry:moses@hcde-texas.org ] 713-696-2132</li> <li>Early Bird Registration ends on September 15, 2025.</li> </ul>

#### 9

#### To register, click "Sections (1)"

Harris County Upperment of Education	
Home Professional Learning Courses Transcript	Mobile App Reporting
Eack to My Courses	Early Bird Registration: Provider Fair at the 2025 Houston Out-of-School Time Conference
Sections (1)	<ul> <li>Course Information</li> <li>Views: 2</li> <li>Date: September 26, 2025</li> <li>Location: Region 4 Service Center, 7145 W Tidwell Rd, Houston, TX 77092</li> <li>Time: 9:00 am-3:00 pm</li> <li>Join us at the Provider Fair during the Houston Out of School Time Conference: Spotlight Afterschool, where OST providers can sl attendees, including school districts, community partners, and fellow youth-serving organizations.</li> <li>Cost: \$150</li> <li>Each registration includes:         <ul> <li>One (1) guest</li> <li>One (1) guest</li> <li>One (1) table and two (2) chairs</li> </ul> </li> </ul>
	<ul> <li>Access to attend conference workshops</li> <li>Limited Space Available</li> <li>Booth space is available on a first-come, first-served basis. Don't miss this opportunity to connect and network with key leaders in the For more information, contact: Larry Moses</li> <li>Iarry.moses@hcde-texas.org   713-696-2132</li> <li>Early Bird Registration ends on September 15, 2025.</li> </ul>

## 10 Click "Register"

Report	ina	and when any any		
elu Dir	d Degistration: Drevider Eair at the 2025 Houston Out of Sch	ool Timo Conforonco		
пу віг	a Registration. Provider Fair at the 2025 Houston Out-of-Sch	oor nime conference		0
on Info	rmation			0
507	Early Bird Registration: Provider Fair - 9/26/2025 Instructor(s): AUSTEN YORKO Sentember 26, 2025, Sentember 26, 2025	Seats: 24 left of 24	Register	
	September 20, 2023 - September 20, 2023			

## **11** Select the registration type under "Credits"

Harris County Department of Education	
Home Professional Learning Co	ourses Transcript Mobile App Reporting
Course Catalog	Register: 10452   Early Bird Registration: Provider Fair at t 10607   Early Bird Registration: Provider Fair - 9/26/2
Course and Credits     Disclaimers	Course and Credits Course Information
O Payment Method	▼ Credits
	Select credits you plan to receive for this course. No Credit (Attendance Purposes Only)
	Additional Fees
	Select Credits to see additional fees.

#### 12 Click "Next"

										Stop in	personating	*	?	<b>TC</b>
al Learning Courses Tran	cript Mobile App	Reporting												
		Register	: 10452   Ea 10607	rly Bird Reg	gistration: Registration:	: Provide : Provider	er Fair at Fair - 9/26/2	the 2025	Housto					
Course	and Credits													
Court	se Information													
▼ Cred	its													
Select cre	dits you plan to receive	for this course.												
O No Pu	Credit (Attendanc poses Only)	e	\$75.00											
Additiona	l Fees													
No Credit (A Only) Fees	tendance Purposes	Amount												
Registration		\$75.00												
Total:		\$75.00												
												Cance	6	Next

#### **13 Check the box** to acknowledge the payment disclaimers



#### 14 Click "Next"

#### 1 September 15, 2025.

• Disclaimer

#### ig Using Cybersource:

y 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. Inization 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

/ment gateway services. Jayment 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 itions and acknowledge Cybersource's role in data security.

Is any question control to be in the second se

on 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

out Cybersource's terms and privacy practices, please visit their website.

#### ner

uses Cybersource to securely process payments for our workshops. By completing your transaction, you acknowledge that you are providing personal information to Cybersource, which will be subject to their vice. Our organization does not store your payment details, and any issues regarding payment security should be directed to Cybersource. We are committed to maintaining your privacy and ensuring that andled securely.



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

Home Professional Learning	Courses Transcript Mobile App Reporting	
- Course Catalog	Register: 10452   Early Bird Registration: Provider Fai 10607   Early Bird Registration: Provider Fair	ir at the 2025 Housto 9/26/2025
Course and Credits	Payment Method	
Poschaimers     Payment Method     Payment	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	Payment Summary Item Course #10452 Section #10607 No Cr Subtotal Total
	Must have PO number ready at time of registration. Please make following: Education Accounts following: Education Accounts education Accounts following: Education Accounts following: following: followi	
	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.       O     Credit Card Payment	

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

	Register: 10452   Early Bird Registration: Provider   10607   Early Bird Registration: Provider Fai	Fair at the 2025 Housto r - 9/26/2025	
Payment Method			
		Payment Summary	
Register Now, Pay Late	r	Item	
This payment type allows users to the date of the course or event.	register for the course and provide payment method at a later date prior to	Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	
		Subtotal	
<ul> <li>Purchase Order</li> </ul>		Total	
Must have PO number ready at time of registration. Please make checks payable to the following:	Harris County Department of Education Harris Accounts Receivable Bivd. Houston, Invington Bivd. 56718 Houston, TX, 77022- 56718 Houston, TX, 77022- 56718 Houston, TX, 77022- 56718		
O Check			
Please make Harris C checks payable to Departm the following: Education	n Accounts 6300 Houston, Include the Invoice Invington TX, 77022- number in the Blvd. 56718 memo line.		
Credit Card Payment			

#### 17 Click here

 $\triangle$ 

ater	Payment Summary	
ister" to complete registration	Item	Amount
	Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	\$75.00
	Subtotal	\$75.00
	Total	\$75.00
	Previ	ous Register

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"

ng Course	s Transcript Mobile App Reporting		
	Register: 10452   Early Bird Registration: Provider Fai 10607   Early Bird Registration: Provider Fair - 9	r at the 2025 Housto //26/2025	
F	Payment Method		
	O Register Now, Pay Later	Payment Summary	
	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.	item Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	Amou \$75.
	O Purchase Order	Subtotal Total	\$75.
	Must have PO number ready at time of registration.         Please make checks         Harris County Department education         Accounts Accounts         6300 TX, Invington         Houston, TX, Frivington         Include the Invington           at time of registration.         the following:         Education         Education         56718         Include the Invington         Include the Invington		
	Check		
	Please make         Harris County checks payable to         Accounts         6300         Houston, Irvington         Include the invoice           the following:         Education         Receivable         Irvington         TX, 77022- Blvd.         number in the memo line.		
	Credit Card Payment		
	Cybersource		

#### **19 Complete** the required fields of **the purchase order form**

Department of Education		
Home Professional Learning	Courses Transcript Mobile App Reporting	
Course Catalog	Register: 10452   Early Bird Registration: 10607   Early Bird Registration:	Provider Fair at the 2025 Housto Provider Fair - 9/26/2025
Course and Credits	Payment	
Disclaimers     Payment Method	Purchase Order	Payment Summary
<ul> <li>Payment</li> </ul>	Billing Information Purchase Order Number Record	Course #10452 Section #10607 No C
	Contact Name Required	Total
	Contact Email Required	
	Organization Required	
	Department Required	
	Work Phone	

#### 20 Once completed, click "Register"

	Payment Summary	
	Item	Amount
Required	Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	\$75.00
	Subtotal	\$75.00
	Total	\$75.00
Cuffin Enternion		
Required Extension		
C.,KC.		
	Previo	us <u>Register</u>

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"



#### 22 Click "Register"

anim course in anord Mobile App Reporting		Stop Impersonating		<b>••</b>
Payment          Check       Payment         Image: Please click "Register" to complete registration.       Payment (Image: Plane Summary)         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Please click "Register" to complete registration.       Image: Plane Summary         Image: Plane Summary       Image: Plane Summary	ing Courses Transcript Mobile App Reporting			
Payment         Image: Check       Payment Summary         Image: Check       Rem         Image: Check       Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours         Subtoral       Subtoral         Total       Subtoral	Register: 10452   Early Bird Registration: Provider Fa 10607   Early Bird Registration: Provider Fair	ir at the 2025 Housto 9/26/2025		
Check       Image: Check C	Payment			
Please click "Register" to complete registration.   Item Curse #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours S   Subtola S   Total S	Check	Payment Summary		
Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours \$ Subtotal \$ Total \$	Please click "Register" to complete registration.	Item		Amount
Suddard S Total S		Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours		\$75.00
		Total		\$75.00
Providence Devidence				
Brendaur Charles				
Previous Reporte			Previous	legiscer



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"

		Register: 10452   E	arly Bird Re	egistratio	n: Provider Fa	ir at the 2025 Housto	
		106	07   Early Bird	Registratio	on: Provider Fair -	9/26/2025	
Payment	Method						
						Payment Summary	
Registe	r Now, Pay Later					Item	
This paymen	type allows users to r	egister for the course and prov	ide payment met	hod at a later	date prior to	Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	
the date of th	e course or event.					Subtotal	
O Purcha	se Order					Total	
Must have Pr number read at time of registration.	Please make checks payable to the following:	Harris County Accounts Department Receivable of Education	6300 Irvington Blvd.	Houston, TX, 77022- 56718	Include the invoice number in the memo line.		
Please make checks paya the followin	Harris Con Departme Education	inty Accounts 630 nt of Receivable Blvc	0 Housto ngton TX, 770 J. 56718	on, Inclu 122- num men	ude the invoice aber in the no line.		
O Credit	Card Payment						
Othersource							

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

Home Professional Learning Course Catalog	Courses Transcript Mobile App Reporting	er: 10452   Early B 10607   Ear	ird Registratio ly Bird Registratio	n: Provider Fa n: Provider Fair -	ir at the 2025 Housto 9/26/2025
	Payment				
	Credit Card Payment Billing Information	Prefix	Suffix	Extension	Payment Summary Item Course #10452 Section #10607 No Subtotal Total
	Home Phone Area Code	Prefix	Suffix	]	
	Billing Address (Required)			,	
	City Required				

#### 25 Once finished, click "Register"

				Dayment Symmetry	
				Payment Summary	
				Item	Amount
				Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	\$75.00
				Subtotal	\$75.00
				Total	\$75.00
	Prefix	Suffix	Extension		
	Prefix	Suffix			
$\sim$					
				Previo	us <u>Register</u>

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

		Stop impersonau				
le App Rep	vorting					
Course C	atalog					
Vou Earl	have successfully registered for Course 10452   Early Bird Registration: P ly Bird Registration: Provider Fair - 9/26/2025.	rovider Fair at the 2025 Houston Out-of-Sch	ool Time Co	nference,	10607	I
Th	is 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.				
Vie	w Your Invoice					
Go to	w Your Invoice o My Course					
Go to	w Your Invoice					
Go to Search by t	w Your Invoice o My Course itite, number or description.					
Go to Search by t 35 Courses	title, number or description.		Sort by	Course N	lumber	
Go to Search by t	title, number or description.	<b>□</b> 08/01/2025 @ 08:30 AM	Sort by	Course N	lumber	
Go to Search by to 35 Courses		☐08/01/2025 @ 08:30 AM 1 Section   @	Sort by	Course N	lumber	
Search by t	www.rourinvoice o My Course  ittle, number or description.  found  Show Pinned Courses  *Be the Impact* School Safety Summit Instructor Led Course   #10349  *Let's Talk Mental Health*	☐08/01/2025 @ 08:30 AM 1 Section   @ ☐08/14/2025 @ 11:00 AM	Sort by	Course N	lumber	
Search by t 35 Courses		☐ 08/01/2025 @ 08:30 AM 1 Section   @ ☐ 08/14/2025 @ 11:00 AM 10 Sections   @	Sort by	Course N * > * >	lumber	
Search by t		☐ 08/01/2025 © 08:30 AM 1 Section   @ ☐ 08/14/2025 © 11:00 AM 10 Sections   @ ☐ 09/26/2025 © 08:00 AM	Sort by	Course N * • * •	lumber	
Search by f	W Your Invoice  D My Course  Ititle, number or description.   found  Show Pinned Courses   Be the Impact* School Safety Summit  Instructor Led Course   #10349  Let's Talk Mental Health*  Instructor Led Course   #10413  2025 Houston Out-of-School Time Conference: Spotlight Afterschool Instructor Led Course   #10381	☐ 08/01/2025 @ 08:30 AM 1 Section   @ ☐ 08/14/2025 @ 11:00 AM 10 Sections   @ ☐ 09/26/2025 @ 08:00 AM 1 Section   @	Sort by	Course N * + * +	lumber	
Search by I	W Your Invoice  D My Course  Ititle, number or description.   found  Show Pinned Courses   Be the Impact* School Safety Summit  Instructor Led Course   #10349  Let's Talk Mental Health*  Instructor Led Course   #10413  2025 Houston Out-of-School Time Conference: Spotlight Afterschool Instructor Led Course   #10381  2025 PTIC Attendees Only - EARLY BIRD REGISTRATION	☐ 08/01/2025 © 08:30 AM 1 Section   ⓒ ☐ 08/14/2025 © 11:00 AM 10 Sections   ⓒ ☐ 09/26/2025 © 08:00 AM 1 Section   ⓒ ☐ 07/24/2025 © 07:00 AM	Sort by	Course N * > * > * >	lumber	

#### 27 To view the invoice, click "View Your Invoice"

Harris Edu	s County remeit of cation		Stop Impers
Home	Professional Learning Courses Transcript Mo	ile App Reporting	
庾	Filters Clear All	Course Catalog	
Catalog	Audience     Topics	Vou have successfully registered for Course 10452   Early Bird Registration: Provider Fair a Early Bird Registration: Provider Fair - 9/26/2025.	: the 2025 Houston Out-o
Ay Professional Learning	Competencies	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.
	▶ Credits		
	Ratings	View Your Invoice Government Course	
	<ul> <li>Instructor</li> </ul>	Search by title, number or description. Q 35 Courses found Show Pinned Courses	
		"Be the Impact" School Safety Summit	🖬 08/01/2025 @ 08:30 AM
		Instructor Led Course   #10349	1 Section   🎯
		"Let's Talk Mental Health"	🖬 08/14/2025 @ 11:00 AM
		Instructor Led Course   #10413	10 Sections   🥘
		2025 Houston Out-of-School Time Conference: Spotlight Afterschool	1 09/26/2025 @ 08:00 AM
		Instructor Led Course   #10381	1 Section
		Instructor Led Course   #10346	1 Section   🞯



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

Harris County Department of Education						
Home Professional Learning	Courses Transcript	Mobile App	Reporting			
Back to My Payments					Invoice Details	
Due						
Make Payment						
Invoice Details				Ir	voice Summary	
Course:	10452   Early Bird Registr School Time Conference	ation: Provider I	Fair at the 2025 Houston Out-of-		Item	
Section: Participant: Start Date:	Creation, Test Account	ation: Provider I	Fair - 9/26/2025		Course #10452 Section #10607 No Credit (At	tendance Purposes Only) 6.0 Hours
Invoice Number:	#241787730				Subtotal:	
Date: Name:	07/17/2025 - 07:55 AM Creation, Test Account				Amount Paid:	
Email:	raechel.mozer@gmail.com	n			Balance Due:	
Transaction Log						
Transaction Type			Details	Date	Status	Confirmation #

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

				Stop Impersonating		<b>0 1</b>
Reporting						
	Invoic	e Details				
						Print
r Fair at the 2025 Houston Out-of-	Invoice Summ	hary				Portrat
Fall - 9/20/2025	Course #104	52 Section #10607 No	Credit (Attendance Purposes Only) 6.0 H	ours		\$75.00
	Subtotal:					\$75.00
	Amount Paid	1:				\$0.00
	Balance Due	e:				\$75.00
Details	Date	Status	Confirmation #		Amount	

#### **30** Click the **printer icon** to print the invoice

				<hr/>	A      A  A     A
				<u>ч</u>	
		+ 🕶   1 of 1   🤉   🗈			9 8 8 2
Due					
Make Payment	-	Inclusion Community			
Invoice Detai	10452   Early Ried Degistra	tion: Item	A		
course.	Provider Fair at the 2025	Course #10452 Section #10607 No Credit (Attendance	Amount		
	Houston Out-of-School Tim	Purposes Only) 6.0 Hours	\$75.00		
	Conference	Subtotal:	\$75.00		
Section:	10607   Early Bird Registra	tion: Amount Paid:	\$0.00		
	Provider Fair - 9/26/2025	Balance Due:	\$75.00		
Participant:	Creation, Test Account				
Start Date:	09/26/2025				
Invoice	#241787730				
Number:	Date:				
07/17/2025 - 0	7:55 AM Name:				
creation, lest	Account Email:				
Francactio	n Log				
Tansactio	li Log				
Transaction Ty	peDetailsDateStatusConfir	mation #Amount			

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

				~	6	12	
				w v			
	- +	🖼   1 of 1   🤉   🕮			Q	e e	J
Due							
Make Payment							
<b>Invoice Details</b>		Invoice Summary					
Course:	10452   Early Bird Registration:	Item	Amount				
	Provider Fair at the 2025 Houston Out-of-School Time	Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hours	\$75.00				
C	Conference	Subtotal:	\$75.00				
section:	Provider Eair - 9/26/2025	Amount Paid:	\$0.00				
Participant	Creation Test Account	Balance Due:	\$75.00				
Start Date:	09/26/2025						
Invoice	#241787730						
Number:	Date:						
07/17/2025 - 07:	55 AM Name:						
Creation, Test A	ccount Email:						
raechel.mozer@	ogmail.com						
Transaction	Log						
Transaction Type	DetailsDateStatusConfirmatic	an #Amount					
mansaction type	eDetalisDatestatuscommatic	and and					

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

Harris County Department of Education									
Home Professional Learning	Courses Transcript	Mobile App	Reporting						
Back to My Payments					Invoice Details				
👌 Due									
Make Payment									
Invoice Details	10452   Early Bird Regis	tration: Provider	Fair at the 2025 Houston	I Out-of-	nvoice Summary				
Course:	School Time Conference	tration: Provider	Eair 9/26/2025		ltem				
Participant:	Creation, Test Account	tration. Provider	Pail * 5/20/2025		Course #10452 Section #10607 No Credit (Attendance Purposes Only) 6.0 Hour				
Start Date:	09/26/2025				Subtotal:				
Invoice Number: Date:	#241787730 07/17/2025 - 07:55 AM				Amount Paid:				
Name:	e: Creation, Test Account				Palance Duer				
cman.	Taechel.mozer@gmail.co				Balance Due.				
Transaction Log									
Transaction Type			Details	Date	Status	Confirmation #			

## Register Now, Pay Later Instructions

33 If a balance is due, lo navigate to your invo	g back into your account, and click the <b>orange banne</b> vices	er to
د المالية 0:00 / 5:06 ख ⊲» ෯ []	2025 PTIC Attendees Only - EARLY BIRD REGISTRATION	
	2025 PTIC Attendees Only - REGULAR REGISTRATION Recommended by RAECHEL MOZER on 06/18/2025	
rack to meet license renewal requirements. For help in view the Anatomy of the Professional Learning	Show All	
	You currently have an outstanding balance.           My Learning Opportunities	All ()
a no Required courses.	Early Bird Registration: Provider Fair at the 2025 Houston Out-of-School Time     Conference     Section: 10607   Early Bird Registration: Provider Fair - 9/26/2025     Location: 7145 W Tidwell Rd, Houston, TX 77092     Region 4 S Show More	
	My Transcript Manage And Withdraw From Courses	

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

	is County imment of <b>Ication</b>				
Home	Professional Learning Courses	Transcript Mobile App	Reporting		
🖳 Dashboard	Payment History				
Catalog	Select a Column		×		
Learning	Status Invoice # Course Number	Course Name Early Bird Registration: Pro	ovider Fair at the 2025 Houston Out-of-School	Section Number Time 10607	Section Name Early Bird Registration: Provider Fair -
		Conference			
	1-3 of 3 Results		🛇 Cancelled 🛞 Denied	🗿 Due 🛞 Error 🛞	Failure 🥝 Paid 🔀 Pending 🖒 Refu

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

Edu	is County animation Jeation					Stop Impe
Home	Professional Learning Courses	Transcript Mobile App	Reporting			
	Payment History					
Dashboard						
Catalog	Select a Column		~			
My Professional Learning	🖒 Update   🕒 Add Filter					
	Status Invoice # Course Number	Course Name		Section Number	Section Name	Invoice Date 👻
	O 241787730 10452	Early Bird Registration: Provid Conference	er Fair at the 2025 Houston Out-of-School	Time 10607	Early Bird Registration: Provider Fair - 9/26/2025	07/17/2025 at 7:55 AM
	1-3 of 3 Results					
			S Cancelled 🛞 Denied	👌 Due 🏾 💌 Error 💌	Failure 🧔 Paid 🔀 Pending Ċ Refunded 🧔 Si	uccess

## **Review Event Enrollment & Support**

<b>36</b> Review course or even	it enrollments and details under the " <b>My Courses</b> " channel
	Recommended by RAECHEL MOZER on 06/23/2025
	2025 PTIC Attendees Only - EARLY BIRD REGISTRATION
	2025 PTIC Attendees Only - REGULAR REGISTRATION Recommended by RAECHEL MOZER on 06/18/2025
track to meet license renewal requirements. For help in view the Anatomy of the Professional Learning	Show All
	My Courses
	You currently have an outstanding balance.
	▲ My Learning Opportunities
e no Required courses.	Early Bird Registration: Provider Fair at the 2025 Houston Out-of-School Time Conference Section: 10607   Early Bird Registration: Provider Fair - 9/26/2025 Location: 7145 W Tidwell Rd, Houston, TX 77092 Region 4 S Show More
	My Transcript Manage And Withdraw From Courses

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

For **event information**, please contact **Austen Yorko** at **(713) 696-1369** or at <u>austen.yorko@hcde-texas.org</u>