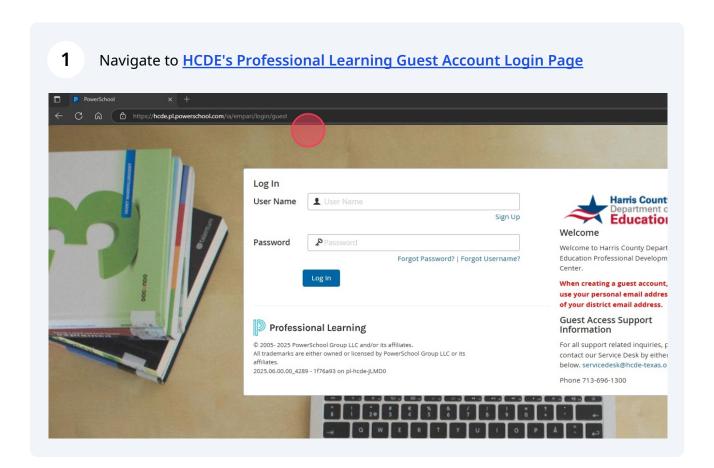
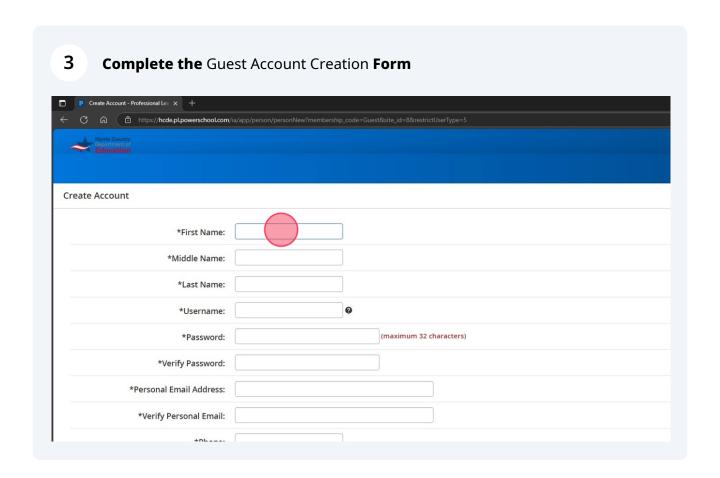
# Guest Account Creation, Registration, & Payment - Provider Fair at the 2025 Houston Out-of-School Time Conference (Regular Registration)

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**



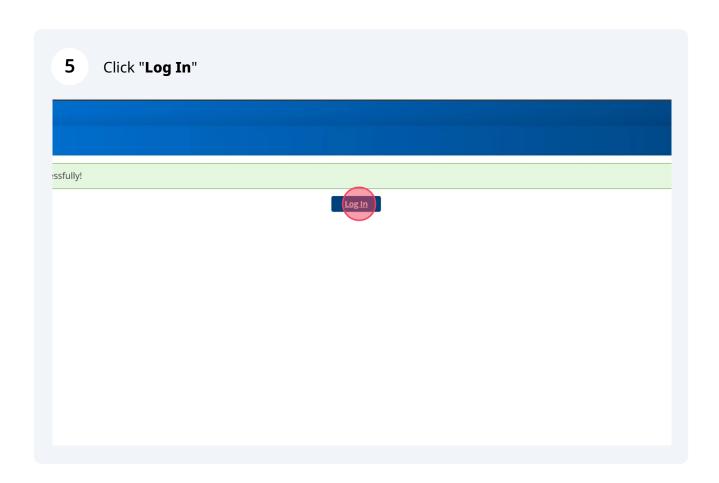
## 2 Click "Sign Up" Log In Harris County Department of Education User Name User Name Welcome Password Password Welcome to Harris County Department of Forgot Password? | Forgot Username? Education Professional Development Center. When creating a guest account, please use your personal email address instead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



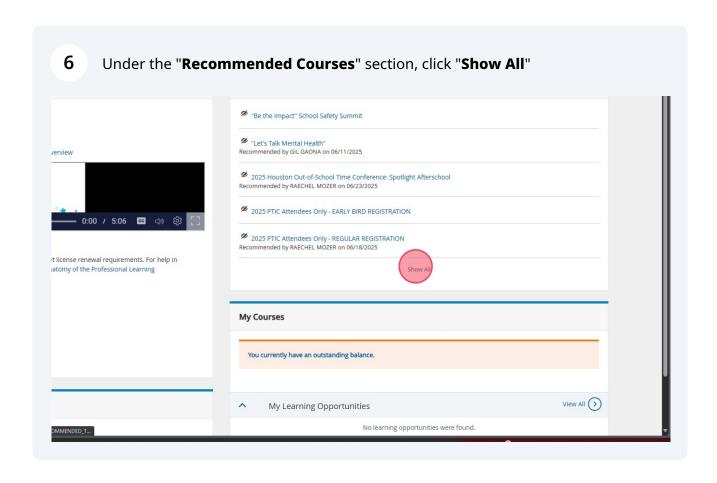


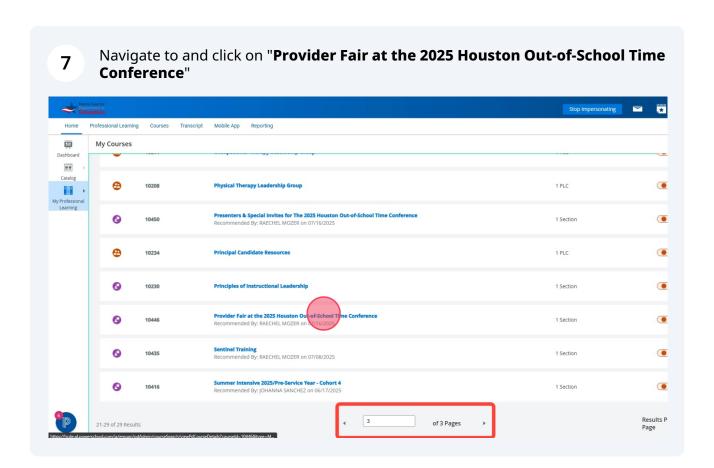
Make sure to remember the **username** and **password** for future reference.

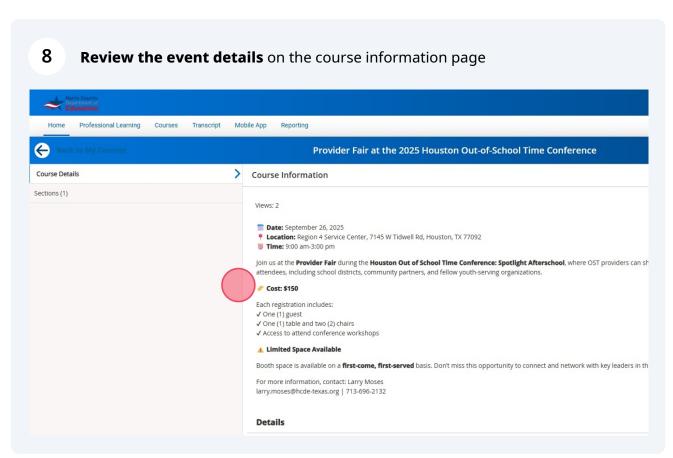




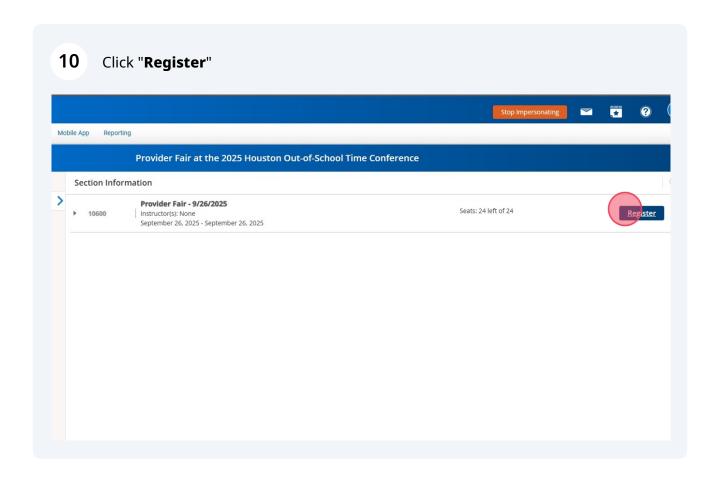
# **Register for the Event & Make Payment**



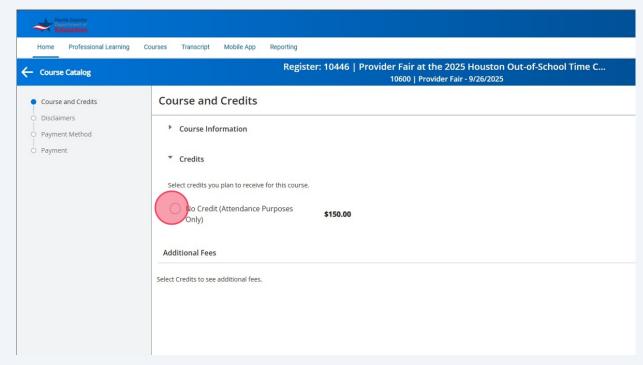




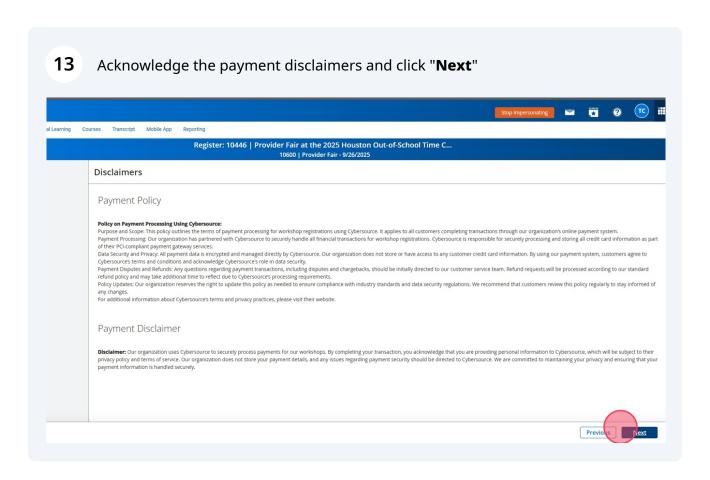
9 To register, click "Sections (1)" Professional Learning Courses Transcript Mobile App Reporting Provider Fair at the 2025 Houston Out-of-School Time Conference Course Information Views: 2 Date: September 26, 2025 Location: Region 4 Service Center, 7145 W Tidwell Rd, Houston, TX 77092 **Time:** 9:00 am-3:00 pm Join us at the **Provider Fair** during the **Houston Out of School Time Conference: Spotlight Afterschool**, where OST providers can shattendees, including school districts, community partners, and fellow youth-serving organizations. Cost: \$150 Each registration includes: ✓ One (1) guest ✓ One (1) table and two (2) chairs √ Access to attend conference workshops ▲ Limited Space Available Booth space is available on a **first-come**, **first-served** basis. Don't miss this opportunity to connect and network with key leaders in th For more information, contact: Larry Moses larry.moses@hcde-texas.org | 713-696-2132 Details

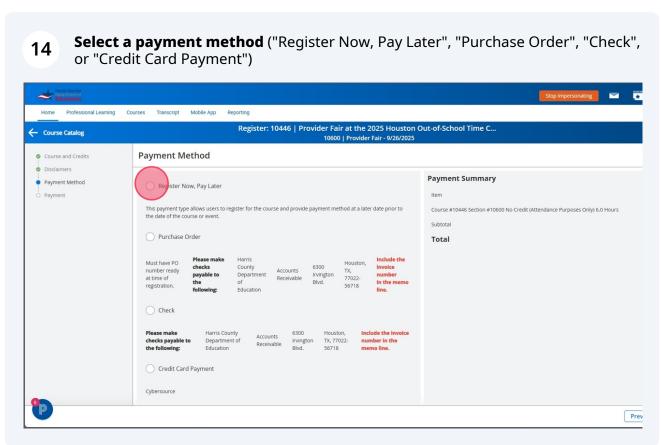


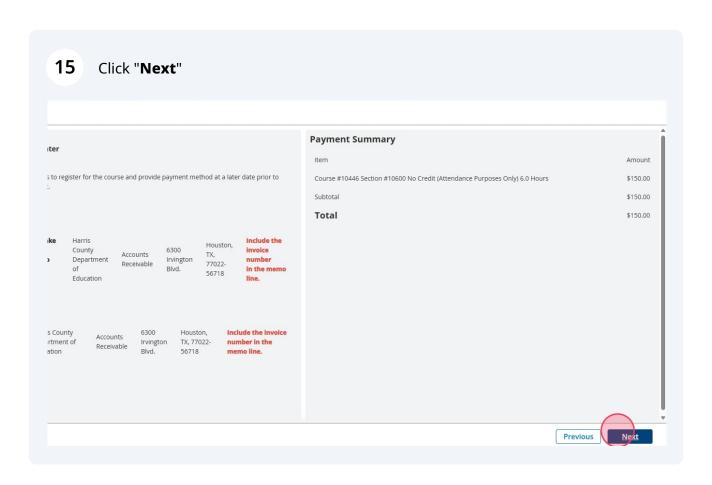
# 11 Select the appropriate registration type under "Credits"

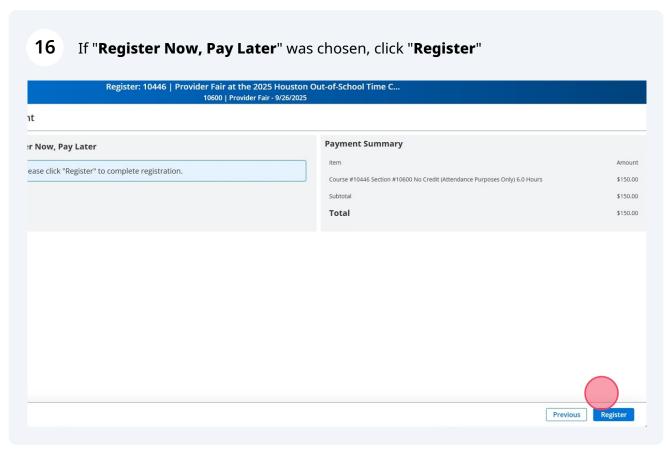


# | Course Information | No Credit (Attendance Purposes Only) Feet |









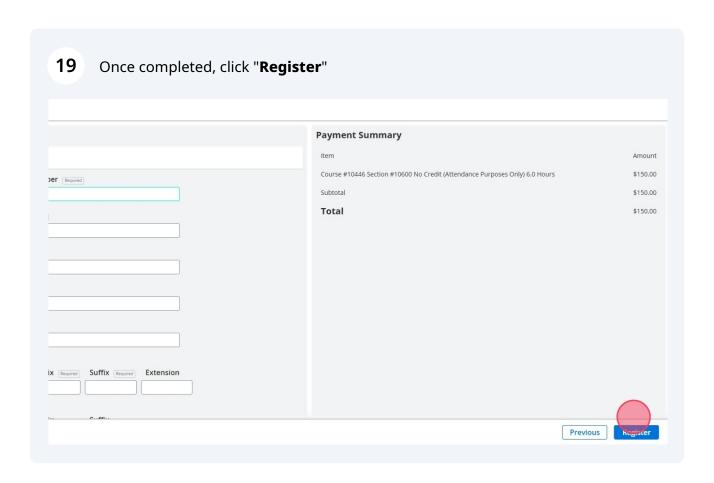


Registrants who select "**Register Now, Pay Later**" will need to log back into Professional Learning to submit payment prior to the event date.

17 If "Purchase Order" was chosen, click "Next" al Learning Courses Transcript Mobile App Reporting Register: 10446 | Provider Fair at the 2025 Houston Out-of-School Time C... 10600 | Provider Fair - 9/26/2025 **Payment Method** Payment Summary Register Now, Pay Later Item 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. Course #10446 Section #10600 No Credit (Attendance Purposes Only) 6.0 Hours \$150.00 Subtotal \$150.00 O Purchase Order \$150.00 Check Credit Card Payment

# 18 Complete the required fields of the purchase order form Professional Learning Courses Transcript Mobile App Reporting Register: 10446 | Provider Fair at the 2025 Houston Out-of-School Time C... Course Catalog 10600 | Provider Fair - 9/26/2025 Payment **Payment Summary Purchase Order Billing Information** Course #10446 Section #10600 No Cred Purchase Order Number Requir Subtotal Total Contact Name Required Contact Email Required Organization Required Department Required

Work Phone

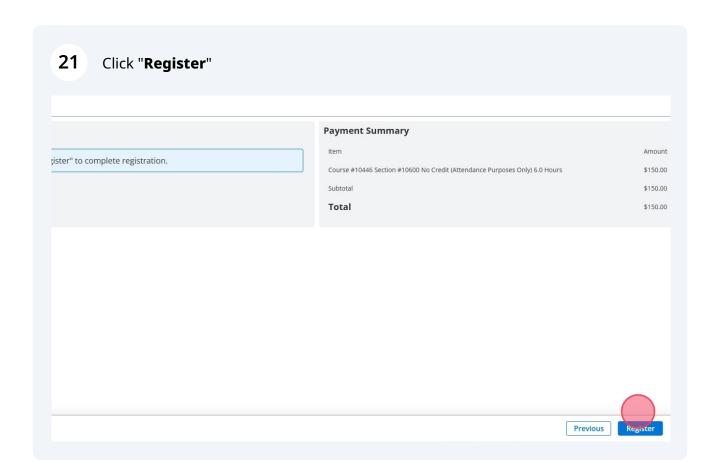




Please **include** the **invoice number** on the **memo line of** the purchase order **check**. Make all checks payable to:

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

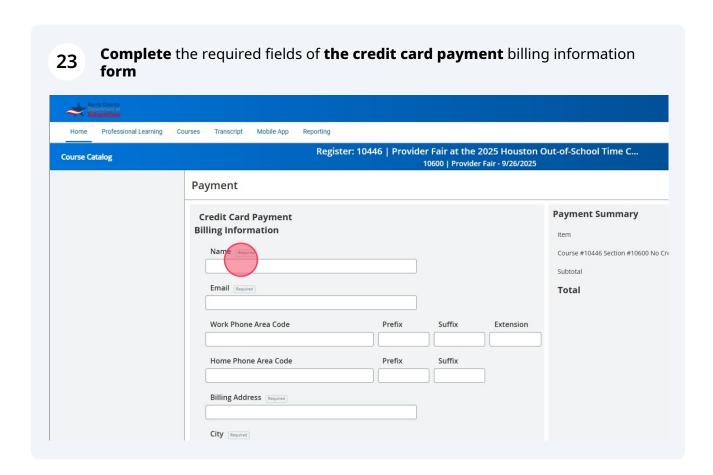
20 If "Check" was chosen, select "Next" Stop Impersonating ional Learning Courses Transcript Mobile App Reporting Register: 10446 | Provider Fair at the 2025 Houston Out-of-School Time C. **Payment Method Payment Summary** Register Now, Pay Later This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event. Course #10446 Section #10600 No Credit (Attendance Purposes Only) 6.0 Hours \$150.00 \$150.00 O Purchase Order Total \$150.00 O Check Credit Card Payment Cybersource

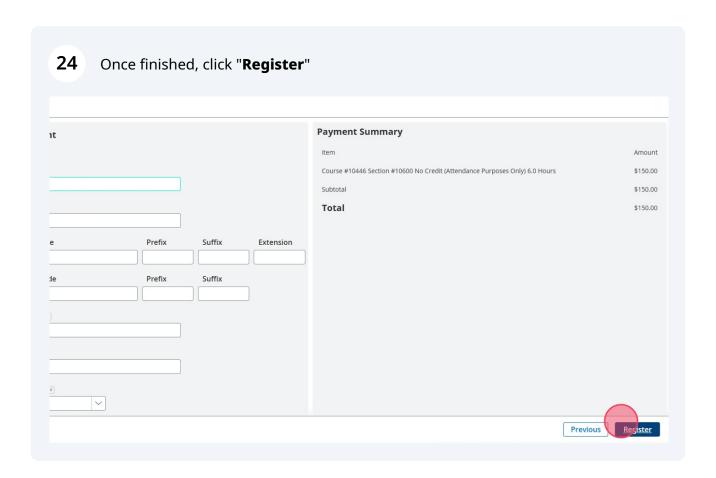


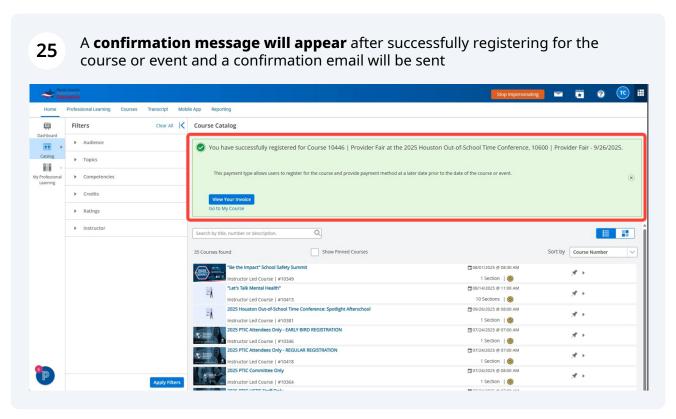


Please include the invoice number on the memo line of the check.

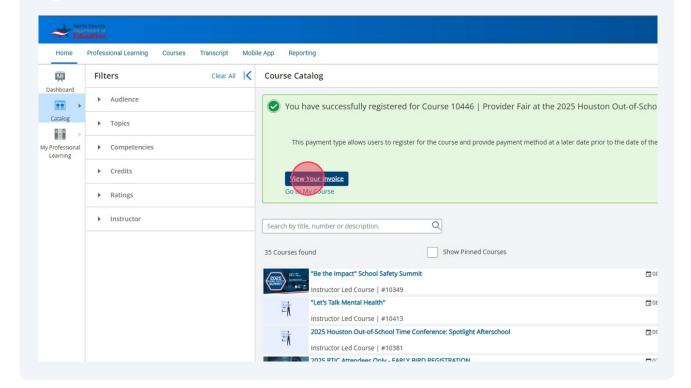
Make all checks payable to:

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

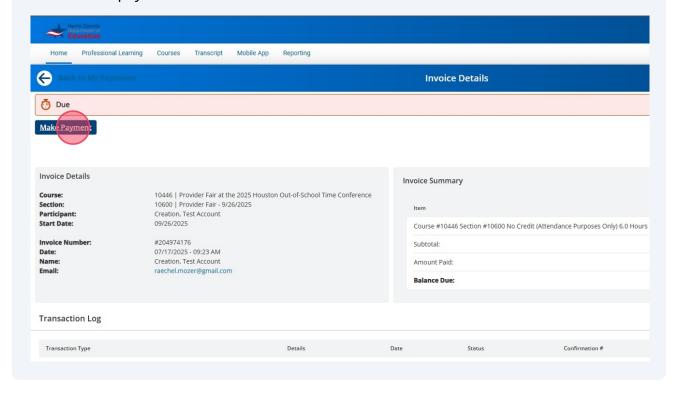


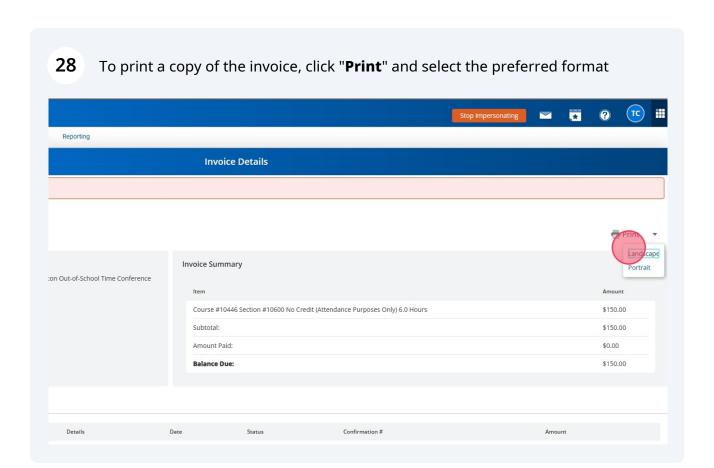


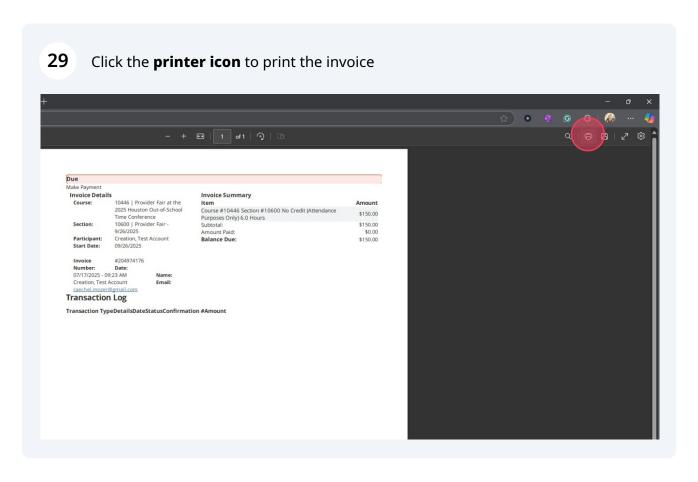
To view the invoice, click "View Your Invoice"

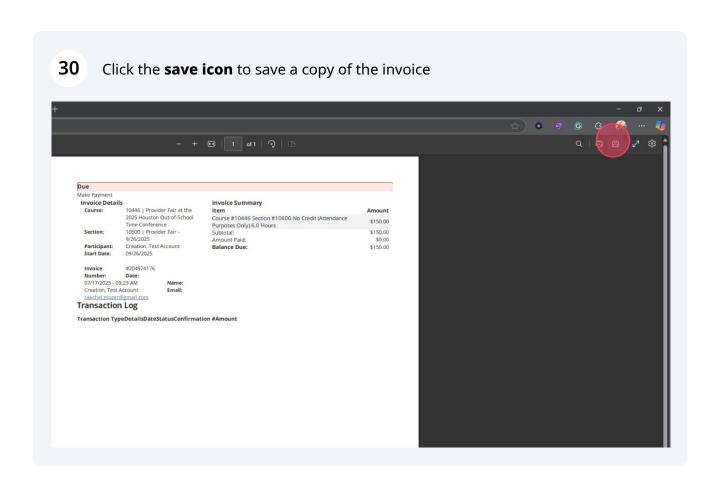


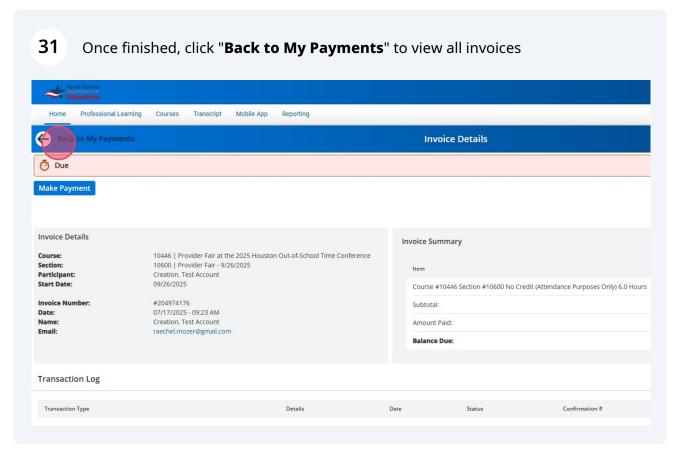
27 If you selected "**Register Now, Pay Later**", click "**Make Payment**" to submit payment on or before the day of the course or event - review the steps above for each payment method



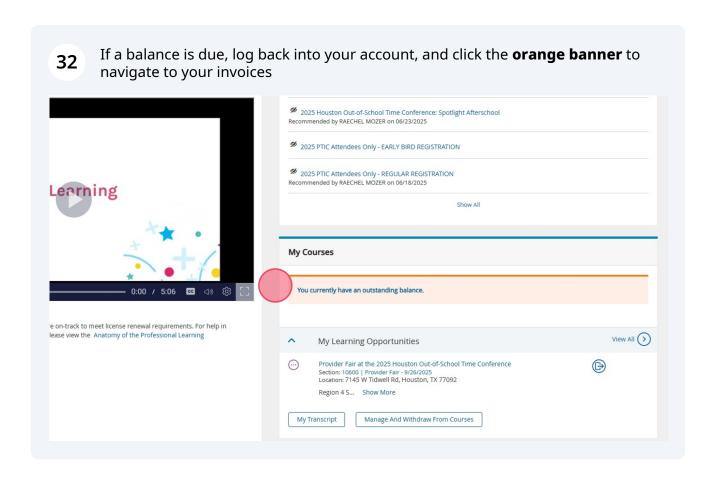


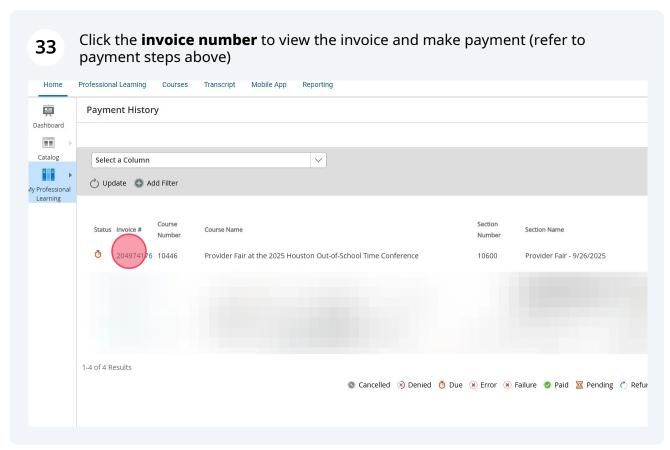


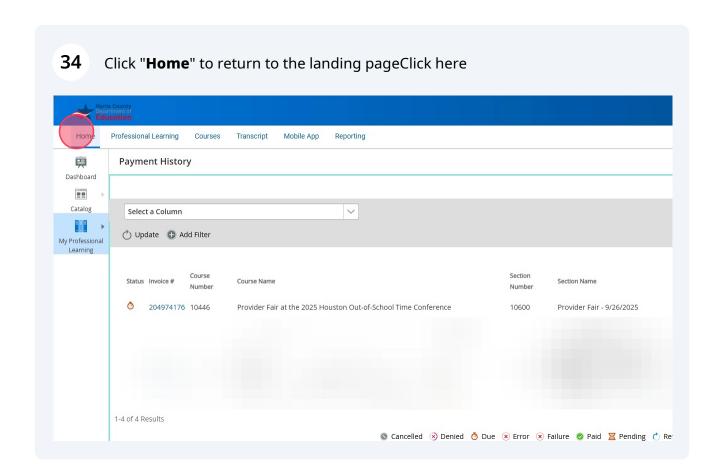




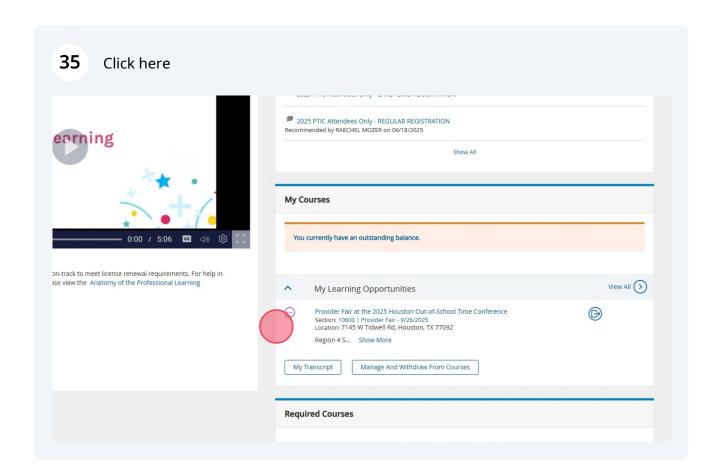
# **Register Now, Pay Later Instructions**







# **Review Event Enrollment & Support**





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 <a href="mailto:austen.yorko@hcde-texas.org">austen.yorko@hcde-texas.org</a>