

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

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

Log In

User Name

Sign Up

Password

Forgot Password? | Forgot Username?

Log In

Professional Learning

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2025.06.00.00_4289 - 1f76a93 on pl-hcde-JLMD0

Harris County Department of Education

Welcome

Welcome to Harris County Department of Education Professional Development Center.

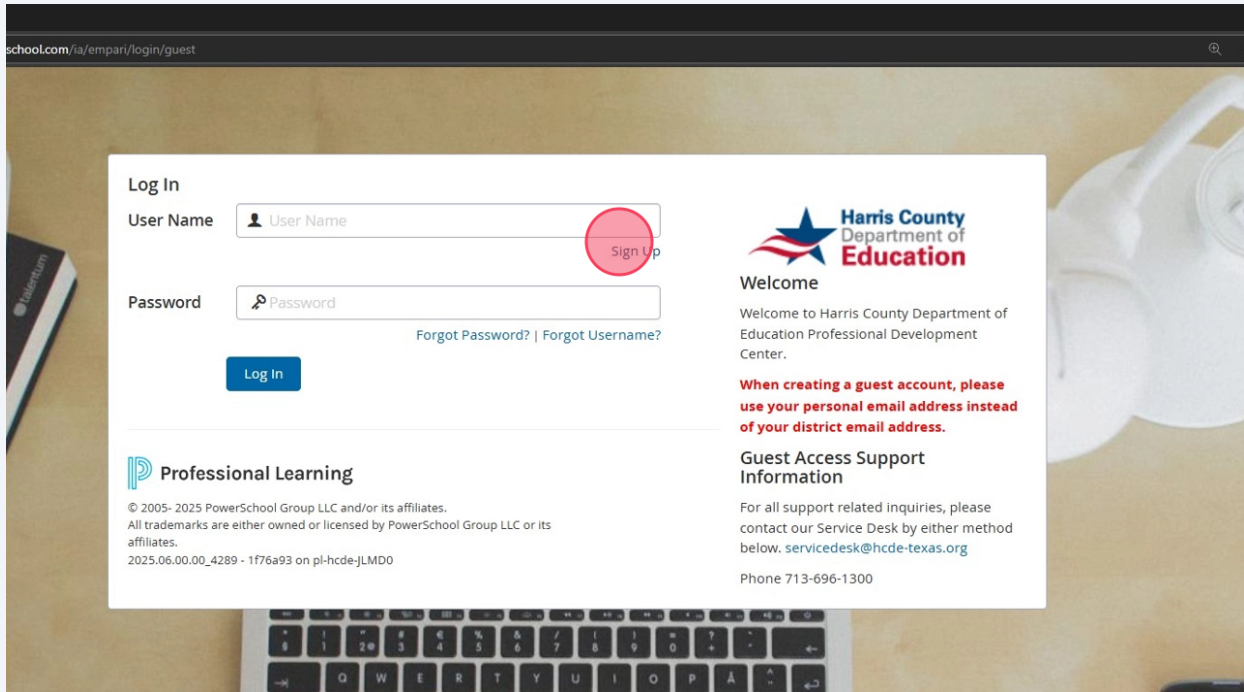
When creating a guest account, use your personal email address of your district email address.

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

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.

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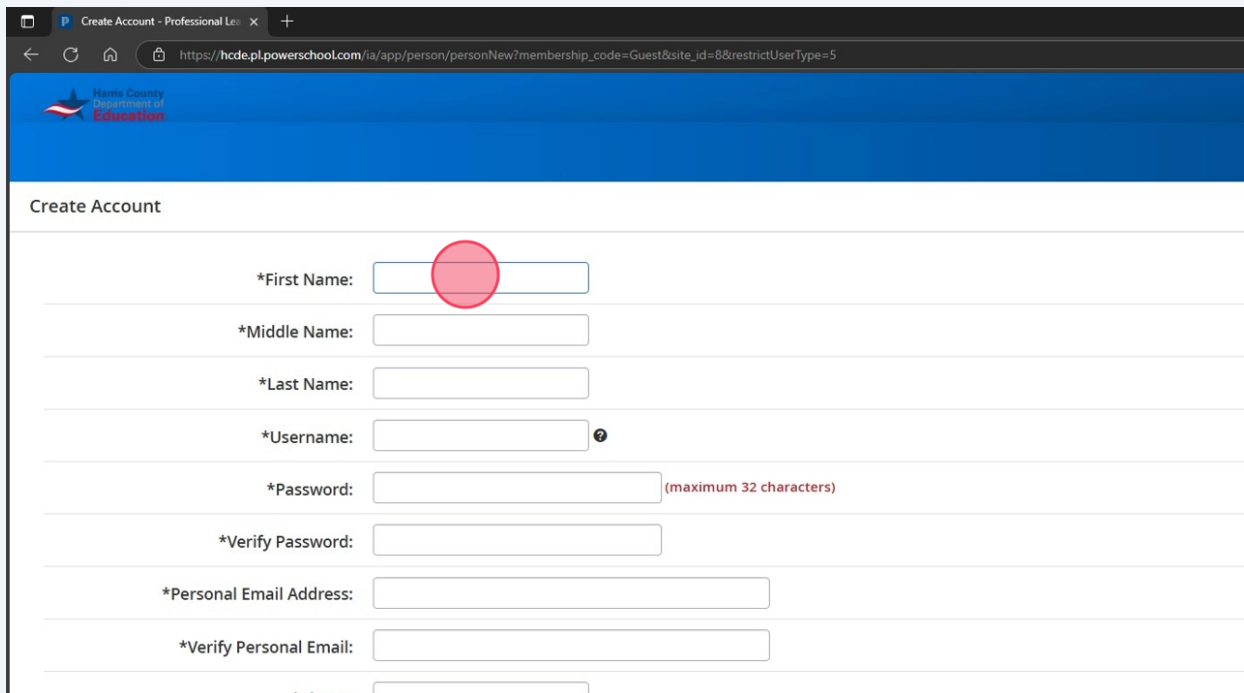
For all support related inquiries, please contact our Service Desk by either method below. servicedesk@hcde-texas.org

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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n Teachers

e Pathologist

trative Systems

nts

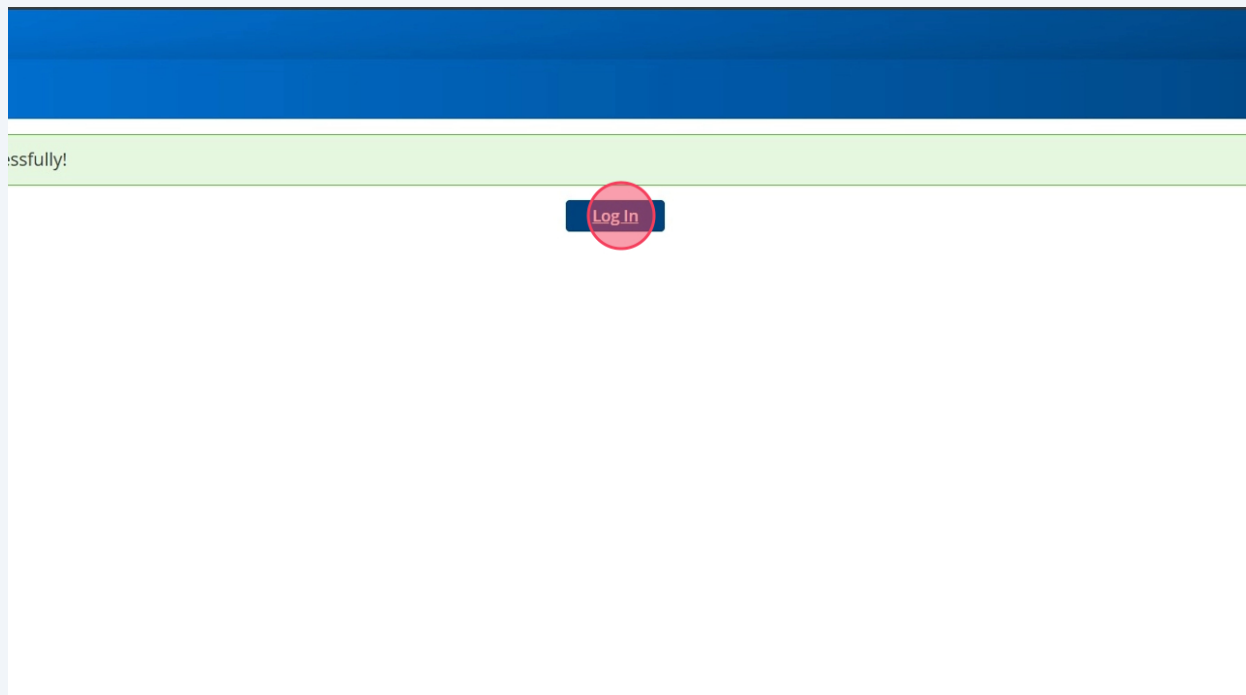
oport

itaff

Cancel

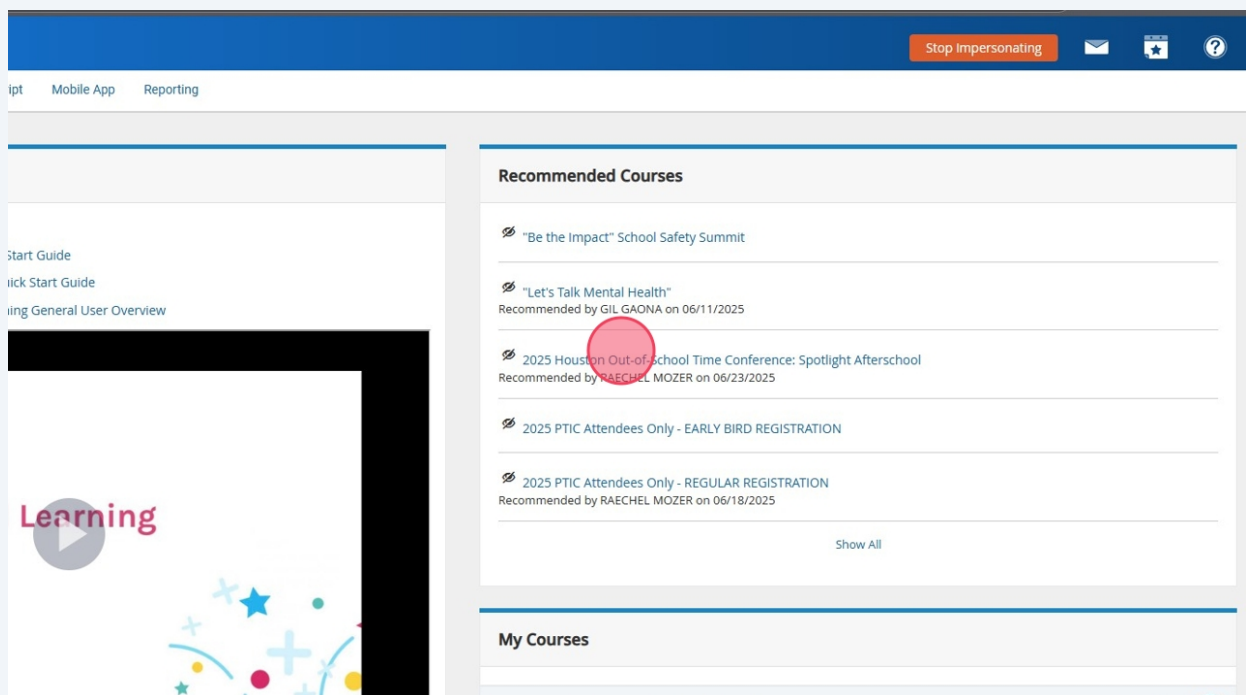
Create Account

5 Click "Log In"



Register for the Event & Make Payment

6 Under the "Recommended Courses" section, click "2025 Houston Out-of-School Time Conference: Spotlight Afterschool"



7

Review the event details on the course information page

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

>

Course Information

Views: 14

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 worthwhile experience for youth across Harri

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 for our youth, but it is a
- **Growing Community:** Sessions under this track will focus on growing your community within the program, the school, your professional network, and the broader neighbor
- **Best Practices:** These sessions will demonstrate what best practices OST programs can utilize to increase their quality, attendance, and learning opportunities for youth and

Details

Office: CASE for Kids

8

To register, click "Sections (1)"

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

<

Back to Course Catalog

Course Details

Sections (1)

Course Information

Views: 14

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

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- **Best Practices:** These sessions will demonstrate what best practices OST programs can utilize to increase their quality, attendance, and learning opportunities for youth and

9

Click "Register"

Stop impersonating

TC

Mobile App Reporting

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

Section Information

10465 September 26, 2025 - HOST Conference
Instructor(s): AUSTEN YORKO
September 26, 2025 - September 26, 2025

Seats: 150 left of 150

Register

10

Select the appropriate registration type under "Credits"

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

☒ CEU (General In County) \$100.00

☐ CEU (Out of County) \$110.00

Additional Fees

Select Credits to see additional fees.

11 Click "Next"

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

☒ CEU (General In County) \$100.00

☐ CEU (Out of County) \$110.00

Additional Fees

| CEU (General In County) Fees | Amount |
|------------------------------|-----------------|
| Registration | \$100.00 |
| Total: | \$100.00 |

Cancel Next

12 Acknowledge the payment disclaimers and click "Next"

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

Disclaimers

Payment Policy

Policy on Payment Processing Using Cybersource:
Purpose and Scope: This policy outlines the terms of payment processing for workshop registrations using Cybersource. It applies to all customers completing transactions through our organization's online payment system.
Payment Processing: Our organization has partnered with Cybersource to securely handle all financial transactions for workshop registrations. Cybersource is responsible for securely processing and storing all credit card information as part of their PCI-compliant payment gateway services.
Data Security and Privacy: All payment data is encrypted and managed directly by Cybersource. Our organization does not store or have access to any customer credit card information. By using our payment system, customers agree to Cybersource's terms and conditions and acknowledge Cybersource's role in data security.
Payment Disputes and Refunds: Any questions regarding payment transactions, including disputes and chargebacks, should be initially directed to our customer service team. Refund requests will be processed according to our standard refund policy and may take additional time to reflect due to Cybersource's processing requirements.
Policy Updates: Our organization reserves the right to update this policy as needed to ensure compliance with industry standards and data security regulations. We recommend that customers review this policy regularly to stay informed of any changes.
For additional information about Cybersource's terms and privacy practices, please visit their website.

Payment Disclaimer

Disclaimer: Our organization 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 privacy policy and terms of service. 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 your payment information is handled securely.

Previous Next

13

Select a payment method ("Register Now, Pay Later", "Purchase Order", "Check", or "Credit Card 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. |
|---------------------------------------|---------------------|----------------------|--------------------------|---|

☐ Credit Card Payment

Cybersource

Payment Summary

| | |
|--|--|
| Item | |
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | |
| Subtotal | |
| Total | |

Prev

14

Click "Next"

Payment Summary

| | |
|--|----------|
| Item | Amount |
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous **Next**

15 If "Register Now, Pay Later" was chosen, click "Register"

Stop Impersonating

Learning Courses Transcript Mobile App Reporting

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

Payment

Register Now, Pay Later

Please click "Register" to complete registration.

Payment Summary

| Item | Amount |
|--|-----------------|
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous Register



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

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

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | 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 #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous **Next**

17 Complete the required fields of the purchase order form

Home Professional Learning Courses Transcript Mobile App Reporting

Course Catalog Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

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 #10381 Section #10465 CEU (| |
| Subtotal | |
| Total | |

18 Once completed, click "**Register**"

Required

Required

Suffix

Required

Extension

Payment Summary

| Item | Amount |
|--|-----------------|
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous

Register



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

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

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | 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 #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

[Previous](#) [Next](#)

20 Click "Register"

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | September 26, 2025 - HOST Conference

Payment

Check

i Please click "Register" to complete registration.

Payment Summary

| Item | Amount |
|--|----------|
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

[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

21

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

Changes saved

Stop Impersonating

TC

Learning Courses Transcript Mobile App Reporting

Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ...
10465 | 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 EducationAccounts Receivable6300 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 EducationAccounts Receivable6300 Irvington Blvd.Houston, TX, 77022-56718

Include the invoice number in the memo line.

☒ Credit Card Payment

Cybersource

Payment Summary

| Item | Amount |
|--|-----------------|
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous

Next

22

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

Harris County Education

Home Professional Learning Courses Transcript Mobile App Reporting

← Course Catalog Register: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight ... 10465 | 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 #10381 Section #10465 CEU (C

Subtotal

Total

23

Once finished, click **"Register"**

Payment Summary

| Item | Amount |
|--|-----------------|
| Course #10381 Section #10465 CEU (General In County) 8.0 Hours | \$100.00 |
| Subtotal | \$100.00 |
| Total | \$100.00 |

Previous Register

24

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 box is highlighted with a red border. The message states: 'You have successfully registered for Course 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool, 10465 | 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 box, there is a search bar and a list of 33 courses found. The first few courses are: 'Be the Impact' School Safety Summit, 'Let's Talk Mental Health', and 2025 Houston Out-of-School Time Conference: Spotlight Afterschool.

25

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

The screenshot shows the 'Course Catalog' page with a sidebar on the left. The sidebar has a 'Filters' section with options: Audience, Topics, Competencies, Credits, Ratings, and Instructor. The main content area shows a green confirmation message box, similar to the one in the previous screenshot. The 'View Your Invoice' button is circled in red. Below the message box, there is a search bar and a list of 33 courses found. The first few courses are: 'Be the Impact' School Safety Summit, 'Let's Talk Mental Health', and 2025 Houston Out-of-School Time Conference: Spotlight Afterschool.

26

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

Course: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10465 | September 26, 2025 - HOST Conference
Participant: Creation, Test Account
Start Date: 09/26/2025

Invoice Number: #955507394
Date: 07/16/2025 - 02:52 PM
Name: Creation, Test Account
Email: rachel.mozer@gmail.com

Invoice Summary

Item

Course #10381 Section #10465 CEU (General In County) 8.0 Hours

Subtotal:

Amount Paid:

Balance Due:

Transaction Log

| Transaction Type | Details | Date | Status | Confirmation # |
|------------------|---------|------|--------|----------------|
|------------------|---------|------|--------|----------------|

27

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

Harris County Department of Education

Home Professional Learning Courses Transcript Mobile App Reporting

[Back to My Payments](#) Invoice Details

Due

Make Payment

Print

Invoice Details

Course: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10465 | September 26, 2025 - HOST Conference
Participant: Creation, Test Account
Start Date: 09/26/2025

Invoice Number: #955507394
Date: 07/16/2025 - 02:52 PM
Name: Creation, Test Account
Email: rachel.mozer@gmail.com

Invoice Summary

Item

Course #10381 Section #10465 CEU (General In County) 8.0 Hours

Subtotal: \$100.00

Amount Paid: \$0.00

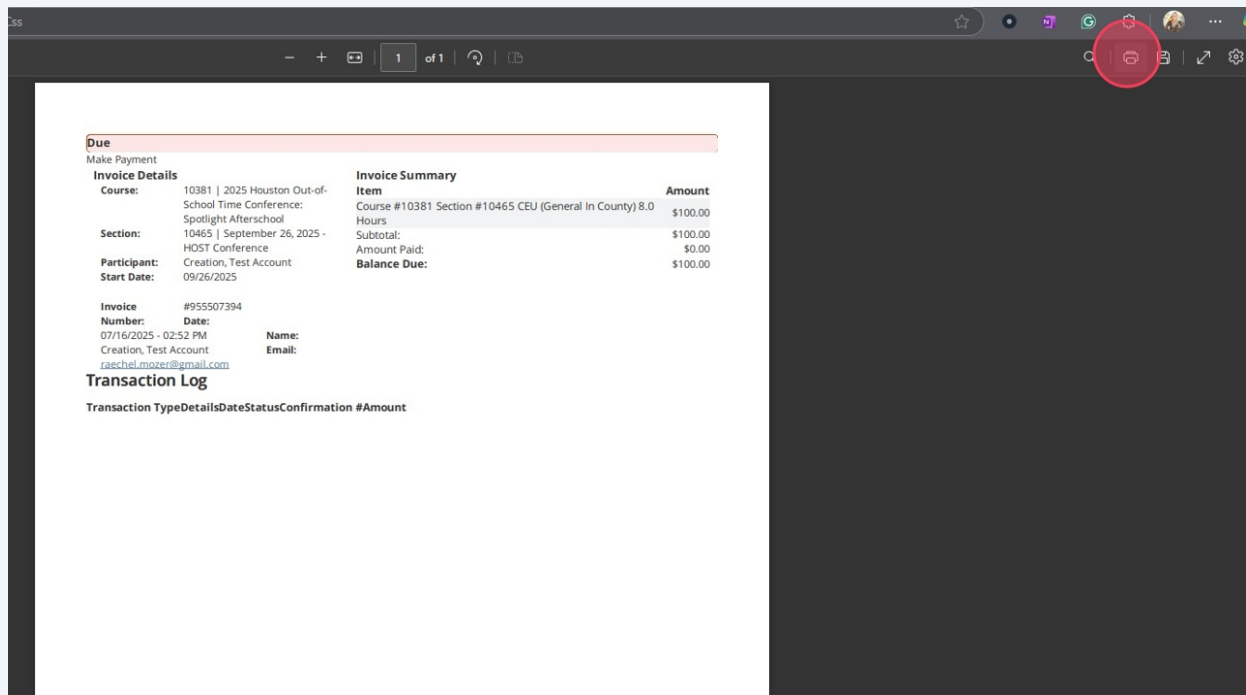
Balance Due: \$100.00

Transaction Log

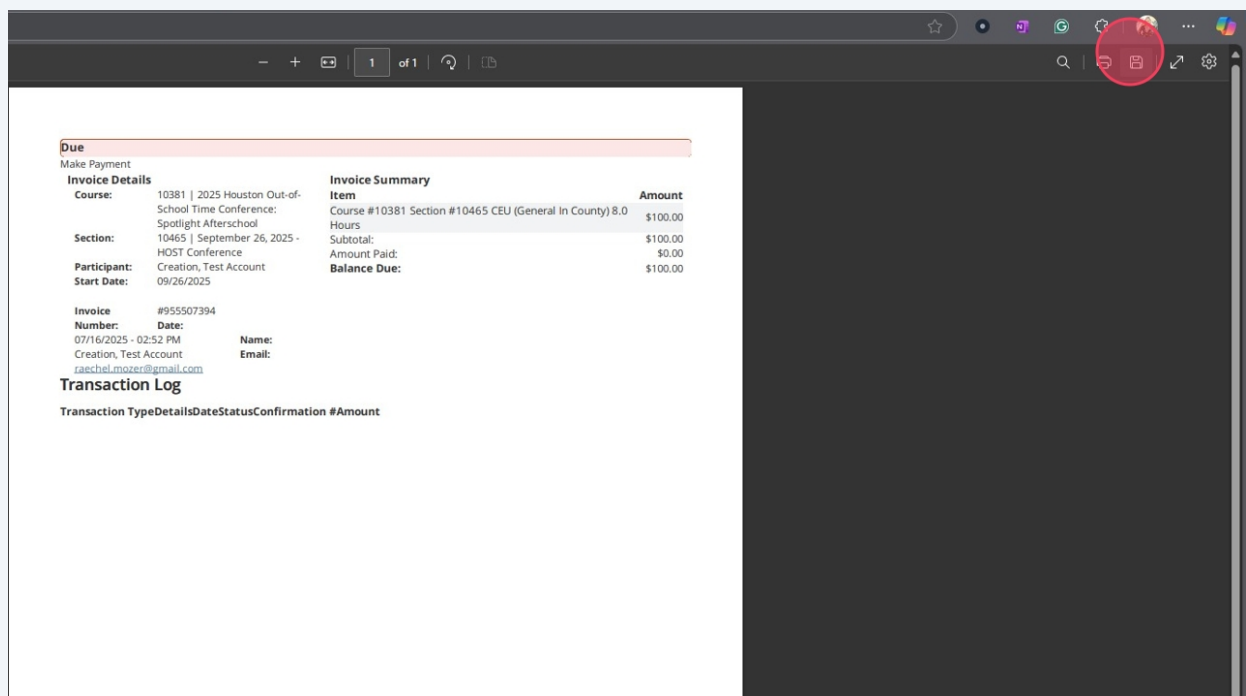
| Transaction Type | Details | Date | Status | Confirmation # | Amount |
|------------------|---------|------|--------|----------------|--------|
|------------------|---------|------|--------|----------------|--------|

Done

28 Click the **printer icon** to print the invoice



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



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

Harris County
Education

Home Professional Learning Courses Transcript Mobile App Reporting

← Back to My Payments Invoice Details

Due

Make Payment

Invoice Details

Course: 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10465 | September 26, 2025 - HOST Conference
Participant: Creation, Test Account
Start Date: 09/26/2025

Invoice Number: #955507394
Date: 07/16/2025 - 02:52 PM
Name: Creation, Test Account
Email: rachel.mozier@gmail.com

Invoice Summary

| Item |
|--|
| Course #10381 Section #10465 CEU (General) |
| Subtotal: |
| Amount Paid: |
| Balance Due: |

Register Now, Pay Later Instructions

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

Harris County
Education

Stop impersonating

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 RAECHEL MOZIER on 06/23/2025
- 2025 PTIC Attendees Only - EARLY BIRD REGISTRATION
- 2025 PTIC Attendees Only - REGULAR REGISTRATION
Recommended by RAECHEL MOZIER 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

32

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

The screenshot shows the 'Payment History' page of the Hemis County Professional Learning system. The left sidebar contains links for Dashboard, Catalog, and My Professional Learning. The main content area has a 'Select a Column' dropdown, 'Update' and 'Add Filter' buttons, and a table of payment history. The invoice number 955507394 is circled in red.

| Status | Invoice # | Course Number | Course Name | Section Number | Section Name |
|--------|-----------|---------------|---|----------------|----------------------|
| | 955507394 | 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool | 10465 | September 26, 2025 - |

1-1 of 1 Results

Legend: Cancelled Denied Due Error Failure Paid Pending

33

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

The screenshot shows the same 'Payment History' page, but with the 'Home' button in the left sidebar circled in red. The table now includes an 'Invoice Date' column.

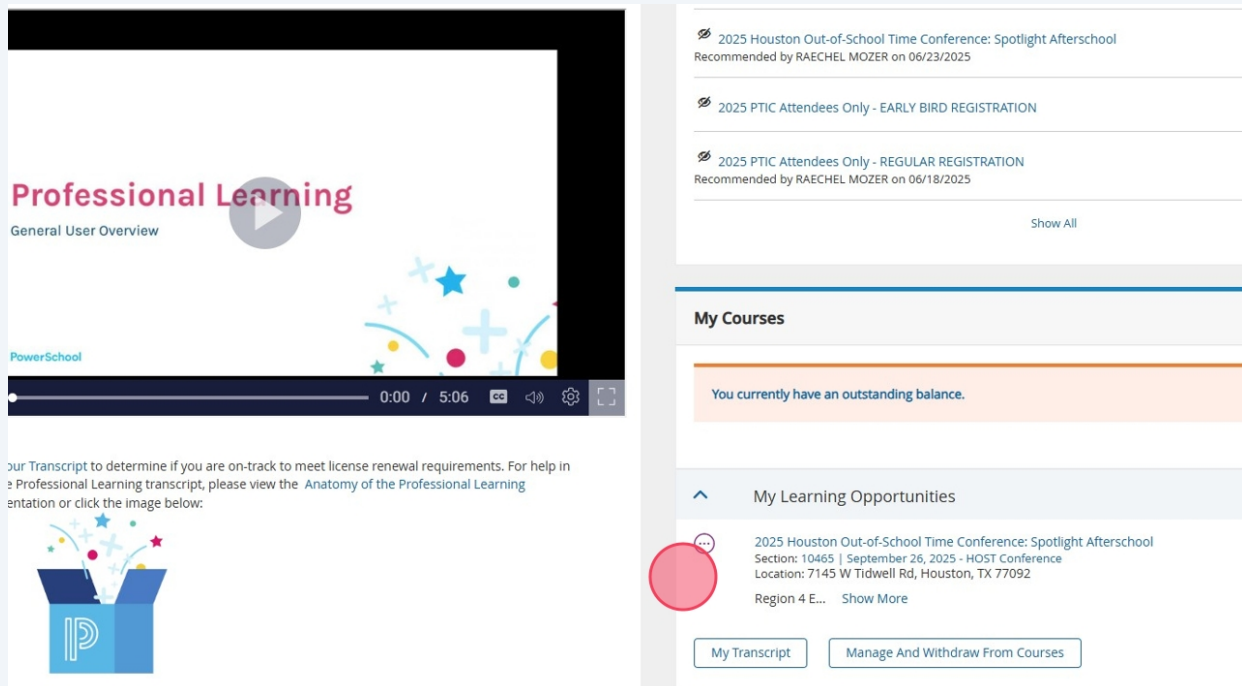
| Status | Invoice # | Course Number | Course Name | Section Number | Section Name | Invoice Date |
|--------|-----------|---------------|---|----------------|--------------------------------------|--------------|
| | 955507394 | 10381 | 2025 Houston Out-of-School Time Conference: Spotlight Afterschool | 10465 | September 26, 2025 - HOST Conference | 07/16/2025 |

1-1 of 1 Results

Legend: Cancelled Denied Due Error Failure Paid Pending Refunded Success

Review Event Enrollment & Support

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



The screenshot displays the PowerSchool Professional Learning interface. On the left, a video player shows a slide titled "Professional Learning" with the subtitle "General User Overview". Below the video, there is a transcript section with a blue box icon containing a white 'P'. The right sidebar contains a list of courses under the "My Courses" heading. A red circle highlights the "2025 Houston Out-of-School Time Conference: Spotlight Afterschool" course entry. Below the course list, there are buttons for "My Transcript" and "Manage And Withdraw From Courses".

Professional Learning
General User Overview

PowerSchool

0:00 / 5:06

our Transcript to determine if you are on-track to meet license renewal requirements. For help in
Professional Learning transcript, please view the *Anatomy of the Professional Learning*
entation or click the image below.

My Courses

You currently have an outstanding balance.

My Learning Opportunities

- 2025 Houston Out-of-School Time Conference: Spotlight Afterschool
Section: 10465 | September 26, 2025 - HOST Conference
Location: 7145 W Tidwell Rd, Houston, TX 77092
Region 4 E... Show More

My Transcript Manage And Withdraw From Courses



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

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