

Sponsorship Registration, Payment, & Invoice Management

Professional Learning Instructional Guide



Professional Learning Account Creation

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

Log In

User Name

Sign Up

Password

Forgot Password? | Forgot Username?

Log In

Professional Learning

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2024.12.00.00_3760 - f9f4972 on pl-hcde-YVNX8

Harris County Department of Education

Welcome

Welcome to Harris County Department of Education Professional Development Center

Guest Access Support Information

For all support related inquiries, please contact our Service Desk by either method below. [servicedesk@hcde-texas.org](mailto: servicedesk@hcde-texas.org)

Phone 713-696-1300

2. Click “Sign Up”

Log In

User Name

Sign Up

Password

Forgot Password? | Forgot Username?

Log In

Professional Learning

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Harris County Department of Education

Welcome

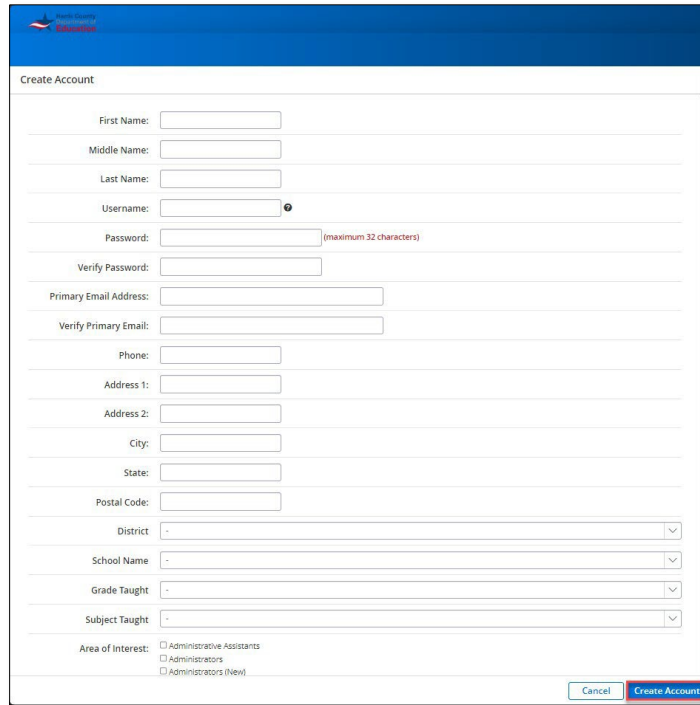
Welcome to Harris County Department of Education Professional Development Center

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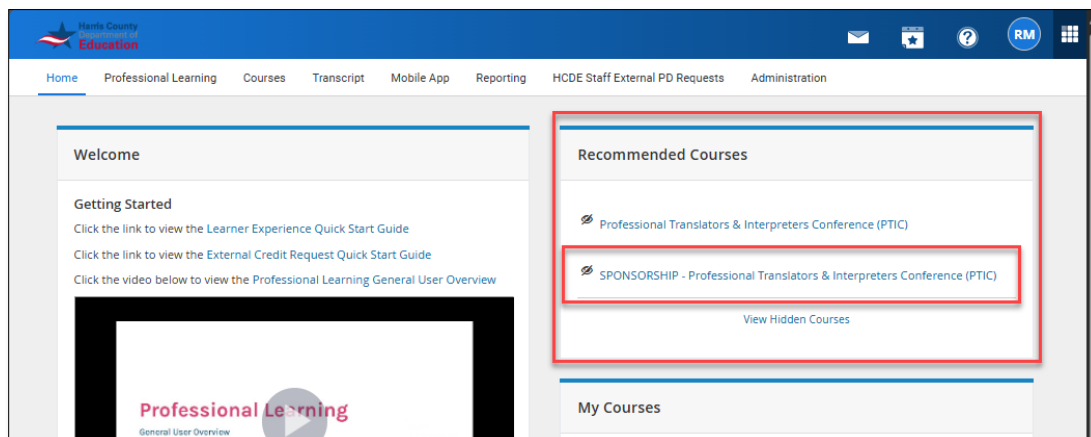
Phone 713-696-1300

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

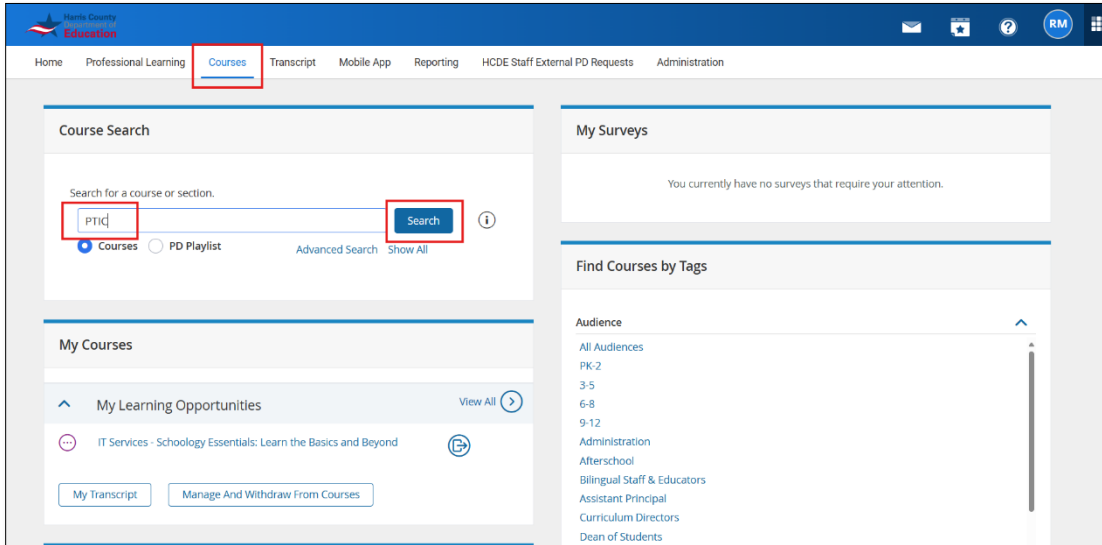
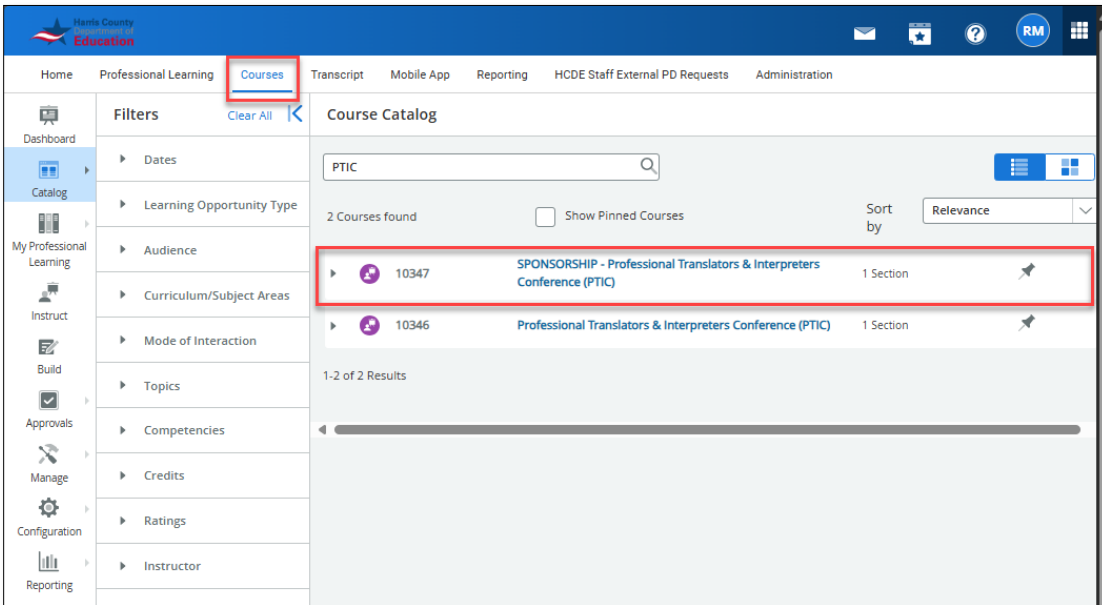


4. Once logged in, search for one of the following in the **Recommended Courses Channel**:

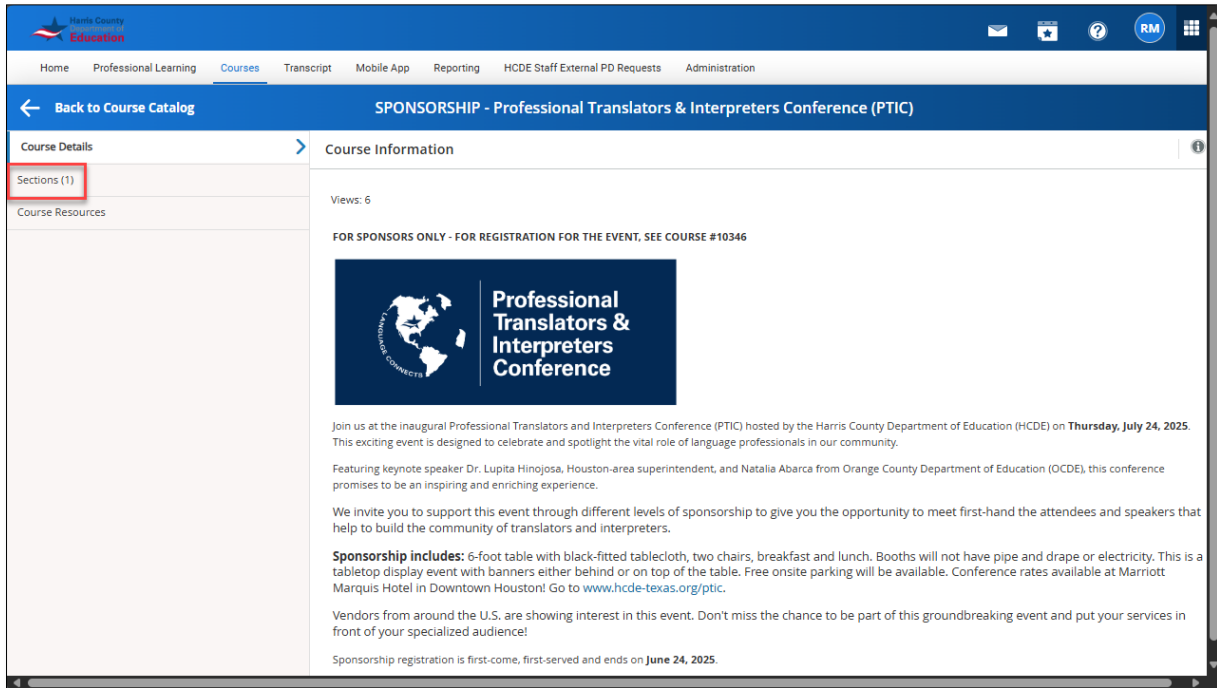
- **SPONSORSHIP – Professional Translators & Interpreters Conference (PTIC)**



You can also search in the Course Catalog – type “PTIC” to find the event:

- Click the **title of the conference** to review the details, and then click **“Sections (1)”** to register:



Course Details


Sections (1)

Course Resources

Course Information

Views: 6

FOR SPONSORS ONLY - FOR REGISTRATION FOR THE EVENT, SEE COURSE #10346

 **Professional Translators & Interpreters Conference**

Join us at the inaugural Professional Translators and Interpreters Conference (PTIC) hosted by the Harris County Department of Education (HCDE) on **Thursday, July 24, 2025**. This exciting event is designed to celebrate and spotlight the vital role of language professionals in our community.

Featuring keynote speaker Dr. Lupita Hinojosa, Houston-area superintendent, and Natalia Abarca from Orange County Department of Education (OCDE), this conference promises to be an inspiring and enriching experience.

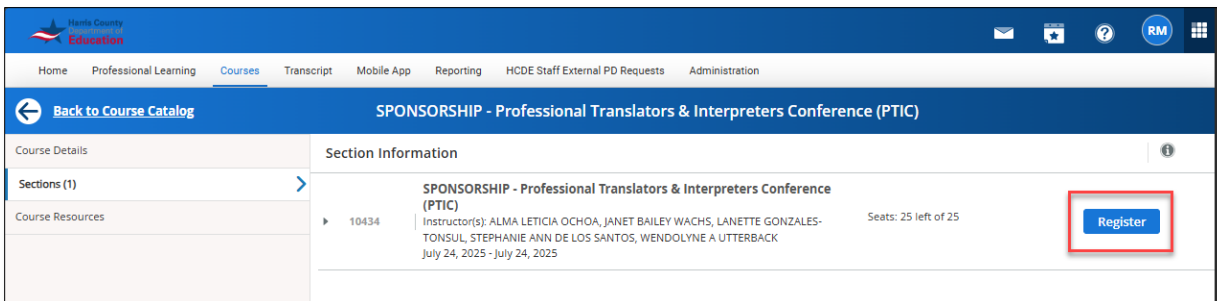
We invite you to support this event through different levels of sponsorship to give you the opportunity to meet first-hand the attendees and speakers that help to build the community of translators and interpreters.

Sponsorship includes: 6-foot table with black-fitted tablecloth, two chairs, breakfast and lunch. Booths will not have pipe and drape or electricity. This is a tabletop display event with banners either behind or on top of the table. Free onsite parking will be available. Conference rates available at Marriott Marquis Hotel in Downtown Houston! Go to www.hcde-texas.org/ptic.

Vendors from around the U.S. are showing interest in this event. Don't miss the chance to be part of this groundbreaking event and put your services in front of your specialized audience!

Sponsorship registration is first-come, first-served and ends on **June 24, 2025**.

- Click **“Register”**



Course Details

Sections (1)

Course Resources

Section Information

SPONSORSHIP - Professional Translators & Interpreters Conference (PTIC)

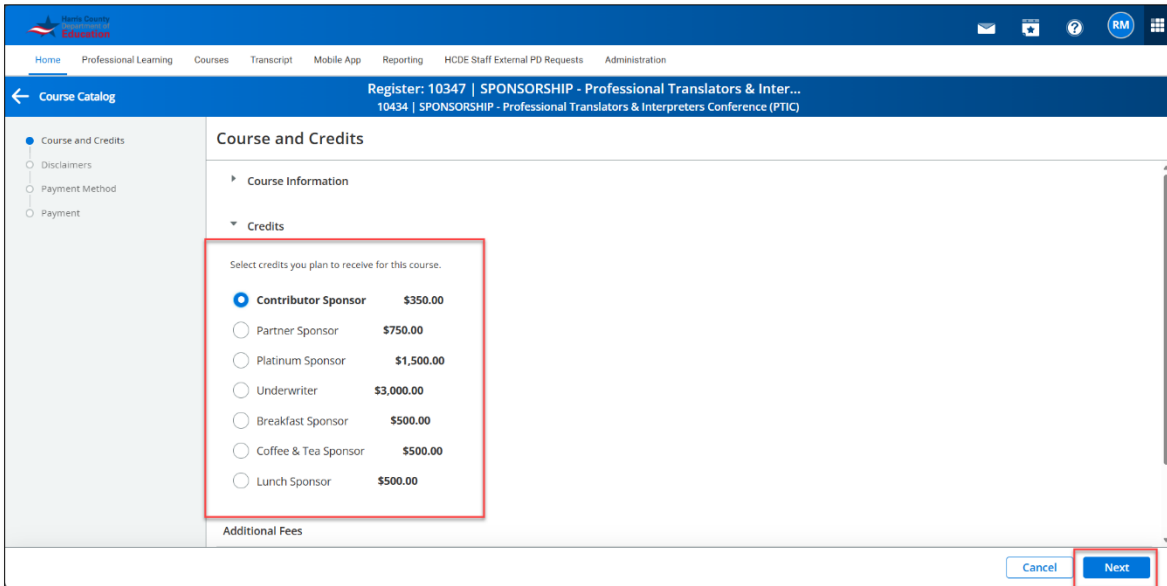
10434

Instructor(s): ALMA LETICIA OCHOA, JANET BAILEY WACHS, LANETTE GONZALES-TONSUL, STEPHANIE ANN DE LOS SANTOS, WENDOLYNE A UTTERBACK
July 24, 2025 - July 24, 2025

Seats: 25 left of 25

Register

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



Course Catalog

Register: 10347 | SPONSORSHIP - Professional Translators & Inter...
10434 | SPONSORSHIP - Professional Translators & Interpreters Conference (PTIC)

Course and Credits

Course Information

Credits

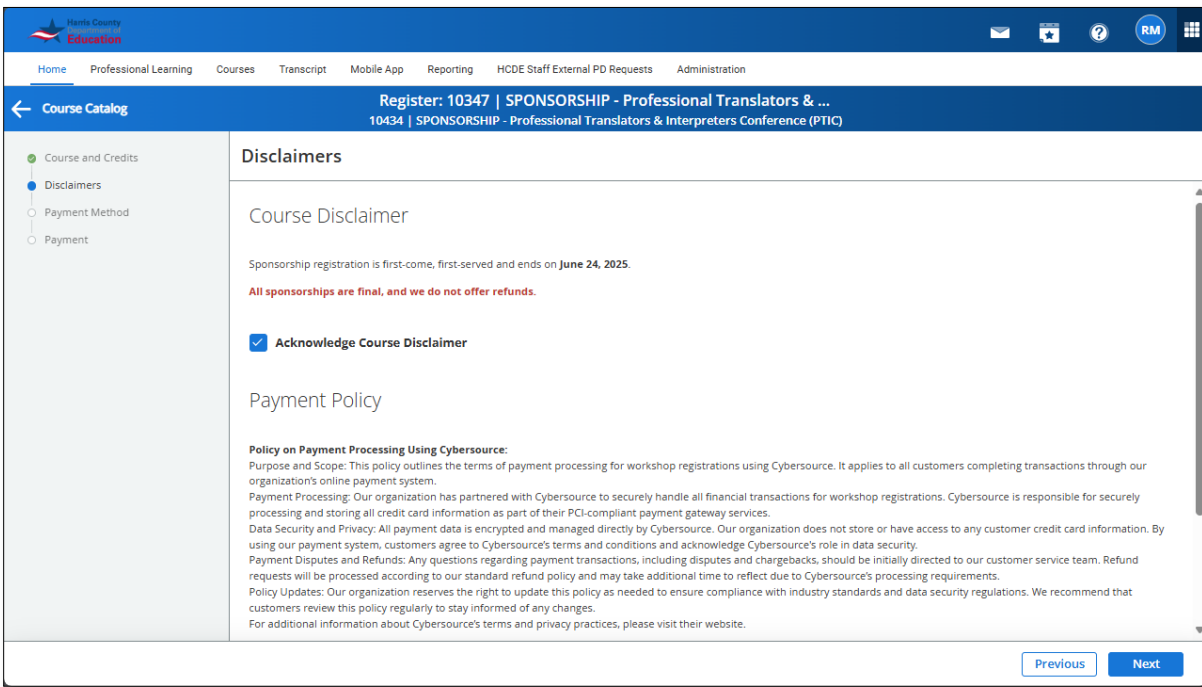
Select credits you plan to receive for this course.

- ☒ Contributor Sponsor \$350.00
- ☐ Partner Sponsor \$750.00
- ☐ Platinum Sponsor \$1,500.00
- ☐ Underwriter \$3,000.00
- ☐ Breakfast Sponsor \$500.00
- ☐ Coffee & Tea Sponsor \$500.00
- ☐ Lunch Sponsor \$500.00

Additional Fees

Cancel Next

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



Course Catalog

Register: 10347 | SPONSORSHIP - Professional Translators & ...
10434 | SPONSORSHIP - Professional Translators & Interpreters Conference (PTIC)

Disclaimers

Course Disclaimer

Sponsorship registration is first-come, first-served and ends on June 24, 2025.

All sponsorships are final, and we do not offer refunds.

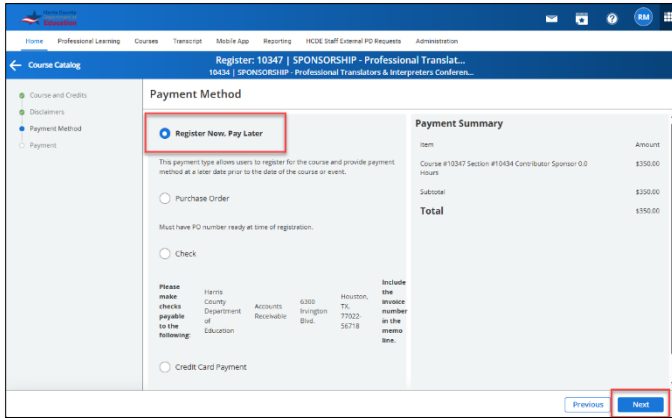
☒ Acknowledge Course Disclaimer

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.
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.

Previous Next

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



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Conferen...

Payment Method

☒ Register Now, Pay Later

☐ Purchase Order

☐ Check

☐ Credit Card Payment

Payment Summary

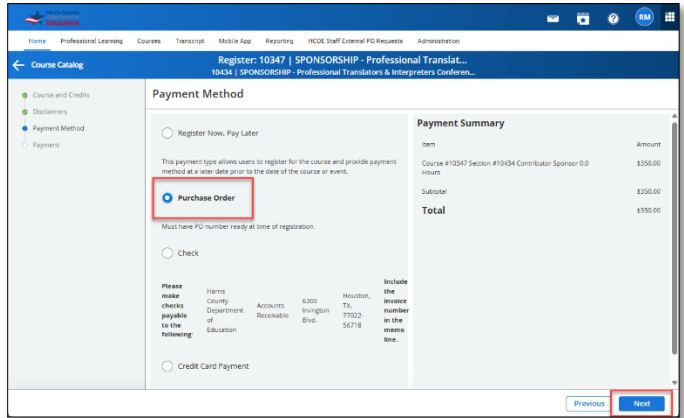
Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$350.00
Subtotal	\$350.00
Total	\$350.00

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 77032-5678	Include the invoice number in the memo line.

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



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Conferen...

Payment Method

☐ Register Now, Pay Later

☒ Purchase Order

☐ Check

☐ Credit Card Payment

Payment Summary

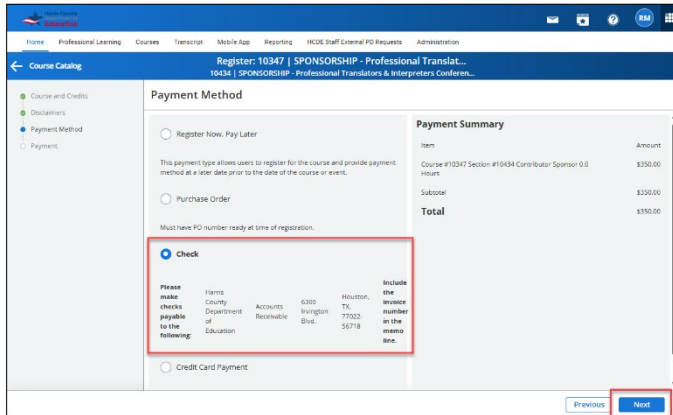
Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$350.00
Subtotal	\$350.00
Total	\$350.00

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



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10434 | SPONSORSHIP - Professional Translators & Interpreters Conferen...

Payment Method

☐ Register Now, Pay Later

☐ Purchase Order

☒ Check

☐ Credit Card Payment

Payment Summary

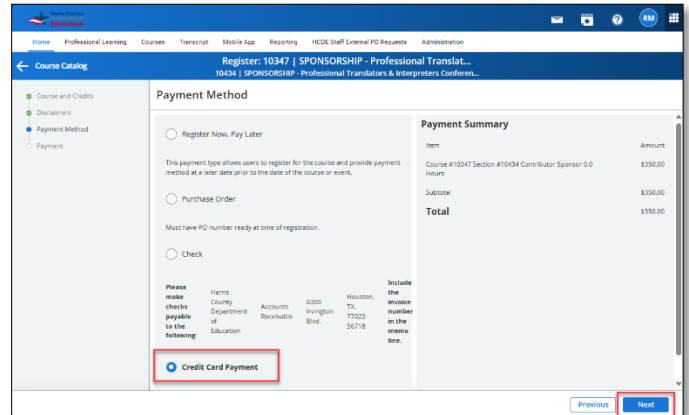
Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$350.00
Subtotal	\$350.00
Total	\$350.00

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 77032-5678	Include the invoice number in the memo line.

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Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Conferen...

Payment Method

☐ Register Now, Pay Later

☐ Purchase Order

☐ Check

☒ Credit Card Payment

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0 Hours	\$350.00
Subtotal	\$350.00
Total	\$350.00

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 77032-5678	Include the invoice number in the memo line.

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

Payment Method Options:

- **Register Now, Pay Later**

Allows users to register for the course and provide a payment method at a later date, before the date of the course or event. **Registrants will need to log back into their accounts to make the final payment before the day of the event.**

- **Purchase Order**

This payment type allows users to register for the course and provide purchase order information at the time of registration.
Make checks payable to the following:

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

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

- **Check**

Make checks payable to the following:

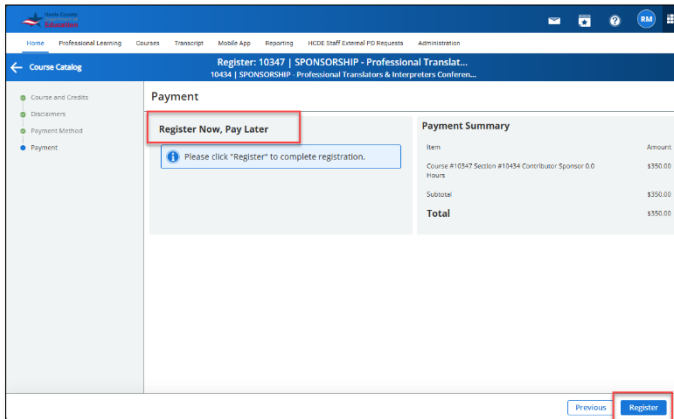
**Harris County Department of Education
Accounts Receivable
6300 Irvington Blvd
Houston, TX, 77022**

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

- **Credit Card Payment**

This payment type allows users to register for the course and provide credit card payment at the time of registration.

10. Complete payment details and click “Register”



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Confer...

Payment

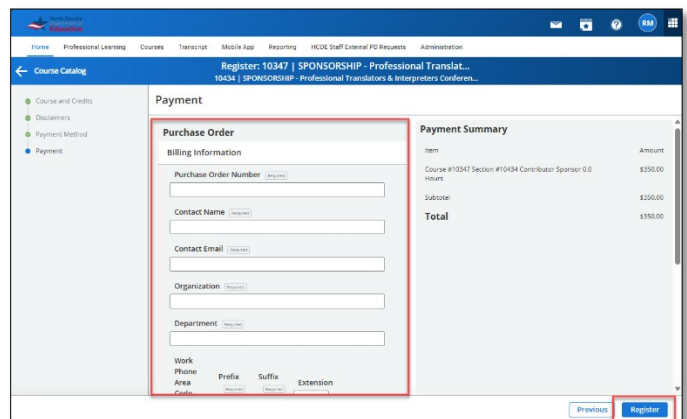
Register Now, Pay Later

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0	\$350.00
Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Confer...

Payment

Purchase Order

Billing Information

Purchase Order Number

Contact Name

Contact Email

Organization

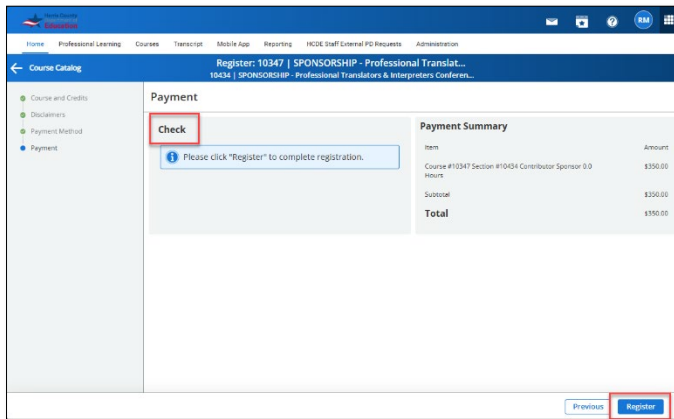
Department

Work Phone Area Prefix Suffix Extension

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0	\$350.00
Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Confer...

Payment

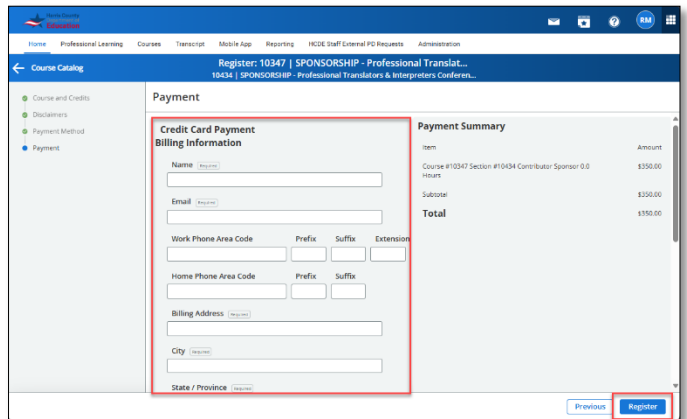
Check

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0	\$350.00
Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register



Register: 10347 | SPONSORSHIP - Professional Translat...
10434 | SPONSORSHIP - Professional Translators & Interpreters Confer...

Payment

Credit Card Payment

Billing Information

Name

Email

Work Phone Area Code Prefix Suffix Extension

Home Phone Area Code Prefix Suffix

Billing Address

City

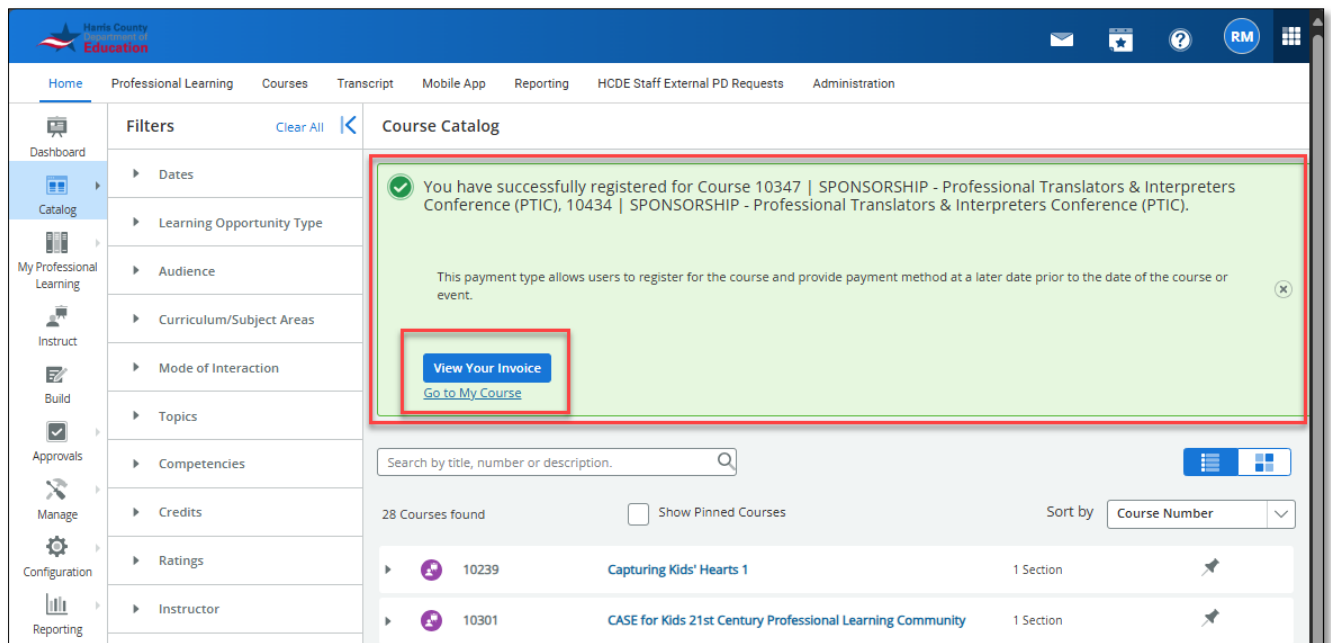
State / Province

Payment Summary

Item	Amount
Course #10347 Section #10434 Contributor Sponsor 0.0	\$350.00
Hours	
Subtotal	\$350.00
Total	\$350.00

Previous Register

11. Review the green confirmation message at the top of the screen. Click **“View Your Invoice”** to submit and/or obtain an electronic receipt of your payment and registration, or **“Go to My Course”** to review the event description and details.



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

Conference Contact Information

Marketing & Client Engagement

Lanette Gonzales-Tonsul, Coordinator

lanette.gtonsul@hcde-texas.org

(713) 696 – 2106

Technical Support Contact Information

IT Service Desk

servicedesk@hcde-texas.org

(713) 696 – 1300