Guest 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	L User Name	Harris County
	Sign Up	Education
	0	Welcome
Password	A Password	Welcome to Harris County Department of
	Forgot Password? Forgot Username?	Education Professional Development Cente
1	Log In	Guest Access Support Information
		For all support related inquiries, please
		contact our Service Desk by either method below. servicedesk@hcde-texas.org
Professi	ional Learning	Phone 713-696-1300
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All trademarks are affiliates	either owned or licensed by PowerSchool Group LLC or its	
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2. Click "Sign Up"





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First Name:			
Middle Name:]	
Last Name:			
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School Name			v
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Area of Interest:	Administrative Assistants Administrators		

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**:
 - 2025 PTIC Attendees Only





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5. Click the title of the conference to review the details, and then click "Sections (1)" to register:



6. Click "Register"

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7. Select the appropriate registration or credit type for the workshop and click "Next"

Harris County Education			*	?	RM	
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	Additional Fees Early Bird Registration - Professional Amount Development Unit (PDU) Fees Registration \$55.00 Total: \$55.00	J				
			Cancel		Next	

8. Acknowledge the disclaimer by checking the box and clicking "Next"





9. Select the payment method to be used and click "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"

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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.

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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