

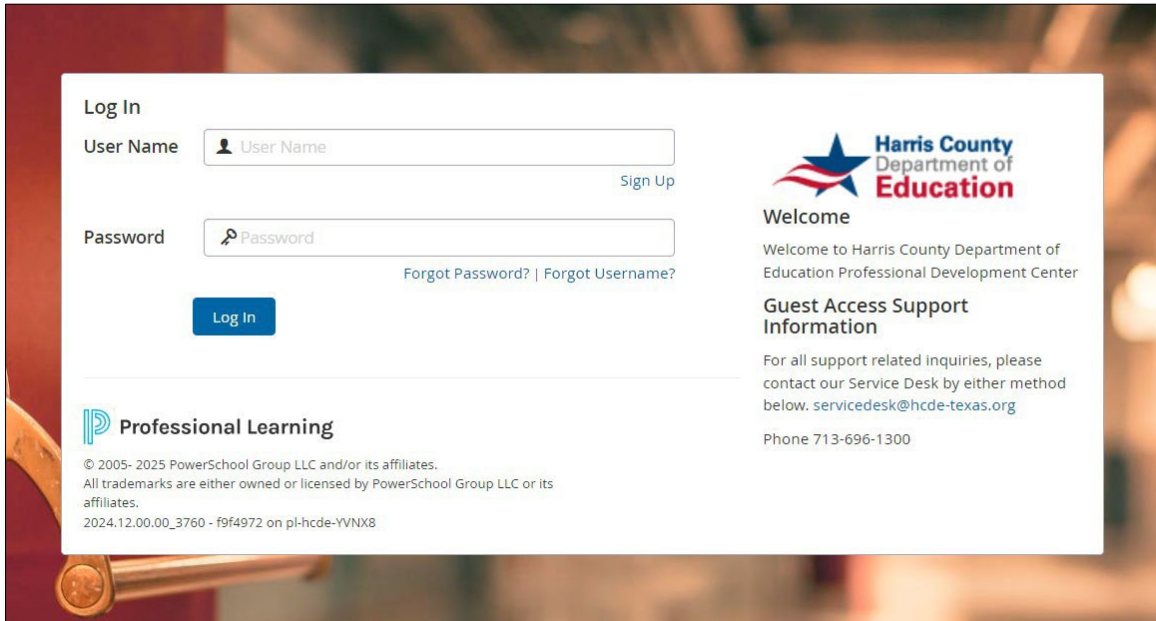
Guest Registration, Payment, & Invoice Management

Professional Learning Instructional Guide

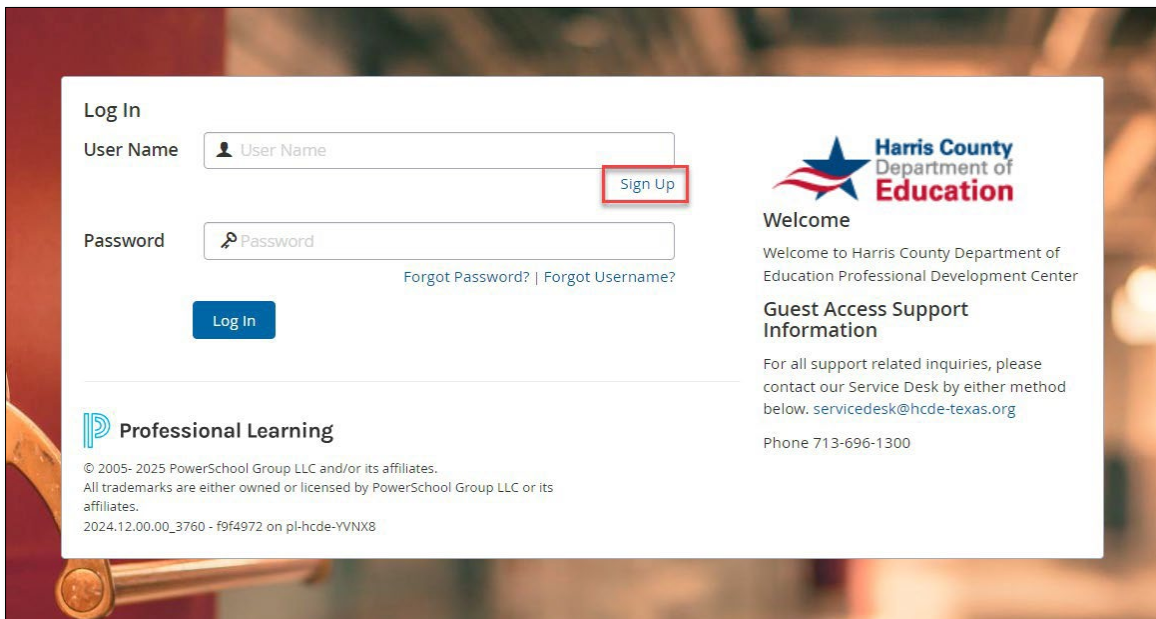


Professional Learning Account Creation

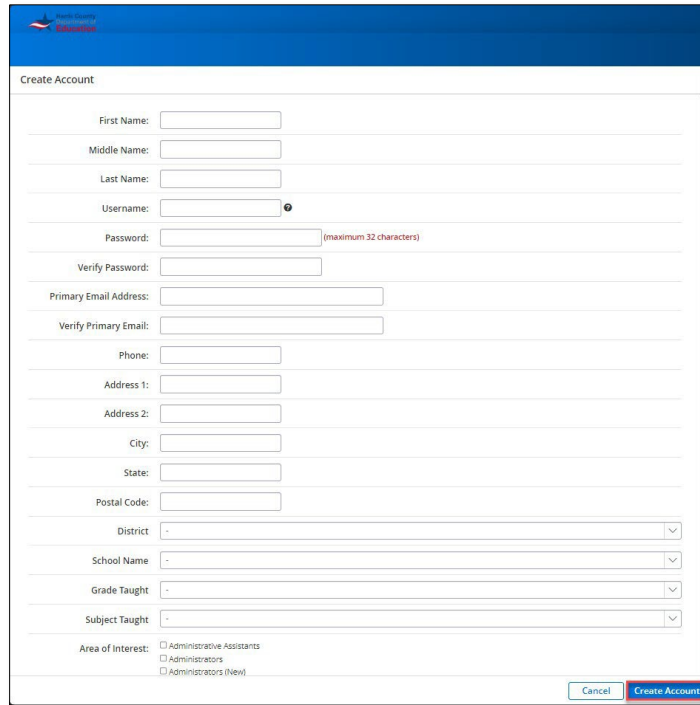
1. Navigate to <https://hcde.pl.powerschool.com/ia/empari/login/guest>

A screenshot of the Professional Learning login page. The page has a white background with a blue and red star logo in the top right corner. The main content area is divided into two columns. The left column contains a "Log In" section with fields for "User Name" and "Password", a "Log In" button, and a "Sign Up" link. Below this is a "Professional Learning" section with copyright information. The right column contains a "Welcome" message, a "Guest Access Support Information" section, and contact details for the Service Desk. The "Sign Up" link is highlighted with a red box.

2. Click **“Sign Up”**

A screenshot of the Professional Learning login page, identical to the one above, but with the "Sign Up" link highlighted by a red rectangular box. The "Sign Up" link is located next to the "User Name" field.

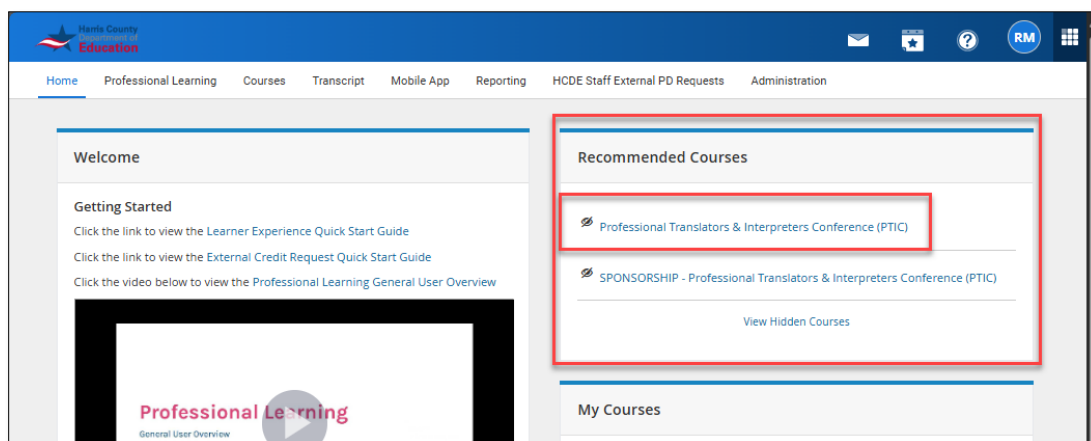
3. Complete the account creation form and click **“Create Account”**



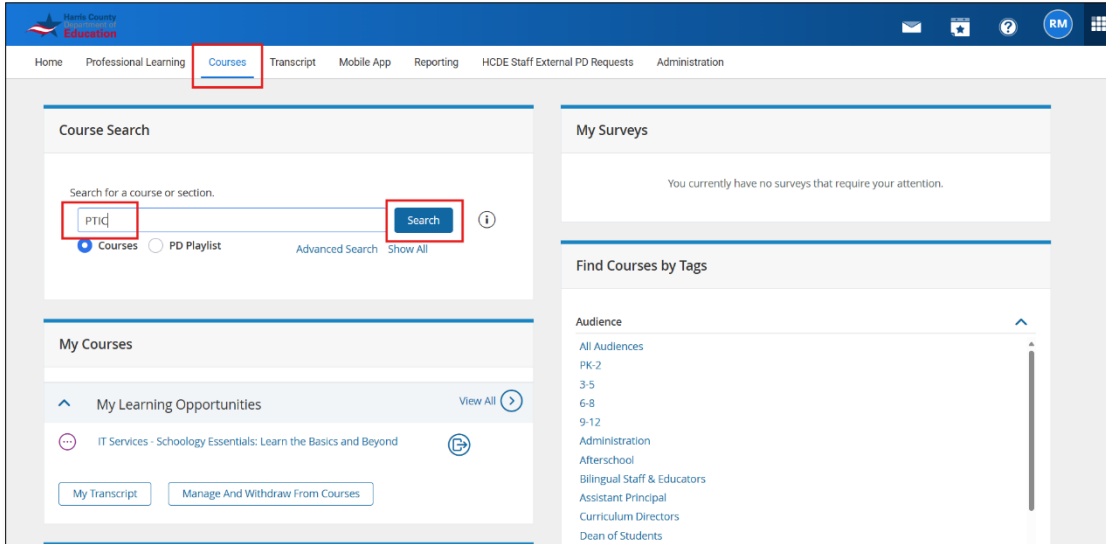
The image shows a "Create Account" form with the following fields: First Name, Middle Name, Last Name, Username, Password (with a note "maximum 32 characters"), Verify Password, Primary Email Address, Verify Primary Email, Phone, Address 1, Address 2, City, State, Postal Code, District (dropdown), School Name (dropdown), Grade Taught (dropdown), Subject Taught (dropdown), and Area of Interest (checkboxes for Administrative Assistants, Administrators, and Administrators (New)). At the bottom right are "Cancel" and "Create Account" buttons.

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

- Professional Translators & Interpreters Conference (PTIC)



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



Course Search

Search for a course or section.

PTIC Search

☒ Courses ☐ PD Playlist [Advanced Search](#) [Show All](#)

My Courses

My Learning Opportunities [View All](#)

IT Services - Schoology Essentials: Learn the Basics and Beyond

[My Transcript](#) [Manage And Withdraw From Courses](#)

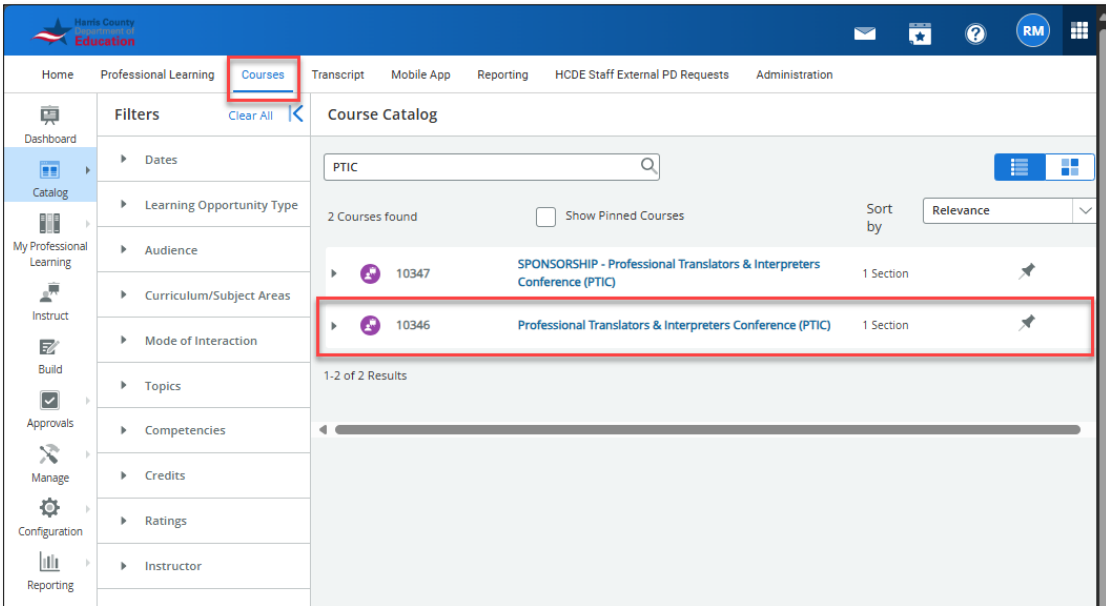
My Surveys

You currently have no surveys that require your attention.

Find Courses by Tags

Audience

- All Audiences
- PK-2
- 3-5
- 6-8
- 9-12
- Administration
- Afterschool
- Bilingual Staff & Educators
- Assistant Principal
- Curriculum Directors
- Dean of Students



Course Catalog

PTIC

2 Courses found ☐ Show Pinned Courses [Sort by](#) Relevance

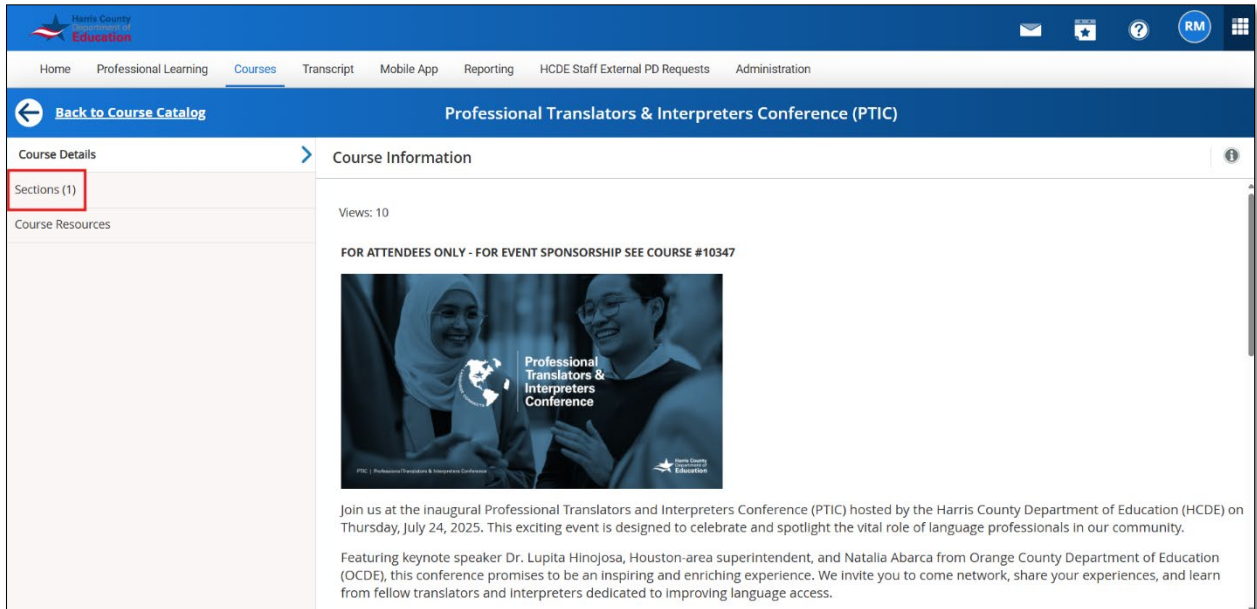
10347	SPONSORSHIP - Professional Translators & Interpreters Conference (PTIC)	1 Section
10346	Professional Translators & Interpreters Conference (PTIC)	1 Section

1-2 of 2 Results

Filters [Clear All](#)

- Dates
- Learning Opportunity Type
- Audience
- Curriculum/Subject Areas
- Mode of Interaction
- Topics
- Competencies
- Credits
- Ratings
- Instructor

5. 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: 10

FOR ATTENDEES ONLY - FOR EVENT SPONSORSHIP SEE COURSE #10347



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 come network, share your experiences, and learn from fellow translators and interpreters dedicated to improving language access.

6. Click “**Register**”



Course Details

Sections (1)

Course Resources

Section Information

10433

Professional Translators & Interpreters Conference (PTIC)

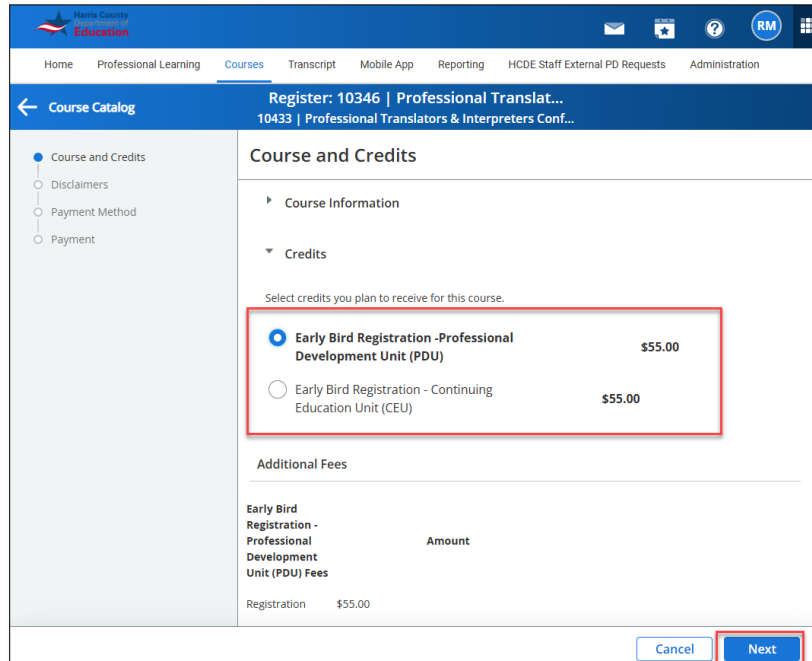
Instructor(s): ALMA LETICIA OCHOA, JANET BAILEY WACHS, LANETTE YVONNE GONZALES-TONSUL, STEPHANIE ANN DE LOS SANTOS, WENDOLYNE A UTTERBACK

Seats: 260 left of 260

July 24, 2025 - July 24, 2025

Register

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



Course Catalog

Register: 10346 | Professional Translat...
10433 | Professional Translators & Interpreters Conf...

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

☒ Early Bird Registration - Professional Development Unit (PDU) \$55.00

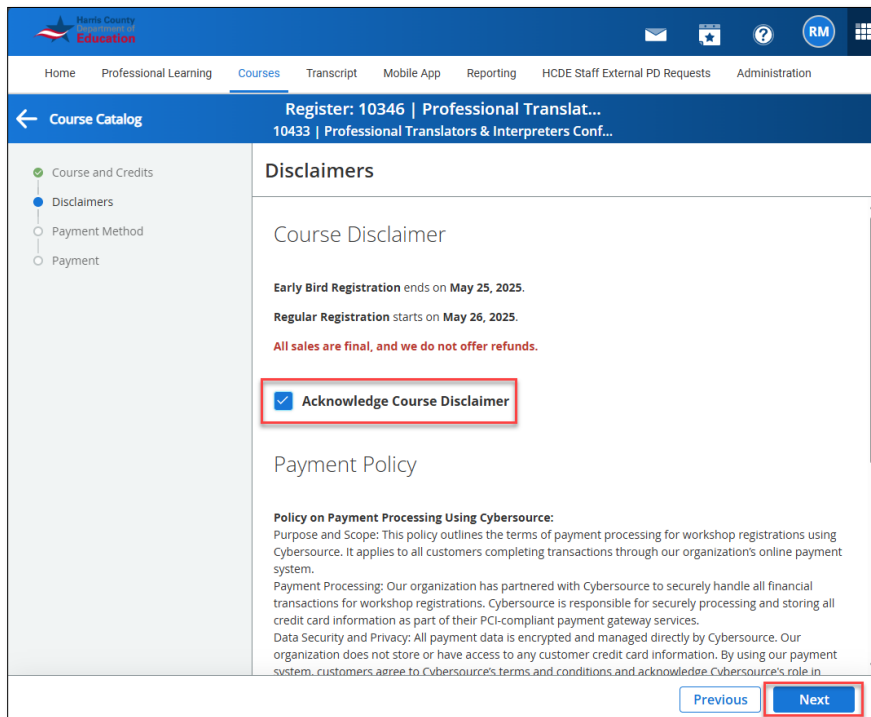
☐ Early Bird Registration - Continuing Education Unit (CEU) \$55.00

Additional Fees

Early Bird Registration - Professional Development Unit (PDU) Fees	Amount
Registration	\$55.00

Cancel Next

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



Course Catalog

Register: 10346 | Professional Translat...
10433 | Professional Translators & Interpreters Conf...

Disclaimers

Course Disclaimer

Early Bird Registration ends on May 25, 2025.

Regular Registration starts on May 26, 2025.

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

☒ Acknowledge Course Disclaimer

Payment Policy

Policy on Payment Processing Using Cybersource:

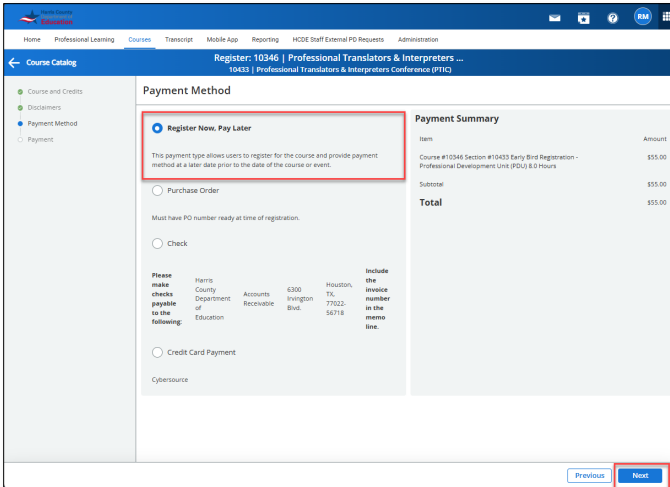
Purpose and Scope: This policy outlines the terms of payment processing for workshop registrations using Cybersource. It applies to all customers completing transactions through our organization's online payment system.

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

Previous Next

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



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.

☐ 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.

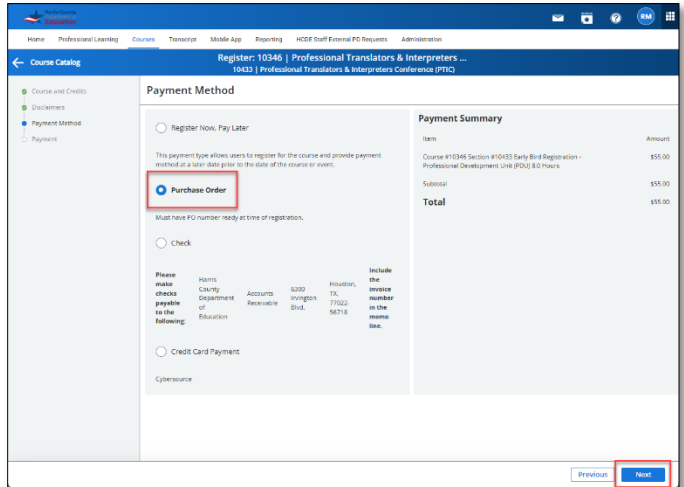
☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Next



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Include the invoice number in the memo line.

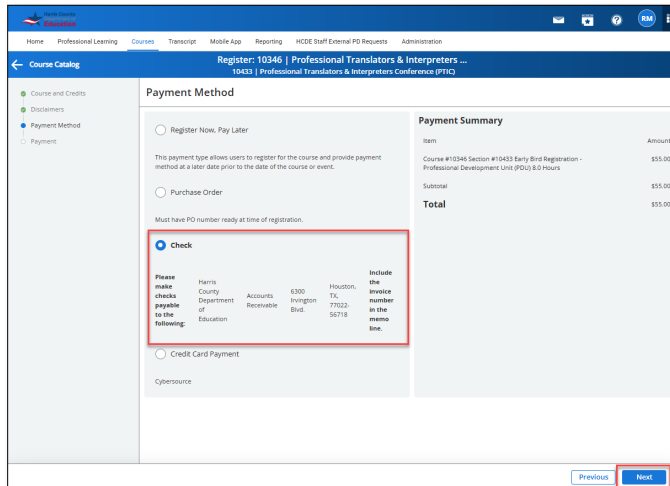
☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Next



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Include the invoice number in the memo line.

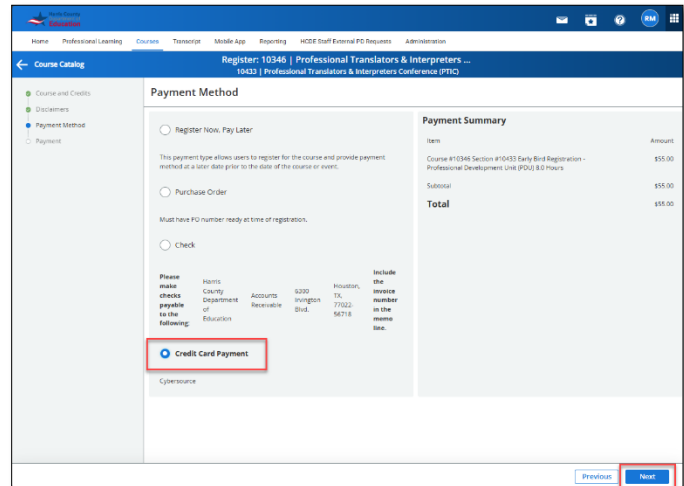
☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Next



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.

☐ 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 #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

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:

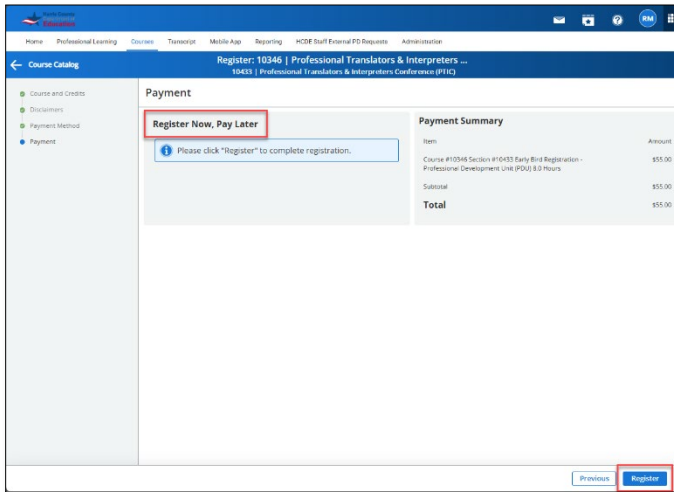
**Harris County Department of Education
Accounts Receivable
6300 Irvington Blvd
Houston, TX, 77022**

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: 10346 | Professional Translators & Interpreters ...
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

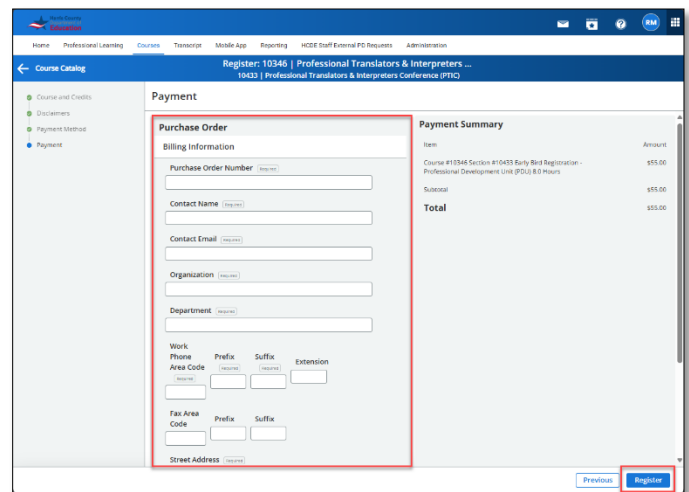
Register Now, Pay Later

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | Professional Translators & Interpreters ...
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

Purchase Order

Billing Information

Purchase Order Number (required)

Contact Name (required)

Contact Email (required)

Organization (required)

Department (required)

Work Phone Area Code (required) Prefix (required) Suffix (required) Extension (required)

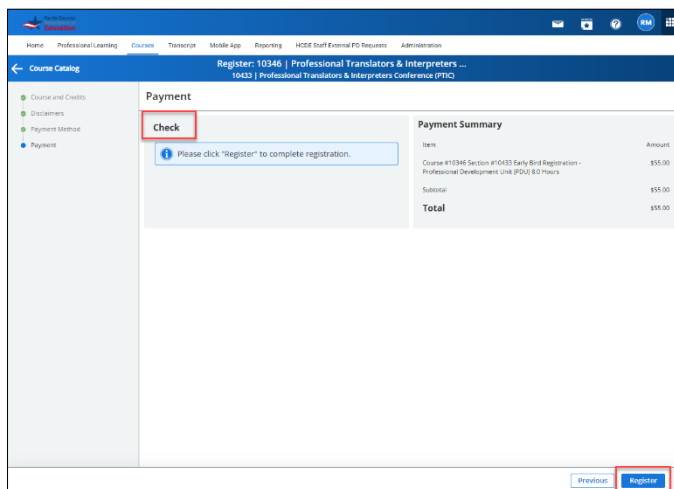
Fax Area Code (required) Prefix (required) Suffix (required)

Street Address (required)

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | Professional Translators & Interpreters ...
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

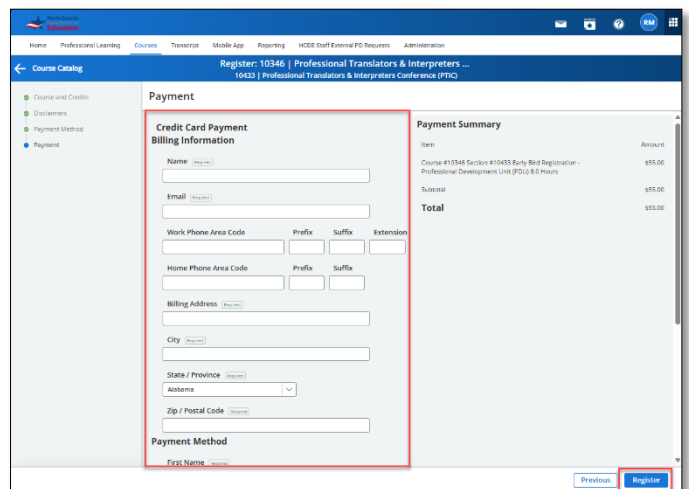
Check

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

Previous Register



Register: 10346 | Professional Translators & Interpreters ...
10433 | Professional Translators & Interpreters Conference (PTIC)

Payment

Credit Card Payment

Billing Information

Name (required)

Email (required)

Work Phone Area Code (required) Prefix (required) Suffix (required) Extension (required)

Home Phone Area Code (required) Prefix (required) Suffix (required)

Billing Address (required)

City (required)

State / Province (required) Alabama

Zip / Postal Code (required)

Payment Method

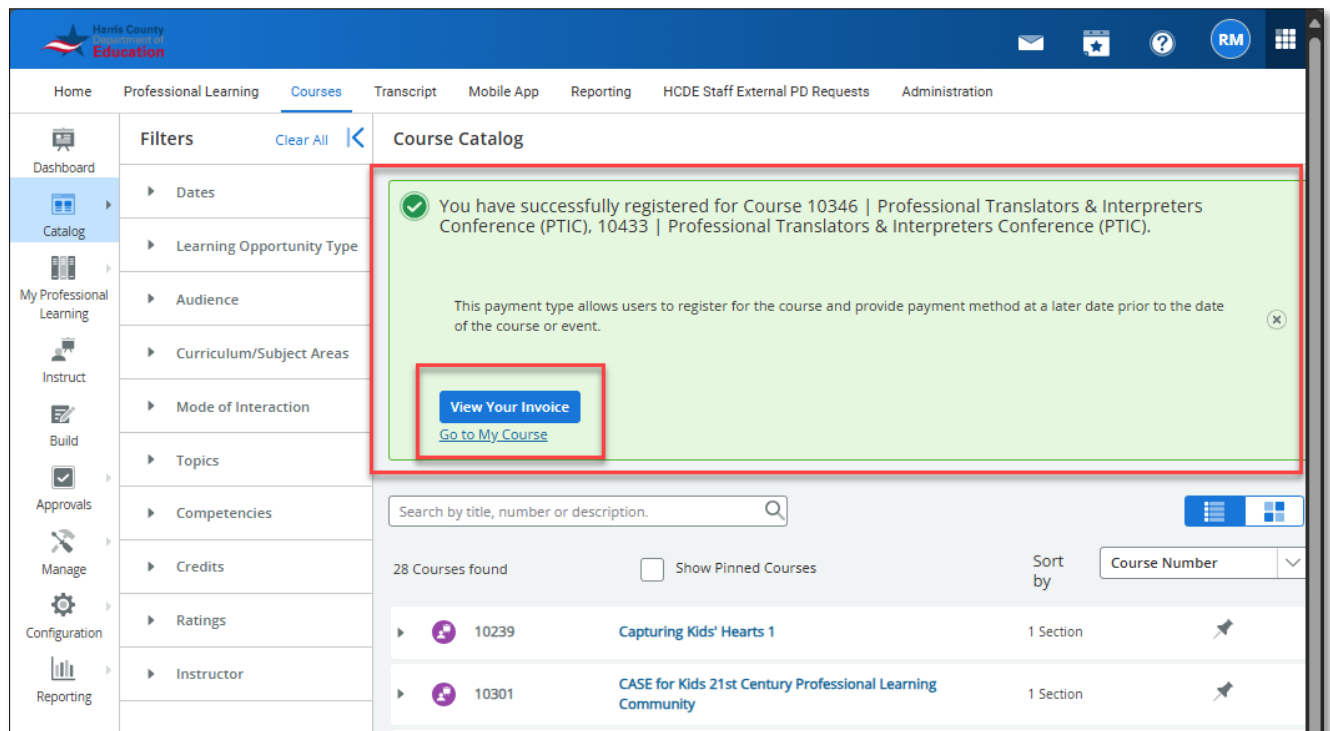
First Name (required)

Payment Summary

Item	Amount
Course #10346 Section #10433 Early Bird Registration - Professional Development Unit (PDU) 8.0 Hours	\$55.00
Subtotal	\$55.00
Total	\$55.00

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