

All About Grants

Workshop Registration & Account Creation Guide



Professional Learning Account Creation


1. Navigate to <https://hcde.pl.powerschool.com/ia/empair/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


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
Phone 713-696-1300


2. Click **“Sign Up”**

Log In


User Name [Sign Up](#)

Password [Forgot Password?](#) | [Forgot Username?](#)

[Log In](#)

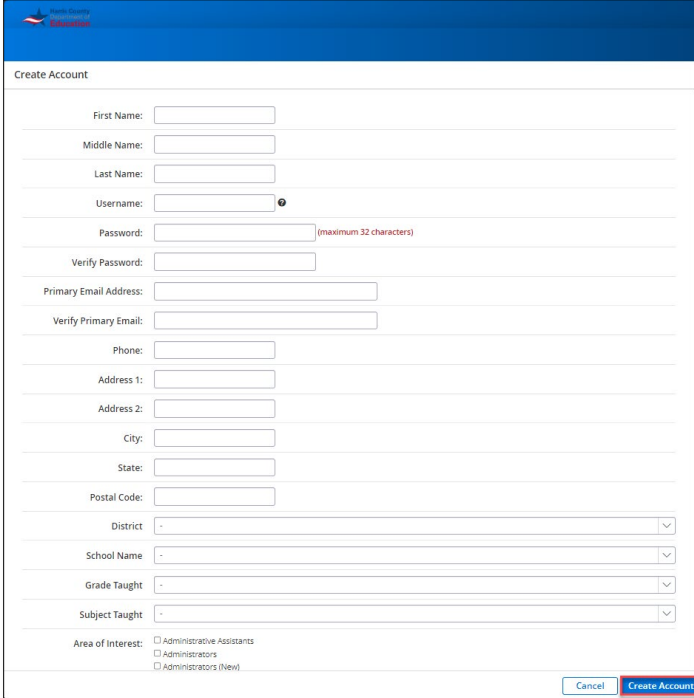
 **Professional Learning**

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2024.12.00.00_3760 - f9f4972 on pl-hcde-YVNX8


Welcome
Welcome to Harris County Department of Education Professional Development Center

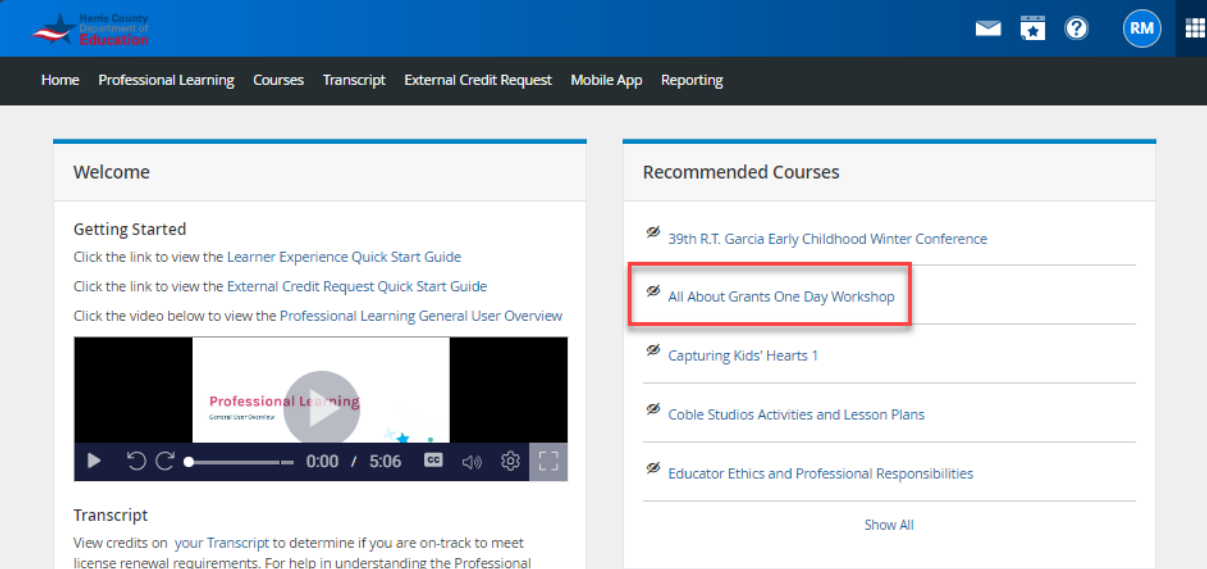
Guest Access Support Information
For all support related inquiries, please contact our Service Desk by either method below. servicedesk@hcde-texas.org
Phone 713-696-1300

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



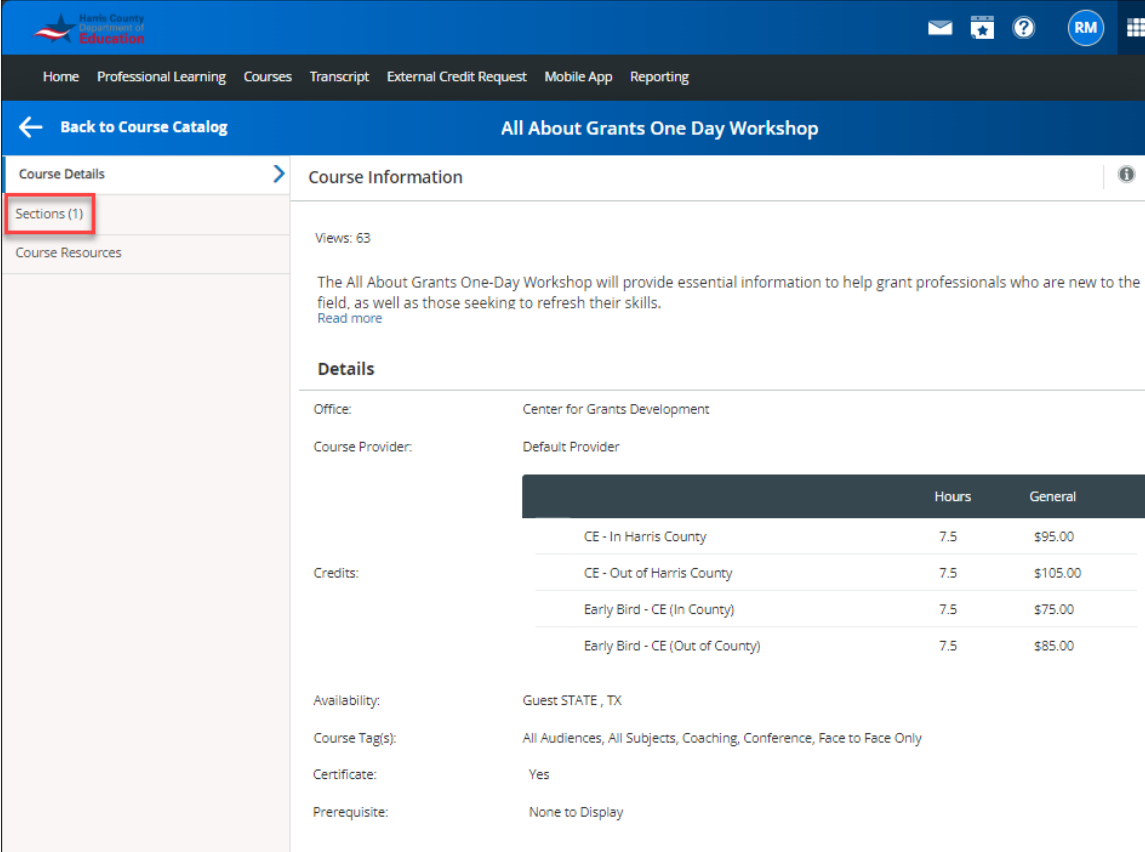
The "Create Account" form is a web-based registration page. It features a blue header with the Harris County Department of Education logo. The form itself is white with a blue border. It contains several input fields: First Name, Middle Name, Last Name, Username, Password (with a note "maximum 32 characters"), Verify Password, Primary Email Address, Verify Primary Email, Phone, Address 1, Address 2, City, State, and Postal Code. Below these are dropdown menus for District, School Name, Grade Taught, and Subject Taught. At the bottom, there is a section for "Area of Interest" with three checkboxes: "Administrative Assistants", "Administrators", and "Administrators (New)". The form concludes with "Cancel" and "Create Account" buttons.

4. Once logged in, click **“All About Grants One Day Workshop”** in the **Recommended Courses** channel.



The dashboard features a blue header with the Harris County Department of Education logo and navigation links: Home, Professional Learning, Courses, Transcript, External Credit Request, Mobile App, and Reporting. The main content area is divided into two columns. The left column, titled "Welcome", includes a "Getting Started" section with links to "Learner Experience Quick Start Guide", "External Credit Request Quick Start Guide", and a video player for "Professional Learning General User Overview". Below the video is a "Transcript" section. The right column, titled "Recommended Courses", lists several courses: "39th R.T. Garcia Early Childhood Winter Conference", "All About Grants One Day Workshop" (highlighted with a red box), "Capturing Kids' Hearts 1", "Coble Studios Activities and Lesson Plans", and "Educator Ethics and Professional Responsibilities". A "Show All" link is at the bottom of the list.

5. Review the workshop details and registration options, and then click “**Sections (1)**”



Course Details >

Sections (1)

Course Resources

Course Information

Views: 63

The All About Grants One-Day Workshop will provide essential information to help grant professionals who are new to the field, as well as those seeking to refresh their skills.
[Read more](#)

Details

Office: Center for Grants Development

Course Provider: Default Provider

	Hours	General
Credits: CE - In Harris County	7.5	\$95.00
CE - Out of Harris County	7.5	\$105.00
Early Bird - CE (In County)	7.5	\$75.00
Early Bird - CE (Out of County)	7.5	\$85.00

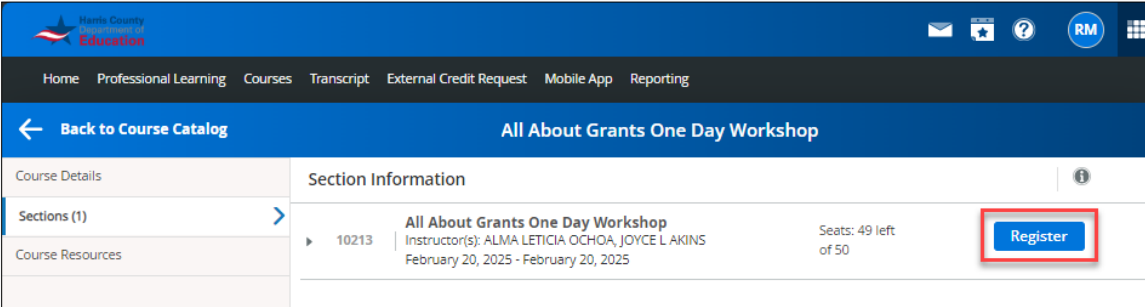
Availability: Guest STATE , TX

Course Tag(s): All Audiences, All Subjects, Coaching, Conference, Face to Face Only

Certificate: Yes

Prerequisite: None to Display

6. Click “**Register**”



Course Details

Sections (1) >

Course Resources

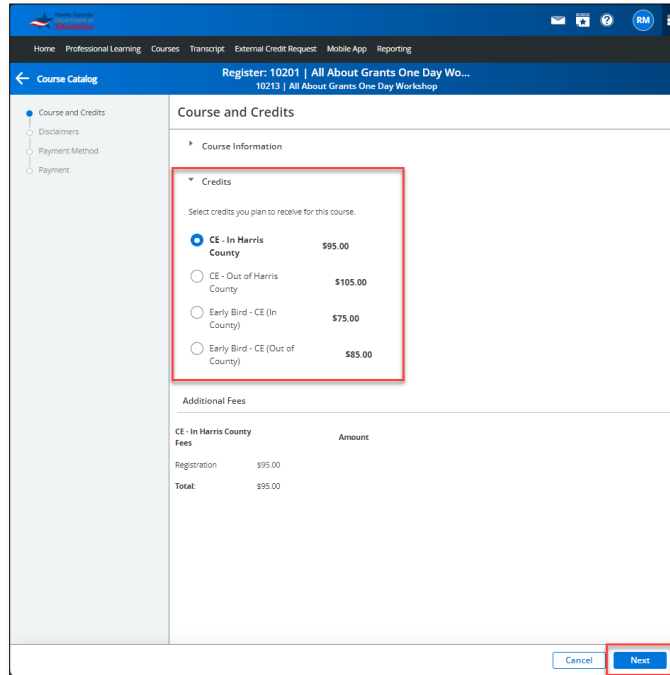
Section Information

10213 **All About Grants One Day Workshop** Instructor(s): ALMA LETICIA OCHOA, JOYCE L AKINS February 20, 2025 - February 20, 2025

Seats: 49 left of 50

Register

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



Register: 10201 | All About Grants One Day Wo...
10213 | All About Grants One Day Workshop

← Course Catalog

- Course and Credits
- Disclaimers
- Payment Method
- Payment

Course and Credits

Course Information

Credits

Select credits you plan to receive for this course.

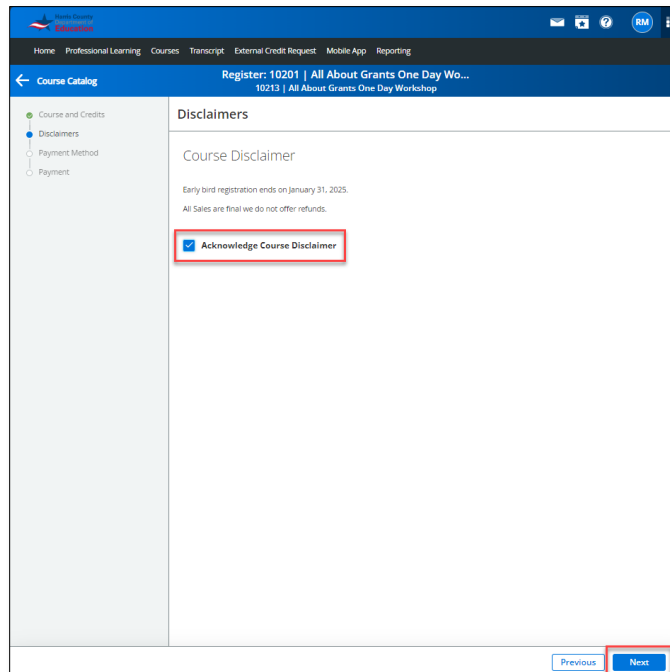
- ☒ CE - In Harris County \$95.00
- ☐ CE - Out of Harris County \$105.00
- ☐ Early Bird - CE (In County) \$75.00
- ☐ Early Bird - CE (Out of County) \$85.00

Additional Fees

CE - In Harris County Fees	Amount
Registration	\$95.00
Total:	\$95.00

Cancel Next

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



Register: 10201 | All About Grants One Day Wo...
10213 | All About Grants One Day Workshop

← Course Catalog

- Course and Credits
- Disclaimers
- Payment Method
- Payment

Disclaimers

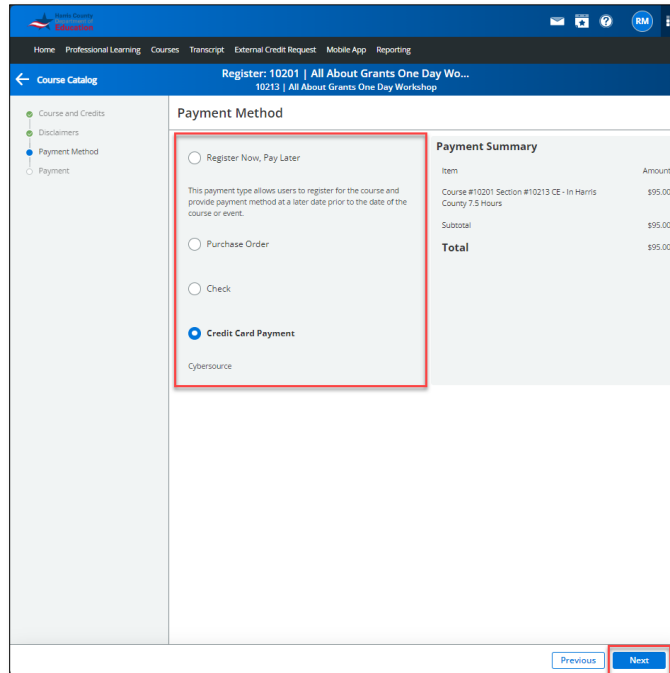
Course Disclaimer

Early bird registration ends on January 31, 2025.
All Sales are final we do not offer refunds.

☒ Acknowledge Course Disclaimer

Previous Next

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



The screenshot shows the 'Payment Method' selection screen. On the left, a sidebar lists 'Course and Credits', 'Disclaimers', 'Payment Method' (selected), and 'Payment'. The main content area has a red box around the 'Payment Method' section, which includes four radio button options: 'Register Now, Pay Later', 'Purchase Order', 'Check', and 'Credit Card Payment' (which is selected). Below 'Credit Card Payment' is the text 'Cybersource'. To the right of the 'Payment Method' section is a 'Payment Summary' table. At the bottom right, there are 'Previous' and 'Next' buttons, with the 'Next' button highlighted by a red box.

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Payment Method Options:

1. **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.

2. **Purchase Order**

- This payment type allows users to register for the course and provide purchase order information at the time of registration.

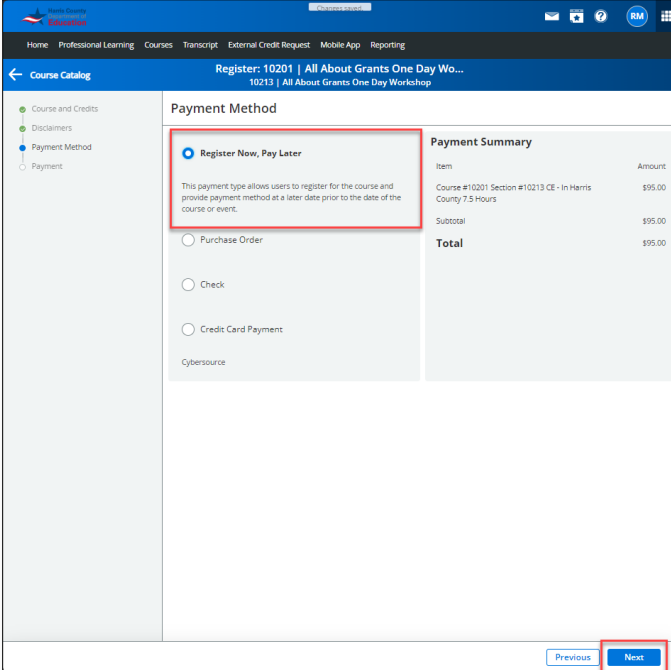
3. **Check**

- This payment type should be mailed or delivered to the contact person for the workshop, who will provide details that should be included for this payment type.

4. **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”



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

☐ Check

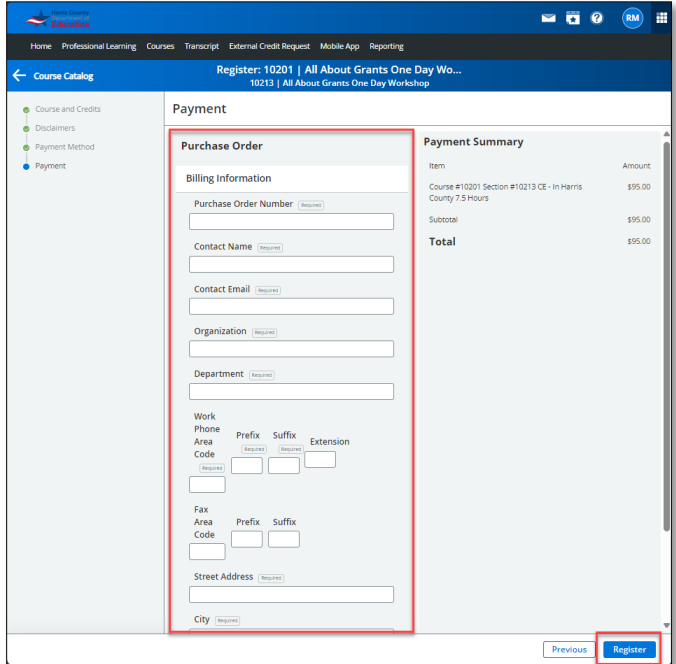
☐ Credit Card Payment

Cybersource

Payment Summary

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Next**



Payment

Purchase Order

Billing Information

Purchase Order Number

Contact Name

Contact Email

Organization

Department

Work Phone Area Code Prefix Suffix Extension

Fax Area Code Prefix Suffix

Street Address

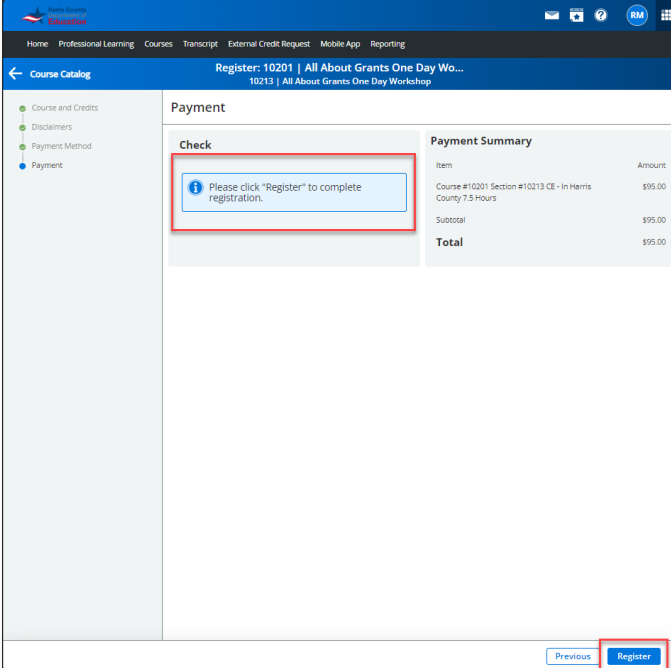
City

Payment Summary

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Register**

3.5



Payment

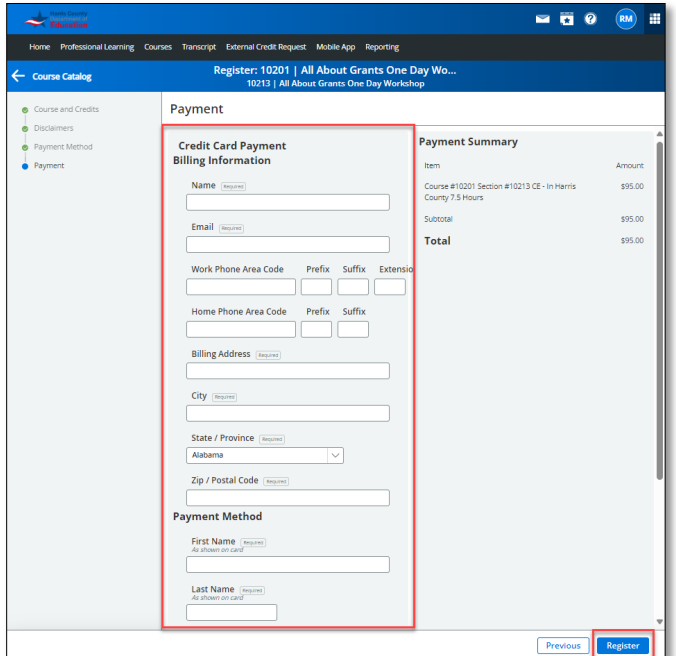
Check

Please click "Register" to complete registration.

Payment Summary

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

Previous **Register**



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

Zip / Postal Code

Payment Method

First Name

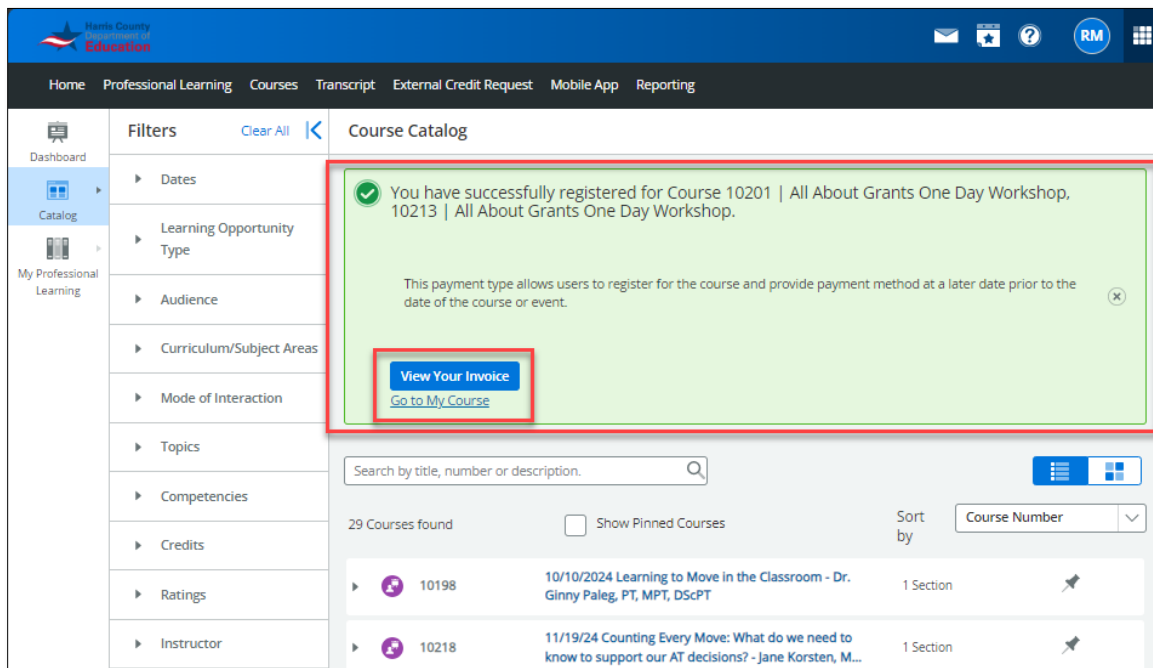
Last Name

Payment Summary

Item	Amount
Course #10201 Section #10213 CE - In Harris County 7.5 Hours	\$95.00
Subtotal	\$95.00
Total	\$95.00

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 workshop or need technical assistance with registration and account creation, please contact the following:

Workshop Contact Information

Center for Grants Development
Alma Ochoa, Secretary
aocchoa@hcde-texas.org
(713) 339 – 9411

Technical Support Contact Information

IT Service Desk
servicedesk@hcde-texas.org
(713) 696 – 1300