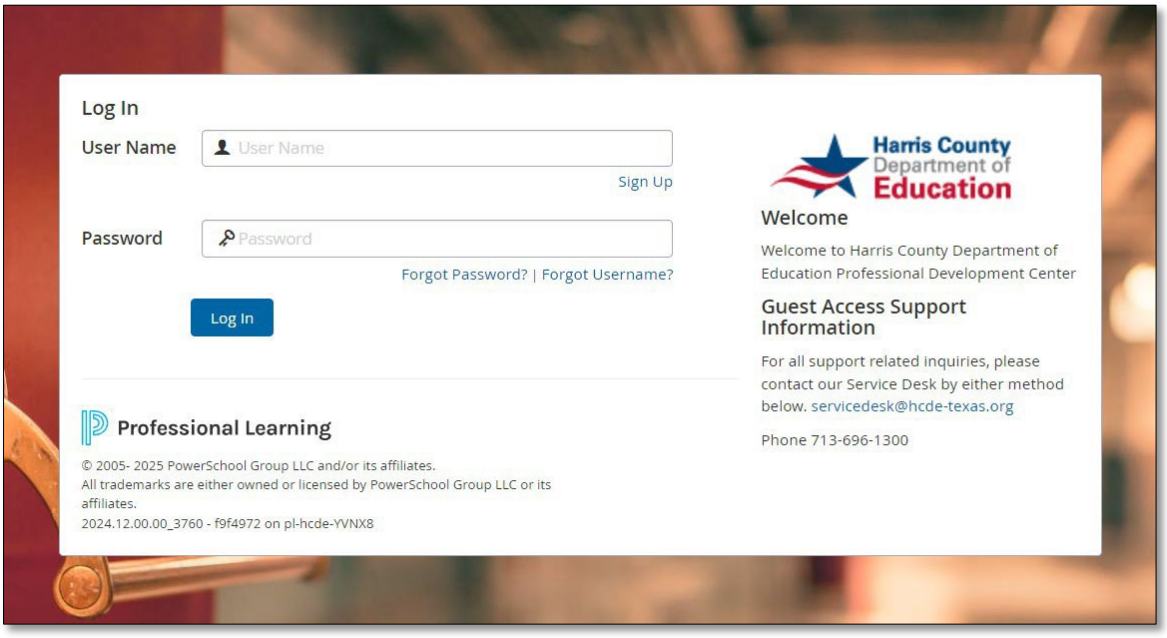
Guest Registration, Payment, & Invoice Management

Professional Learning Instructional Guide

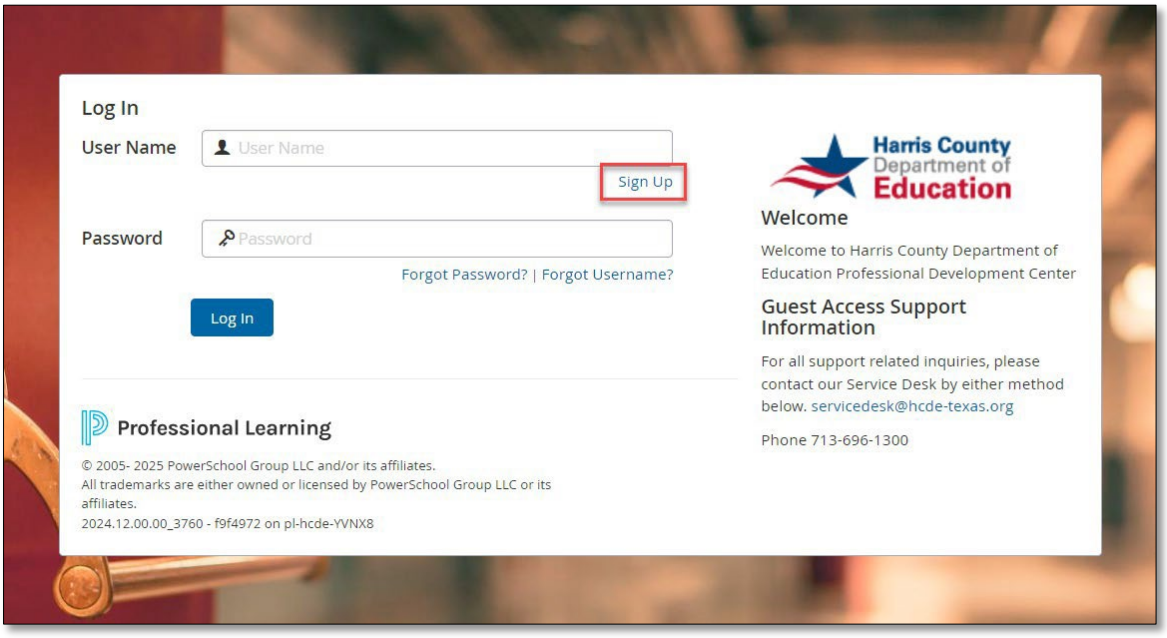
Harris County Department of Education

Professional Learning Account Creation

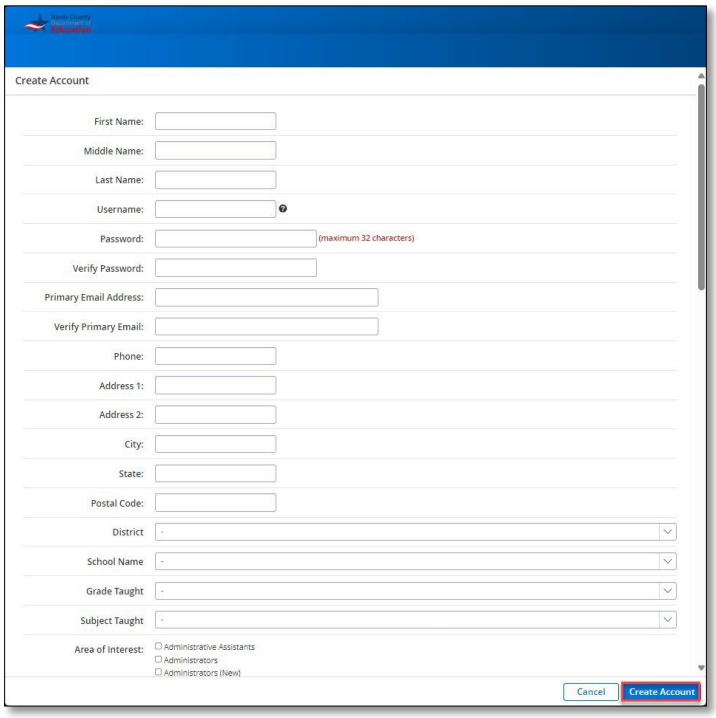
1. Navigate to https://hcde.pl.powerschool.com/ia/empari/login/guest



2. Click "**Sign Up**"

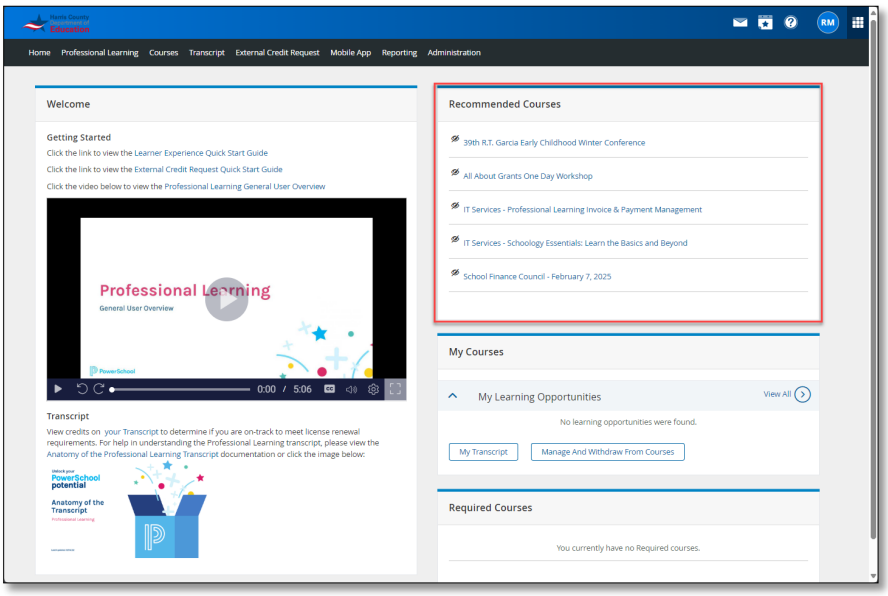


3. Complete the account creation form and click "**Create Account**"

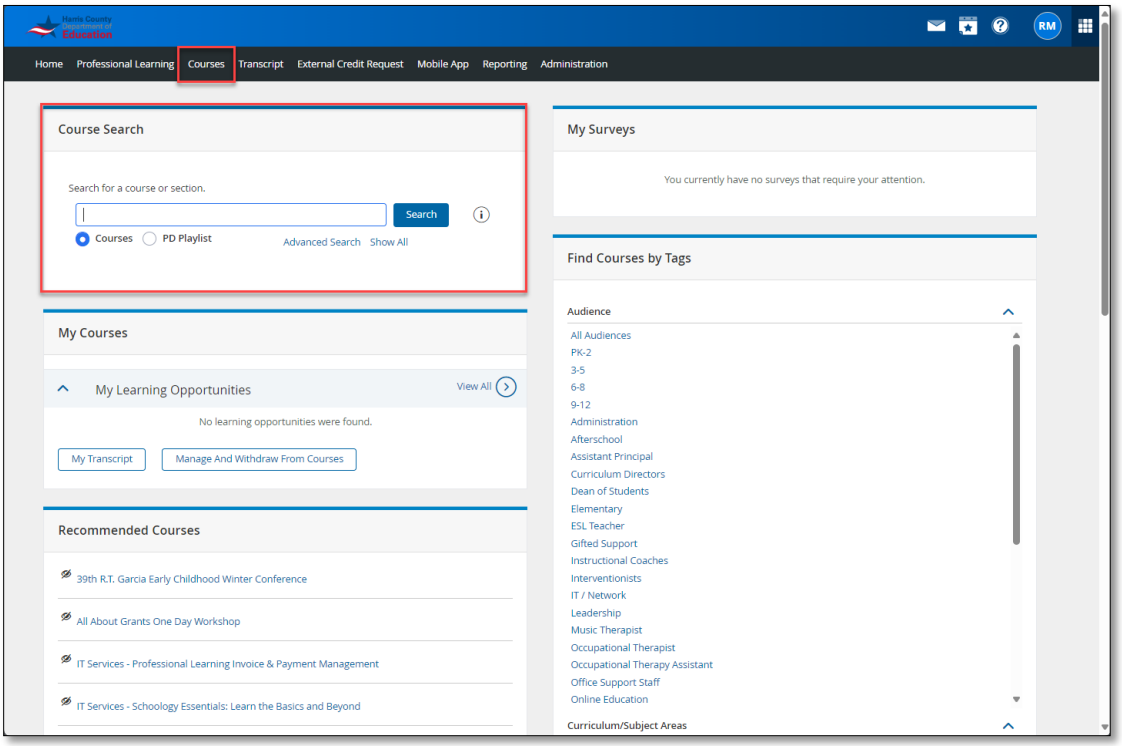


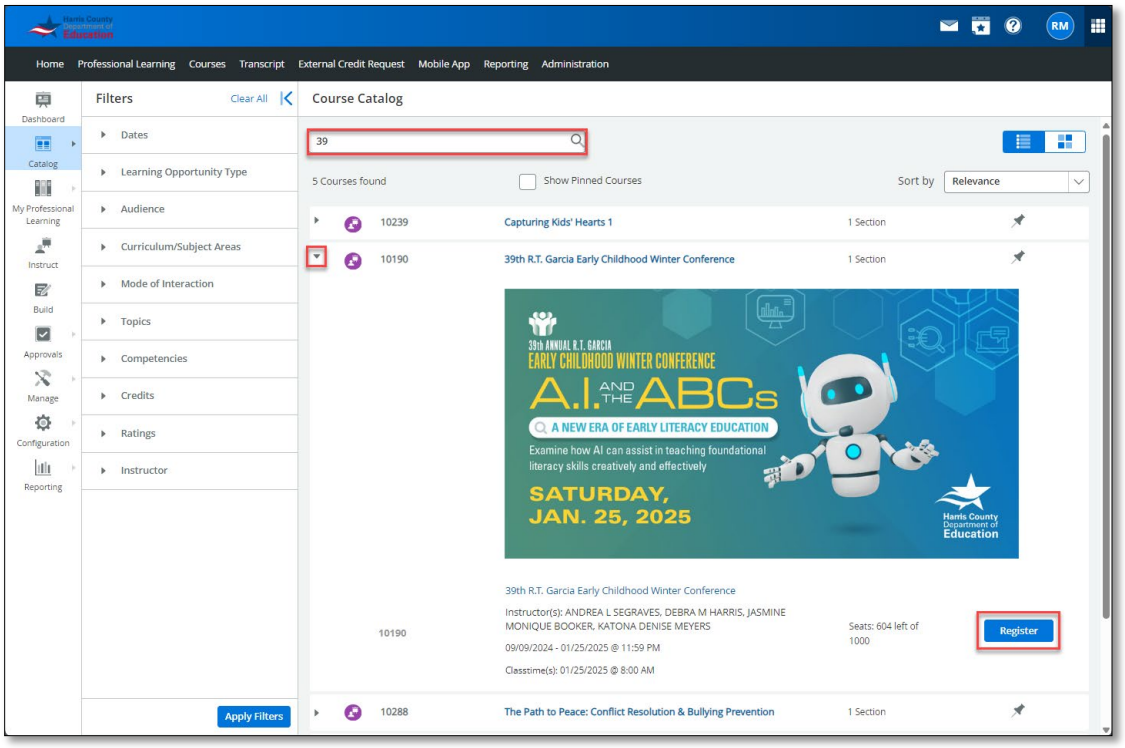
4. Once logged in, search for the desired course or workshop:

Recommended Courses Channel:

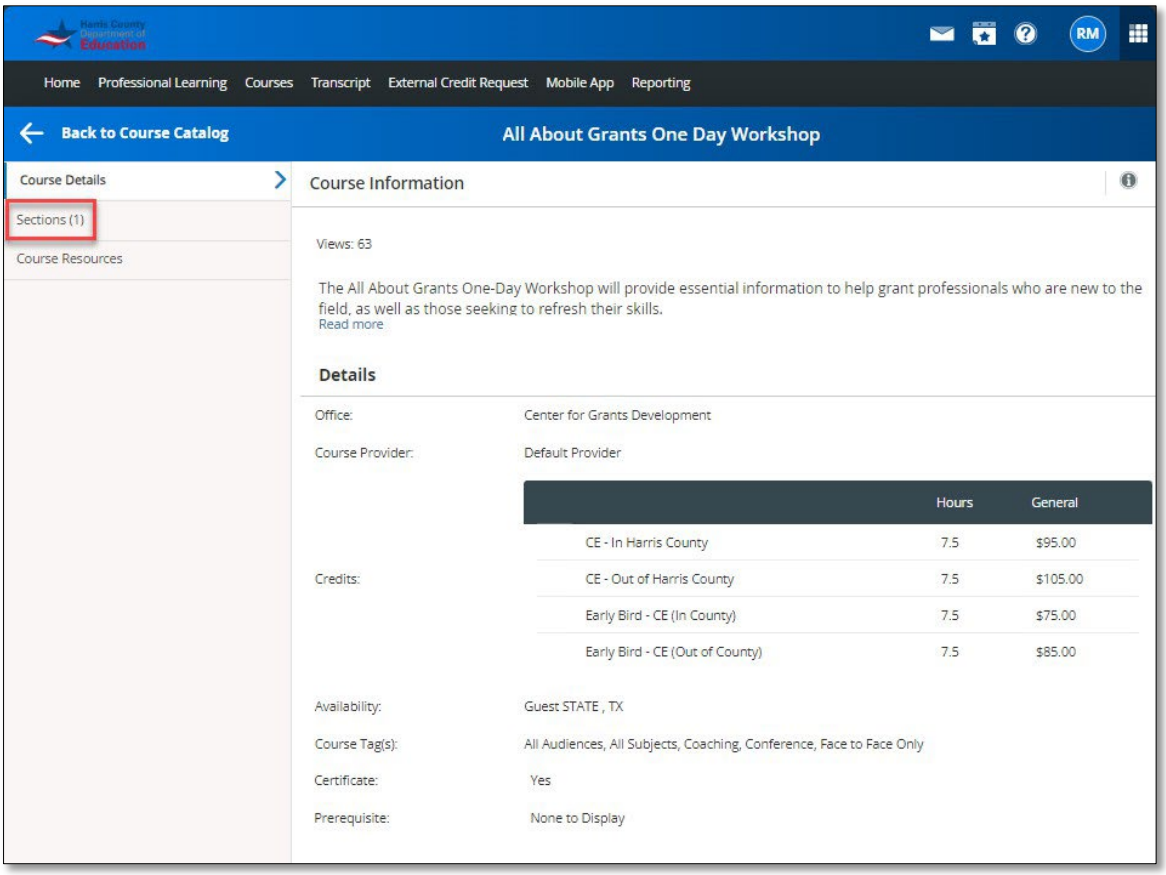


Search in the Course Catalog:

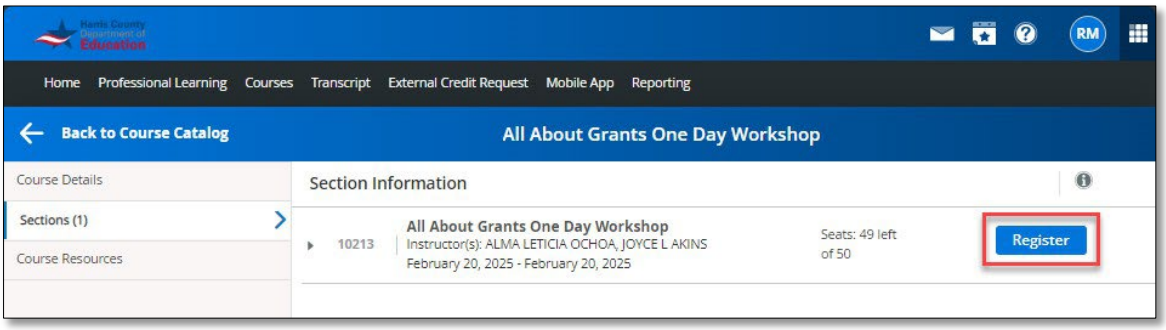




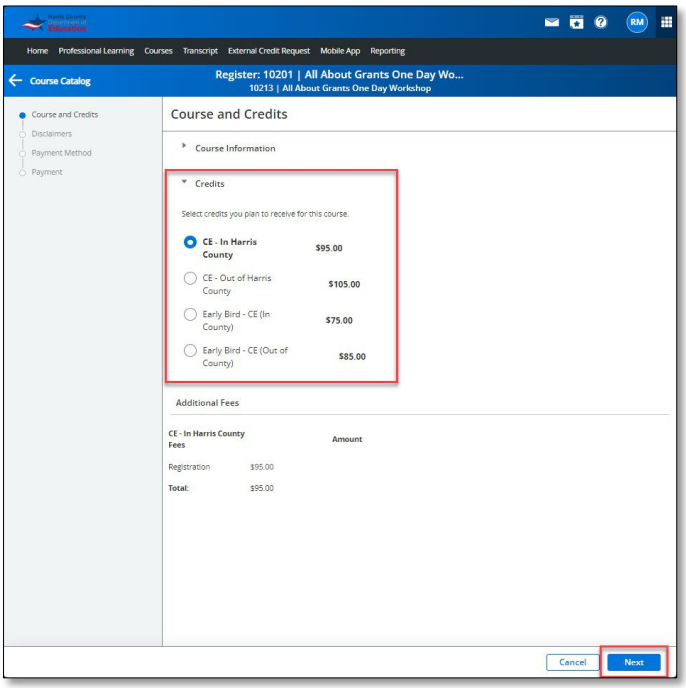
5. Review the workshop details and registration options, and then click "**Sections (1)**"



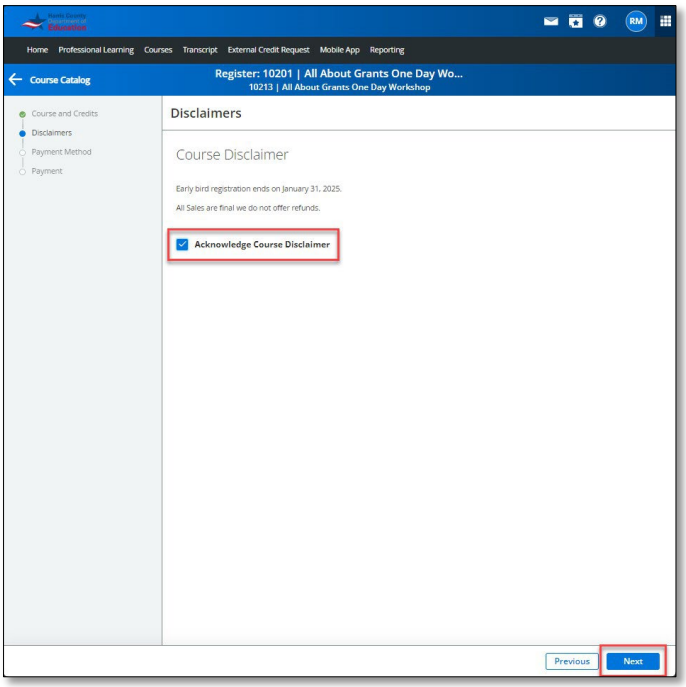
6. Click "**Register**"



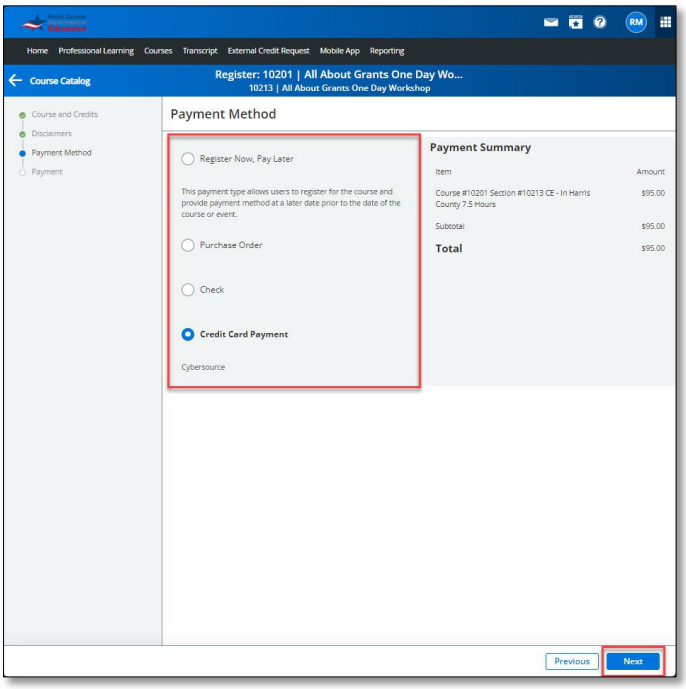
7. Select the appropriate registration or credit type for the workshop and click "**Next**"



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:

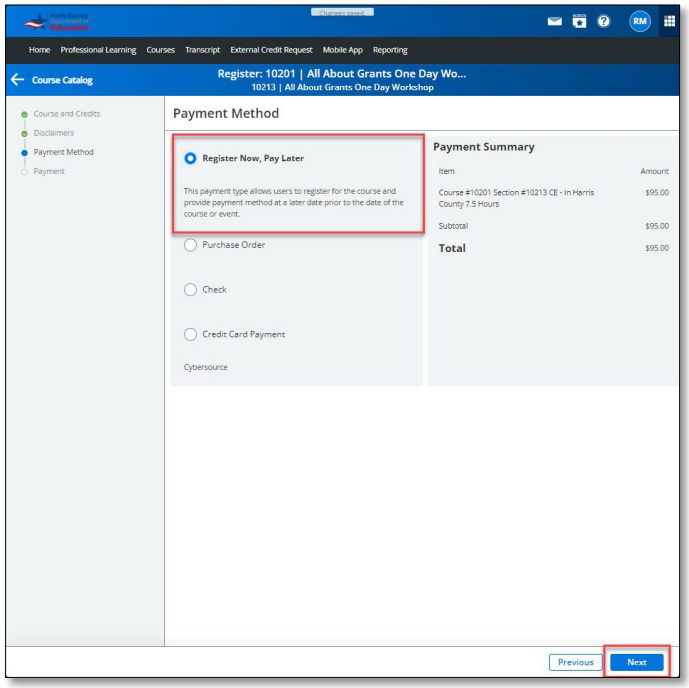
1. **Register Now, Pay Later**
   a. This payment type allows users to register for the course and provide payment method at a later date prior to the date of the course or event.

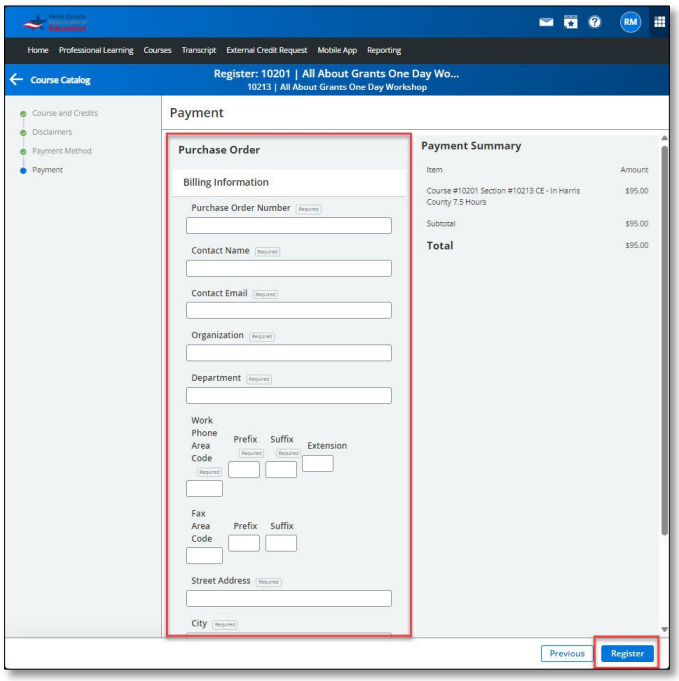
2. **Purchase Order**
   a. This payment type allows users to register for the course and provide purchase order information at the time of registration.

3. **Check**
   a. 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.

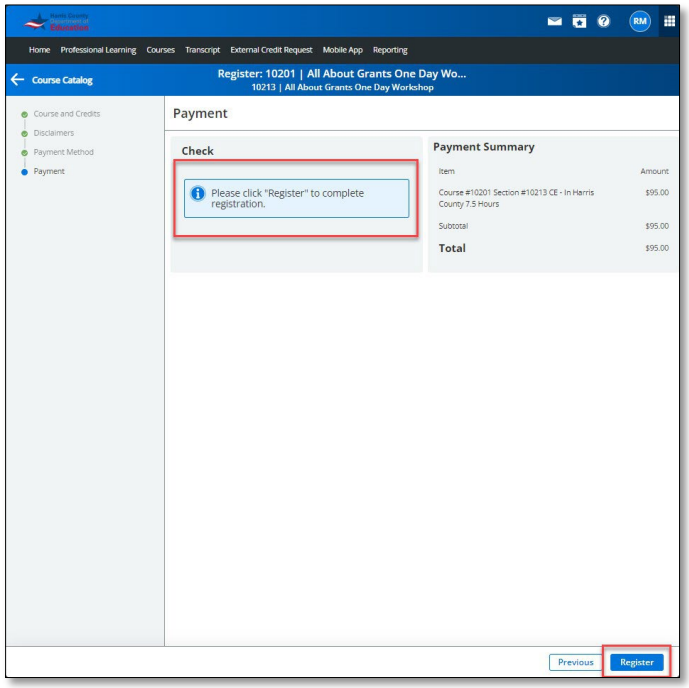
4. **Credit Card Payment**
   a. This payment type allows users to register for the course and provide credit card payment at the time of registration.

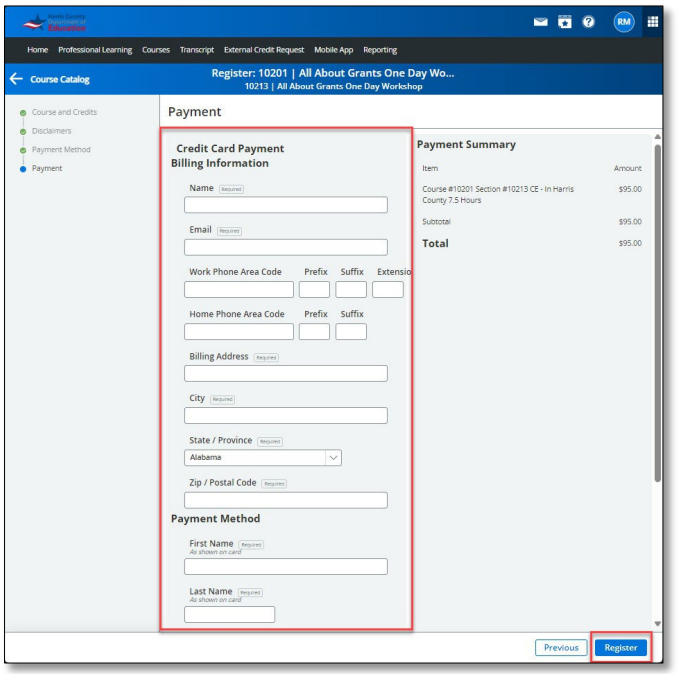
10. Complete payment details and click “**Register**”



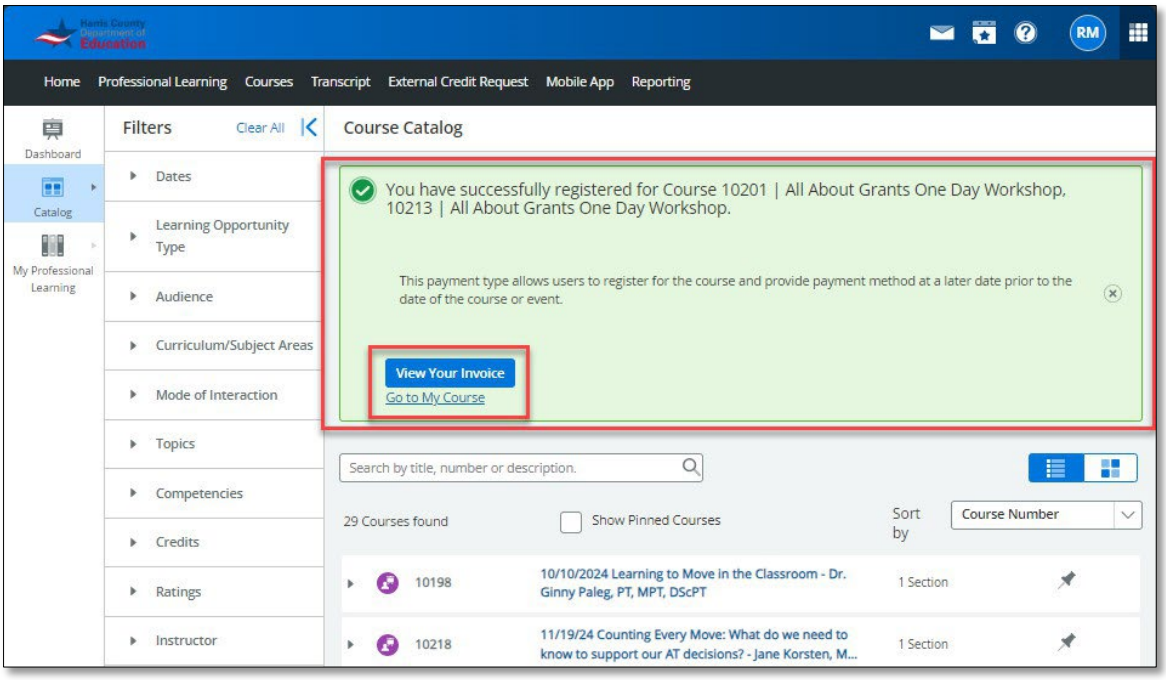


3.5





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

Technical Support Contact Information

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

Register Now, Pay Later

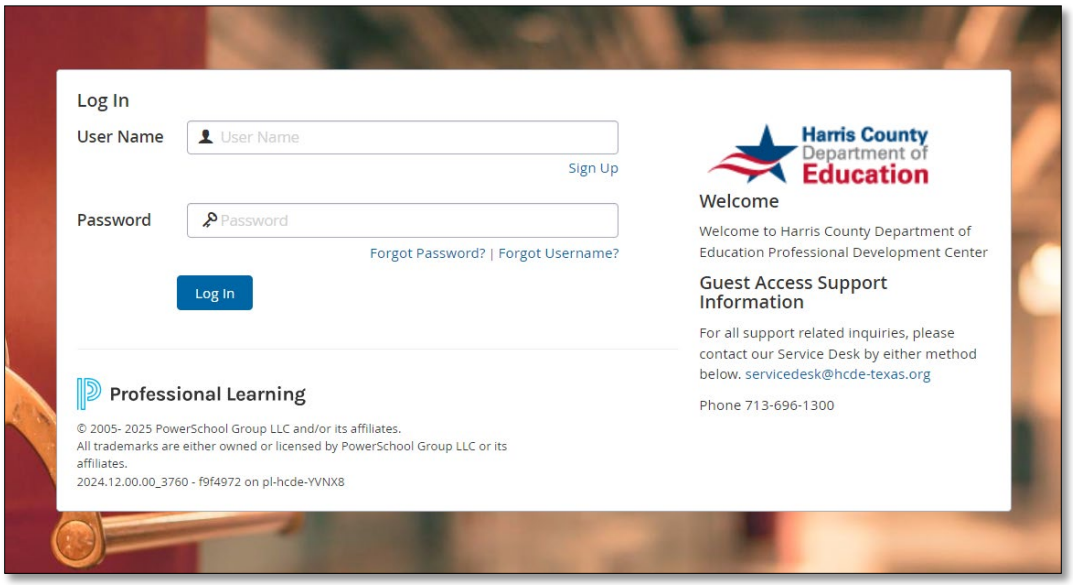
Professional Learning Instructional Guide

Harris County Department of Education

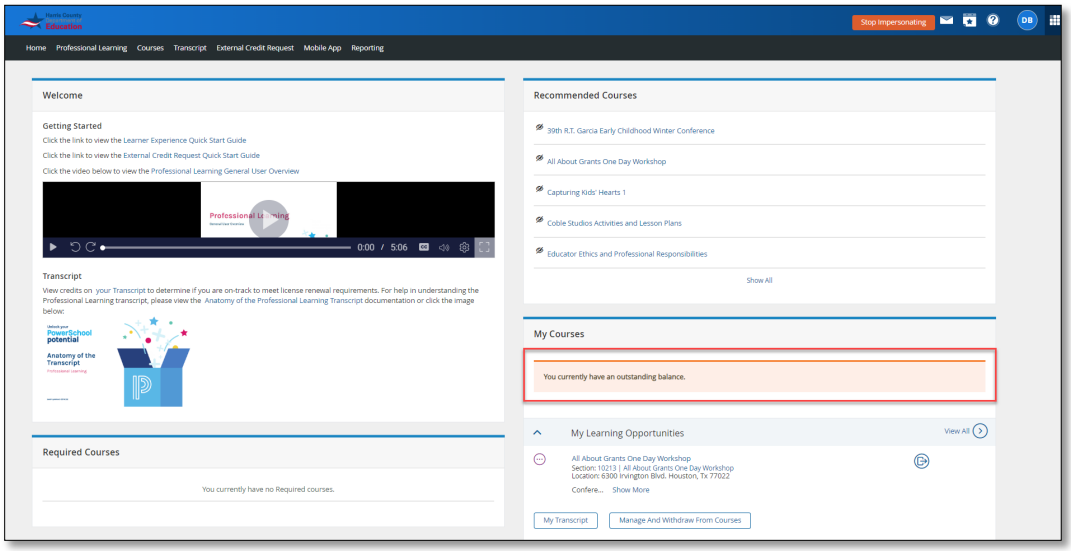
Register Now, Pay Later

If you registered for a workshop and selected "**Register Now, Pay Later**" as your payment method, follow these instructions to get back into your account to make your payment.

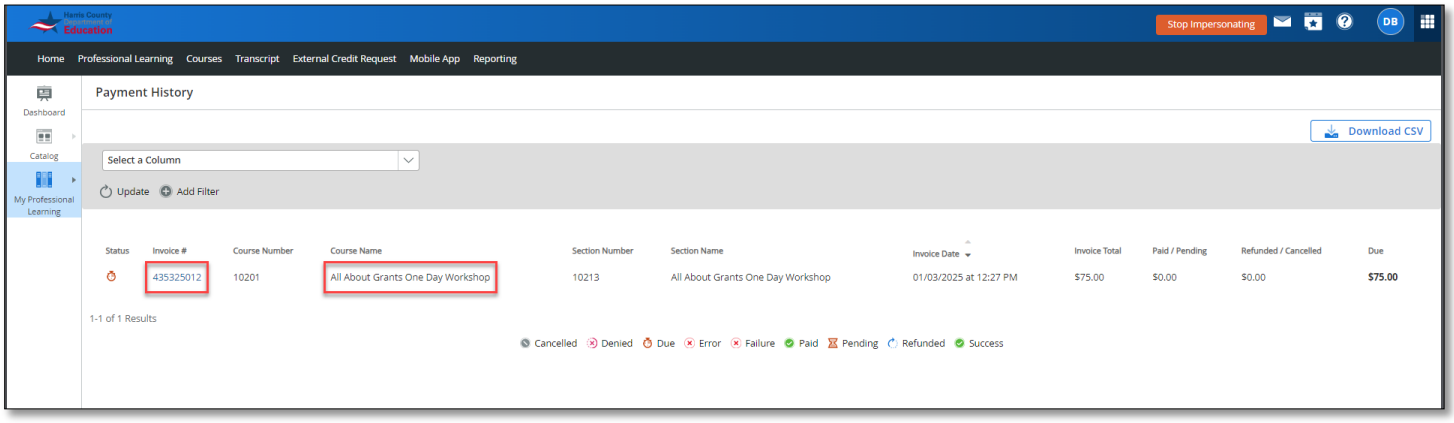
1. Navigate to https://hcde.pl.powerschool.com/ia/empari/login/guest and sign in.



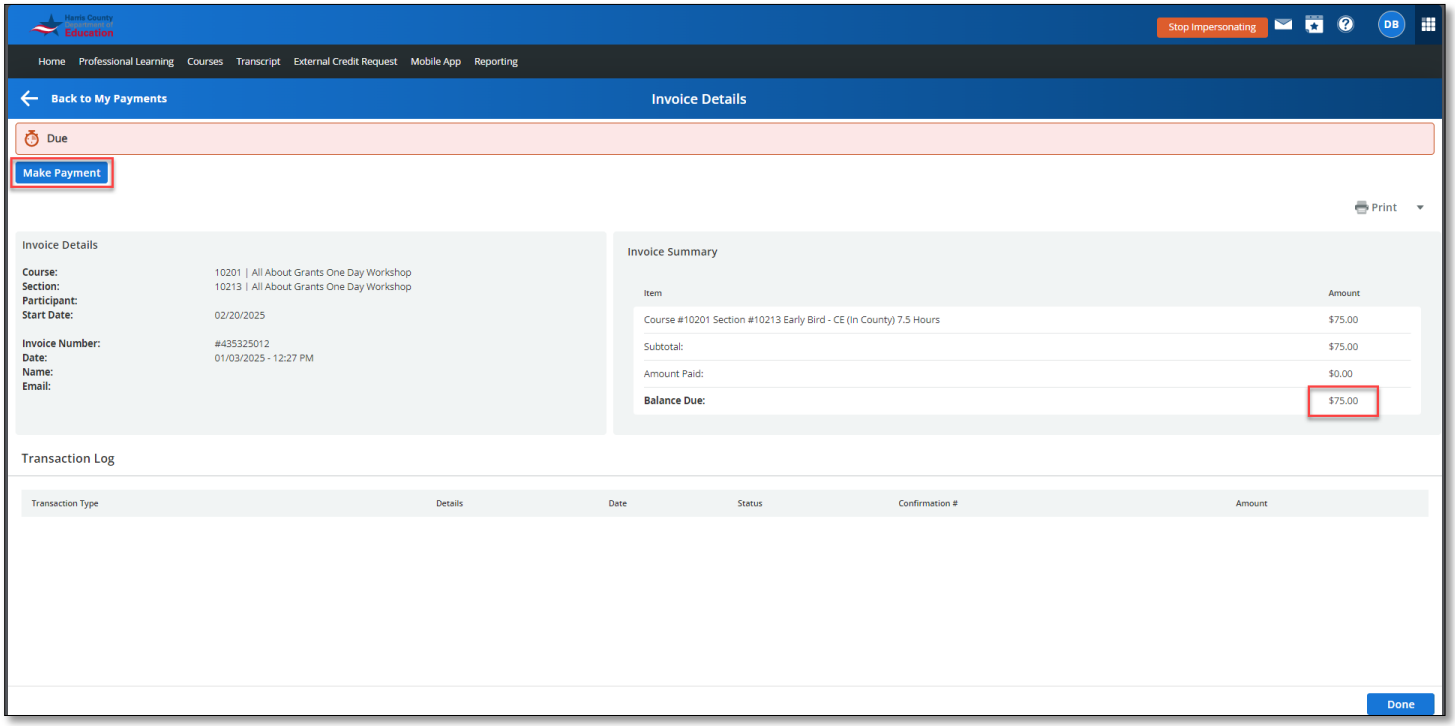
2. Click "**You currently have an outstanding balance**" to view the outstanding invoice.



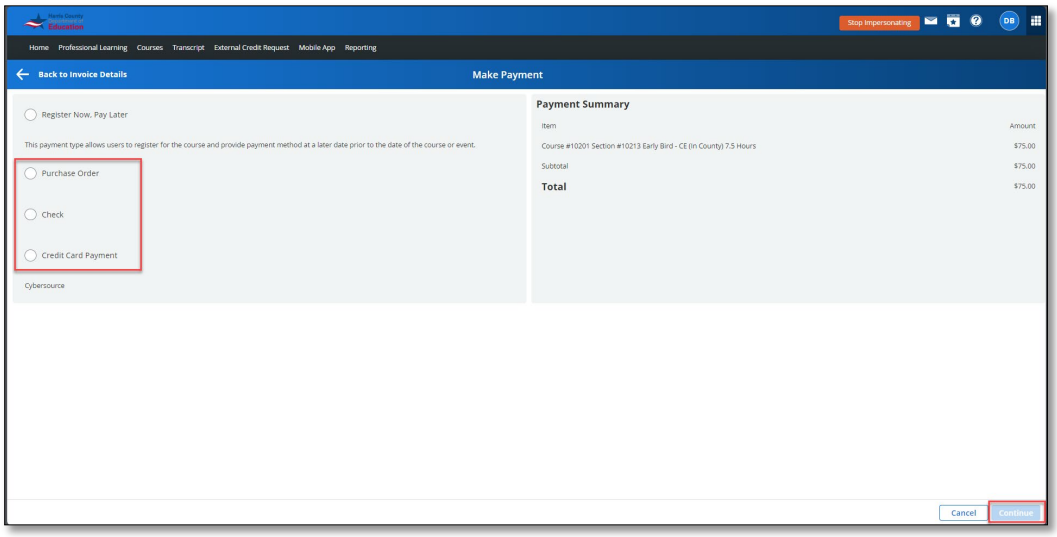
3. Click on the **invoice number** to view the workshop invoice and proceed with payment options.



4. Review the outstanding balance and click "**Make Payment**".

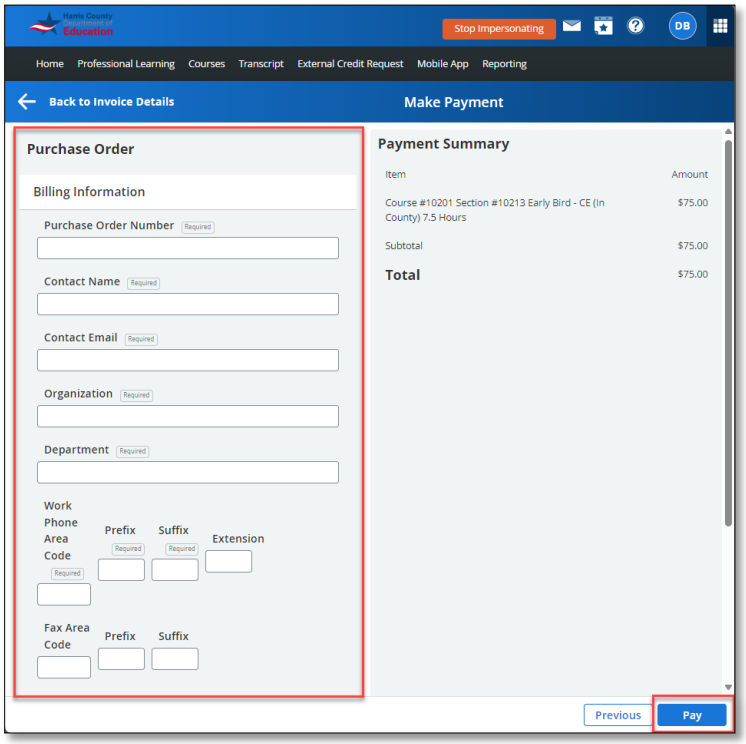


5. Select a new payment method: “**Purchase Order**”, “**Check”**, or “**Credit Card Payment**” and click “**Continue**”.

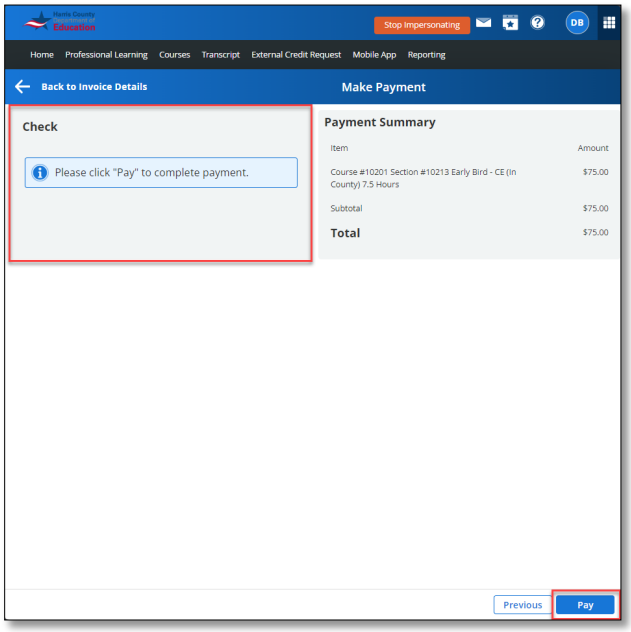


6. **Complete payment information** for the selected payment type and click **“Pay”**.

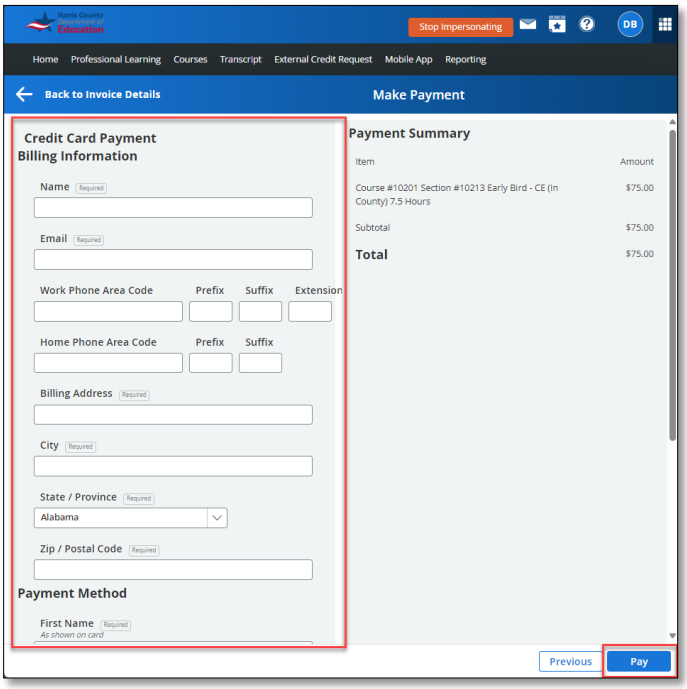
Purchase Order:



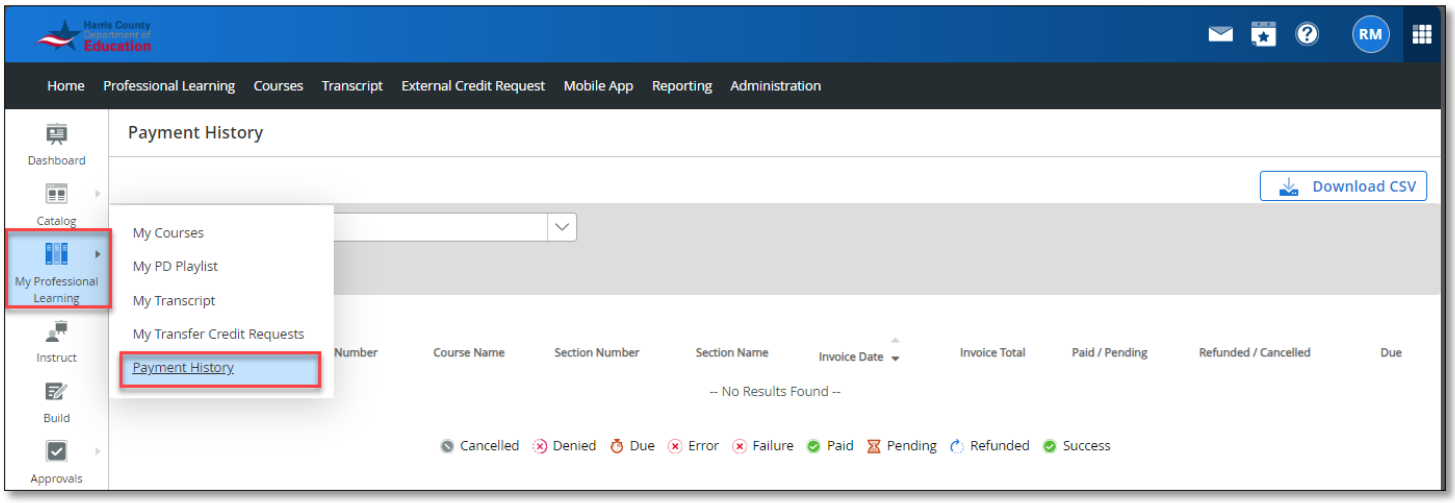
Check:



Credit Card:



7. Confirm payment was submitted and review historical invoices by hovering over "**My Professional Learning**" and clicking on "**Payment History**".



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