2023 NEW HIRE ORIENTATION

DIRECTIONS FOR
REGISTERING ON HECTOR

STEP 1: Access HECTOR using one of the following:

- Visit the HCPS New Hire Information website and click the REGISTER button
- Visit www.HCPS.org > Staff > Resources for Staff > HECTOR logo middle of page
- Use the direct link (https://www.hcps.org/staff/cpd/default.aspx)

STEP 1: Login to HECTOR

- **New Hires without an HCPS Account:** Click on the Not An HCPS Employee? Click Here to Register under the login boxes. Then follow the prompts to set up an account.

- **New Hires with an HCPS Account Credentials:** Login using the same username and password that you use to access your O365 account.
**STEP 3:** Complete the profile in its entirety.

- Type of registrant, select **OTHER**.
- Select your assigned school/location.
- Click submit and continue.
**STEP 4:** Select the course to sign up.

- Choose the appropriate Subject Area from the drop-down menu: *New Teacher Induction*
- Review the options for the Orientation Conference Days
- Select a session and click on **Register Now**
  - A message will appear requesting verify your desire to enroll. Click OK.
  - You will receive an automated email message verifying your registration.
CHECKING REGISTRATION AND HISTORY

If you are currently enrolled in a course or workshop, it will be in the link, Click Here for My Registration. You can manage your current registrations.

- Cancel
- Email course contact/instructor
- Review sessions

If you want to check your registration history, Click Here for My Registration History. History will contain courses and workshops you have enrolled in since April 15, 2010.

NOTES:
These are not official transcripts or CPD forms.
Unowned information indicates that attendance was not recorded for the sessions in HECTOR.
CPD grade will show only for courses in which CPD credit is available.

Information for courses for which you are waitlisted can be found here.
CHANGE or CANCEL REGISTRATION

1. Choose Click Here for My Registrations.
2. Choose Cancel Registration. Confirm your desire to cancel your registration by clicking OK. You will receive an automated email message confirming your withdrawal.

See course guidelines for cancellation policy.

QUESTIONS?

Please email hcpsprofessionallearning@hcps.org.