



Harford Electronic Course Registration

## 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](http://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.

**HECTOR**  
Harford Electronic Course Registration

HARFORD COUNTY  
PUBLIC SCHOOLS

HCPS Employees login with their HCPS network account.  
Non-HCPS employees login with their HECTOR registration email and password.

User Name:

User name is Required

Password:

Password is Required

Login

**Not an HCPS Employee? Click Here to Register!**

[I'm a Non-HCPS Employee and I forgot my password.](#)

- **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.

**HECTOR**  
Harford Electronic Course Registration

HARFORD COUNTY  
PUBLIC SCHOOLS

Non-HCPS Staff Account Signup

Legal First Name:

Last Name:

Registrant:  Guest Registrant

Type of Registrant:  ▼

School/Location:  ▼

Contact Information

Home Phone:

Mobile Phone:

Street Address:

City:

State:

ZipCode:

E-mail:

Create New Password:

Confirm Password:

**Submit and Continue Registration**

**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.

### Course Listing

Subject Area:

New Teacher Induction ▼

Search:  Search Clear

**Conditionally Certified Orientation Day**

**8/14/2023 8:00 AM - 3:30 PM**

Havre de Grace Middle/High School

*Our New Hire Orientation program offers a special opportunity for our new Conditionally Certificated teachers. Join us on Monday, August 14 for sessions that will be designed to prepare you for the unique demands of your position.*

[\*\*Register Now\*\*](#)

**Orientation Conference for New Instructional Staff**

**8/15/2023 8:00 AM - 8/16/2023 3:30 PM**

Havre de Grace Middle/High School  
445 Lewis Lane, Havre de Grace, MD 21078

*This conference is intended to orient teachers, counselors, psychologists, and other related service providers to HCPS. Participants will have the opportunity to attend various workshops tailored to their grade level and or content area in order to prepare for the upcoming school year with students.*

*For Tuesday and Wednesday please select department that mostly aligns to your assignment. Click the Register Now button below to continue.*

*Note: Thursday and Friday are mandatory days and sign up / registration is not necessary.*

[View Session Descriptions](#)

[\*\*Register Now\*\*](#)

## 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](#).

**HECTOR**  
Harford Electronic Course Registration

HARFORD COUNTY  
PUBLIC SCHOOLS

[Click Here for My Registrations](#)  
[Click Here for My Registration History](#)

Course Listing

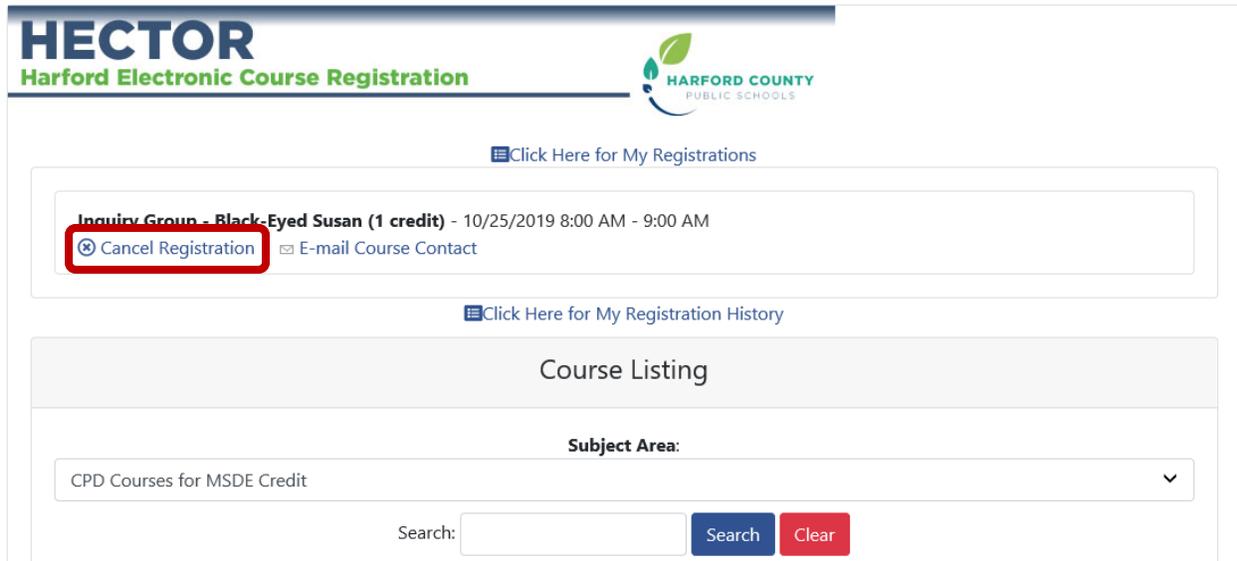
Subject Area:  
CPD Courses for MSDE Credit

Search:

## 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.



**HECTOR**  
Harford Electronic Course Registration

HARFORD COUNTY  
PUBLIC SCHOOLS

[Click Here for My Registrations](#)

**Inquiry Group - Black-Eyed Susan (1 credit)** - 10/25/2019 8:00 AM - 9:00 AM

Cancel Registration  E-mail Course Contact

[Click Here for My Registration History](#)

**Course Listing**

**Subject Area:**

CPD Courses for MSDE Credit

Search:

## QUESTIONS?

Please email [hcpsprofessionallearning@hcps.org](mailto:hcpsprofessionallearning@hcps.org).