

# HECTOR Harford Electronic Course Registration

#### Welcome to **HECTOR!**

**HECTOR** is Harford County Public Schools' online course registration system. **HECTOR** allows **everyone** - HCPS employees as well as non-employees - to register for CPD courses electronically.

Registration for courses through **HECTOR** will also allow you to pay for courses by PayPal at the time of course registration.

Follow these easy step-by-step step instructions for online course registration through **HECTOR**.

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# **DIRECTIONS FOR REGISTRING ON HECTOR**

1. Access HECTOR

Direct Link <a href="https://www.hcps.org/staff/cpd/default.aspx">https://www.hcps.org/staff/cpd/default.aspx</a>

OR

www.HCPS.org > Staff > Resources for Staff > HECTOR logo middle of page

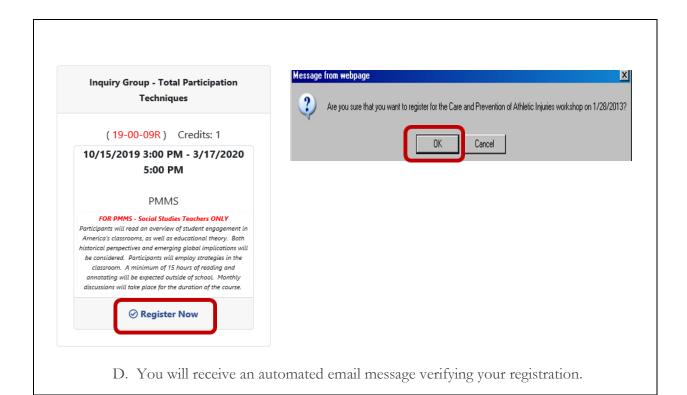


#### Harford Electronic Course Registration

- 2. Enter your Username and Password. Select Login.
  - "HCPS Employees: Login using the same username and password that you use to access your email. Non-network HCPS employees contact 410-809-6331.
  - " Non-HCPS Employees: Click the Click Here to Register!. Follow prompts to set up an account.



- 3. Select your Workshop/Training Enrollment
  - A. Choose the appropriate Subject Area from the drop-down Menu. CPD session will appear under the subject CPD Courses for MSDE Credit. A list of upcoming session will appear.
  - B. Review training(s) available for the subject. Select a session and Click on Register Now.
  - C. A message will appear requesting verify your desire to enroll. Click OK. For course requiring payment see next section.



# FOR COURSES THAT REQUIRE PAYMENT

Once you have selected a course session and verified course information a payment screen will appear. You must provide payment to be added to the class roster. Click Complete Checkout.



Verify that course information is correct. You will be charged the fee shown. If this is not the correct course, cancel registration. If the fee is not correct, contact <a href="https://hcps.org">hcps://hcps.org</a>



**HCPS Employees** – Please have your PayPal information ready. You will pay for your course at this time. You are not enrolled until payment is received. (This option will not appear if the roster is full. You will be placed on a waiting list. You will receive an email requesting payment if an opening occurs.)

**Non-HCPS** employees—will be placed on a waitlist and will be provided an opportunity to pay about three weeks prior to the course start date if space is available on the roster. Enrollment at this point is done on a first come first served basis. You are not enrolled until payment is received.

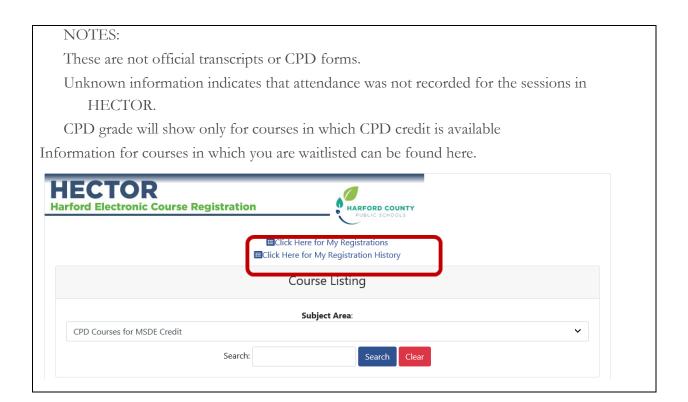
Please print your receipt. Once payment for a course is accepted, you will receive an automated email confirming enrollment in the course. This message will outline all details regarding the course.

# **CHECKING REGISTRATION AND HISTORY**

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

- · Cancel
- · Email course contact/instructor
- · Review sessions

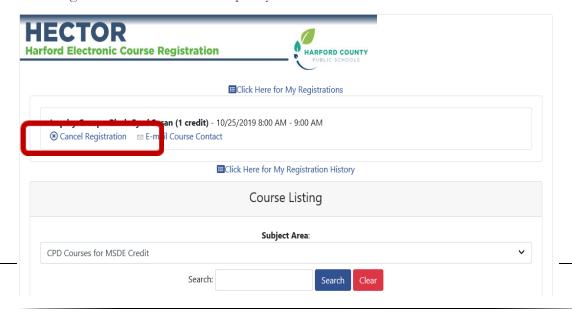
If you want to check your registration history, Click Here for My Registration History. History will contain courses and workshops you have enrolled is since April 15, 2010.



# **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 feel free to email hcpsprofessionallearning@hcps.org

# **DIRECTIONS FOR INSTUCTORS**

#### **Instructor Link**

Instructor link will be provided through the Office of Organizational Development and Continuous Learning.

To find your course/activity

- Select subject area
- Uncheck the box Hide Course with no Upcoming Dates
- Select XXX
- Click View Schedule
- May need to uncheck the box Hide Course with no Upcoming Dates again

#### **Electronic Course Registration** Manag Course Listing ■ Add New Course 🚵 Search / Add Registrant Manage Subjects/Tags Course Listing Filters Search by Course Name or Number: Subject Area: School Improvement Team ~ ☐ Hide Disabled Courses ☐ Hide Courses with no Upcoming Dates Direct Link: https://www.hcps.org/registration/workshops/workshops.aspx?subject=13 Direct Link Locked: https://www.hcps.org/registration/workshops/workshops.aspx?subject=13&l=1 0 Yes View Schedule School Performance & Achievement Team 2017-Save As Modify Delete ✓ 0 School Performance & Achievement Team 2018-Yes Save As Modify Delete View Schedule ~ Yes 0 View Schedule School Performance & Achievement Team 2019-Save As Modify Delete **~** Yes 0 Save As Delete School Performance & Achievement Team 2020-Modify View Schedule

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This will pull the current list of participants. You should monitor registration rosters periodically. At the end of the session, you will mark attendance and grades.

#### Attendance and Grades (mainly for CPD credit courses)

- Click on Class List
  - Attendance Click on Attended ALL. If anyone showing on the roster did not participate, please uncheck the individual box. You should have records to support attendance. Ex. sign-in sheet, attendance logs
  - Grades (mainly for CPD credit courses) Credit for this experience is indicated by the assignment of grades as follows:
    - **CR** MSDE credit earned; participant attended all meetings and fulfilled all responsibilities.
    - **NC** No credit; participant attended all meetings but did not fulfill all other responsibilities.
    - **INC** Incomplete; participant did not complete.
    - NA rarely used
  - o Once grade and attendance areas are completed, SAVE, **PRINT** the report.
  - o **SIGN** the report.
  - Submit the report in hard copy or electronic format to the Office of Organizational Development – Curriculum, Lori Gohlinghorst.

#### **Email function**

In HECTOR, Class list, you can use the check button on the left on the grade sheet and the email box to send messages to the participants.