



INSTRUCTIONS FOR

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**.

TABLE OF CONTENTS

Directions for Registering on HECTOR	2-3
For Courses that require Payment	3-4
Checking Registration and History	4-5
Change or Cancel Registration	5
Questions	6
Directions for Instructors	6-7

DIRECTIONS FOR REGISTERING ON HECTOR

1. Access HECTOR

Direct Link <https://www.hcps.org/staff/cpd/default.aspx>

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

- 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.
- Review training(s) available for the subject. Select a session and Click on Register Now.
- A message will appear requesting verify your desire to enroll. Click OK. For course requiring payment see next section.

Inquiry Group - Total Participation Techniques

(19-00-09R) Credits: 1

10/15/2019 3:00 PM - 3/17/2020 5:00 PM

PMMS

FOR PMMS - Social Studies Teachers ONLY

Participants will read an overview of student engagement in America's classrooms, as well as educational theory. Both historical perspectives and emerging global implications will be considered. Participants will employ strategies in the classroom. A minimum of 15 hours of reading and annotating will be expected outside of school. Monthly discussions will take place for the duration of the course.

Register Now

Message from webpage

Are you sure that you want to register for the Care and Prevention of Athletic Injuries workshop on 1/28/2013?

D. You will receive an automated email message verifying your registration.

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.

Printable Version Close

You have started to register for **Cooperative Education and Outdoor Initiatives** that occurs on 10/24/2012.

To complete your course registration you must proceed to checkout and complete payment.

10/24/2012 **Complete Checkout** Cancel Registration

Printable Version Close

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 hcpsprofessionalllearning@hcps.org



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 in since April 15, 2010.

NOTES:

These are not official transcripts or CPD forms.

Unknown 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 in 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](#)

[Cancel Registration](#) [E-mail Course Contact](#)

[Click Here for My Registration History](#)

Course Listing

Subject Area:
CPD Courses for MSDE Credit

Search:

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

The screenshot shows the 'Course Listing' section of the registration system. It includes a navigation bar with options like 'Course Listing', 'Add New Course', 'Search / Add Registrant', 'Manage Subjects/Tags', and 'Manage'. Below the navigation bar, there is a search area with a text input for 'Search by Course Name or Number', a dropdown menu for 'Subject Area' (currently set to 'School Improvement Team'), and two checkboxes: 'Hide Disabled Courses' and 'Hide Courses with no Upcoming Dates'. At the bottom of the search area, there are two links: 'Direct Link: https://www.hcps.org/registration/workshops/workshops.aspx?subject=13' and 'Direct Link Locked: https://www.hcps.org/registration/workshops/workshops.aspx?subject=13&I=1'. Below the search area is a table with four rows of course data.

	<input type="checkbox"/>					
School Performance & Achievement Team 2017-2018	Yes <input checked="" type="checkbox"/>	0	Save As	Modify	Delete	View Schedule
School Performance & Achievement Team 2018-2019	Yes <input checked="" type="checkbox"/>	0	Save As	Modify	Delete	View Schedule
School Performance & Achievement Team 2019-2020	Yes <input checked="" type="checkbox"/>	0	Save As	Modify	Delete	View Schedule
School Performance & Achievement Team 2020-2021	Yes <input checked="" type="checkbox"/>	0	Save As	Modify	Delete	View Schedule

Class roster

- Click on Class list

Back to Select a Class

Hide previous dates

Course #	Crs Section	Location	Start Date / Time	End Date / Time	Max Seats	Available Seats		
19-00-01RD	21-22 School Year	Abingdon Elementary School	12/15/2021 8:00:00 AM	6/30/2022 12:00:00 PM	25	25	Class List	Wait List
19-00-01RD	21-22 School Year	Bakerfield Elementary School	12/15/2021 8:00:00 AM	6/30/2022 12:00:00 PM	25	24	Class List	Wait List
19-00-01RD	21-22 School Year	Bel Air Middle School	12/15/2021 8:00:00 AM	6/30/2022 12:00:00 PM	25	25	Class List	Wait List

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
 - Once grade and attendance areas are completed, SAVE, **PRINT** the report.
 - **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.