

How to Access and Complete the 2018 Instructional Technology Plan

A Mini-Guide for Districts

Log on to [NYSED Business Portal](#). Click **SED Monitoring and Vendor Performance System**

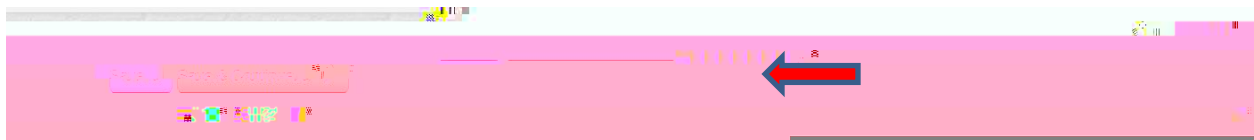


Note: The screen shots in this guide are from test plans created as part of the plan development process. They are NOT from actual plans

1. If a user is entitled to several applications, click on Ed Tech, [View Surveys for Ed Tech](#).



2. It is very important to **Save** before moving to the next section or logging off. To remain on the page, click the blue **Save** button on the top or bottom of the page. To go to the next section, click the green **Save & Continue** button, which is also on the top or bottom of the page. All required questions must be answered before moving to the next section.



Approval Process

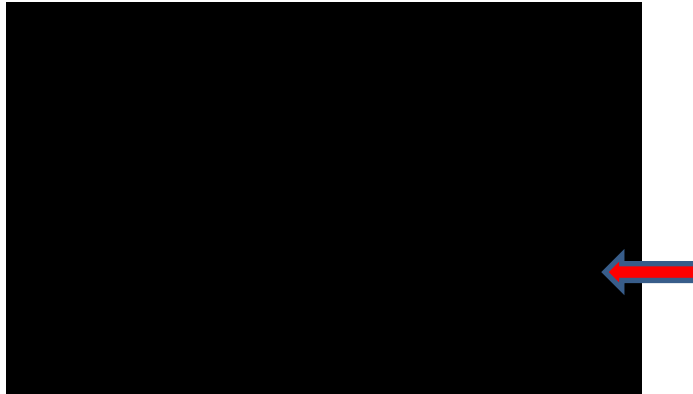
Reviewer Forwards Plan to NYSED for approval

1. If the RIC Reviewer is satisfied that the plan is approvable, the RIC Reviewer certifies and submits the tech plan to NYSED for the final review.
2. If NYSED finds no issues after reviewing the plan in the portal, the SED staff member clicks the Approve but

4. Type the Comment in the Add Comment box and click **Save** or **Save and Close**.

- a. Once a plan

c. The Comment will then be visible.



5. If the District revises a response after reviewing the RIC Reviewer's comments and notes, it should be sure to save it. The RIC Reviewer can review the change and decide whether the change is now satisfactory *without* the plan having to be re-certified and re-submitted. To do so, the District would need to advise the RIC Reviewer that the changes have been made and ask that they be reviewed while the plan is in un-submitted status.
6. After the RIC Reviewer has reviewed the revisions and is satisfied that the plan is now approvable, s/he will ask the District to re-submit the plan, which requires the superintendent to re-certify and re-submit it. The revised plan is submitted to the RIC via the process described on Page 2.
7. If the RIC Reviewer is satisfied that the plan is approvable, the Reviewer submits the plan to NYSED for the final review. If NYSED finds no issues after reviewing the plan, the NYSED staff members clicks the Approve button and approves the tech plan submission.