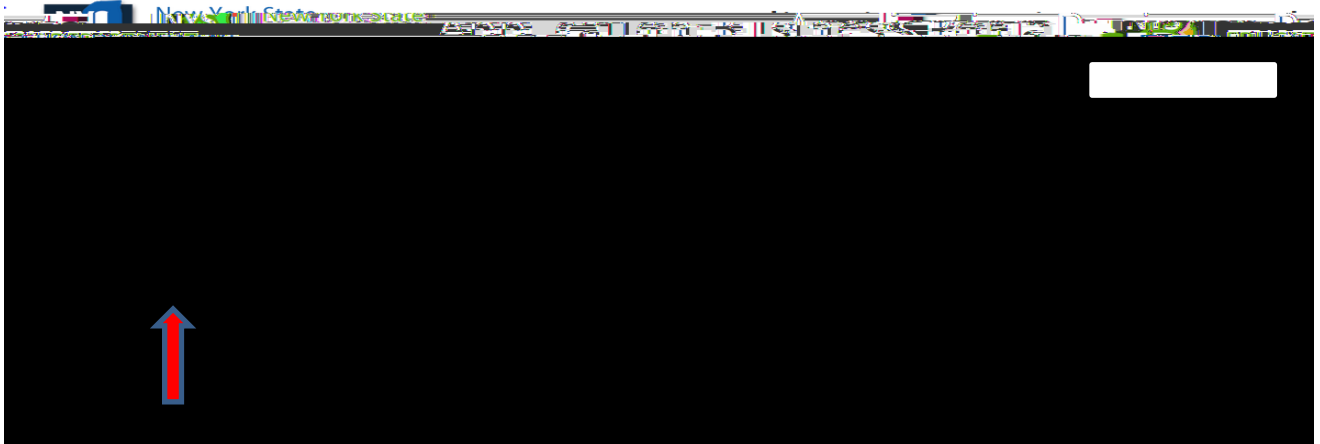


How to Access and Complete the 2022 Instructional Technology Plan

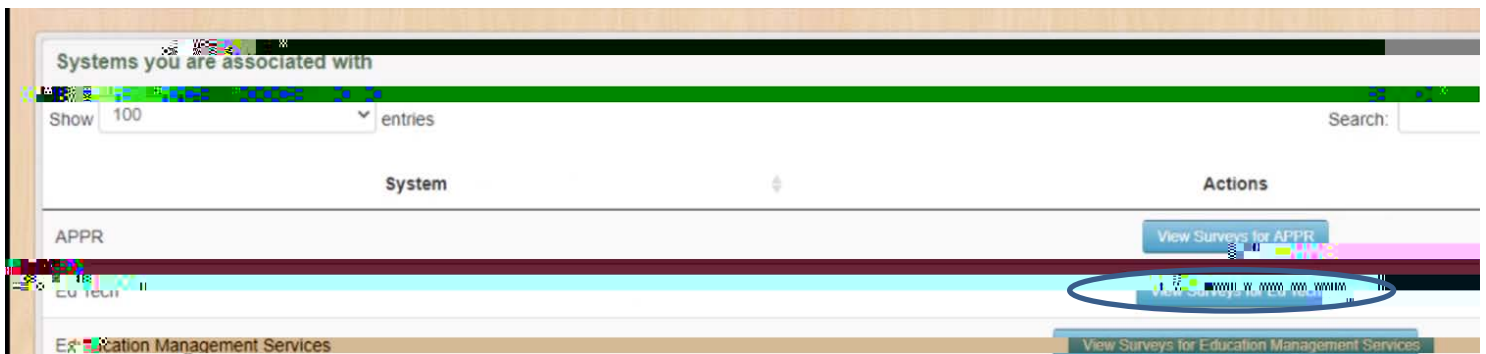
A Mini-Guide for Districts

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. This is the screen you will see when you click on 2022 Instructional technology plan. Click on View Surveys for Ed Tech



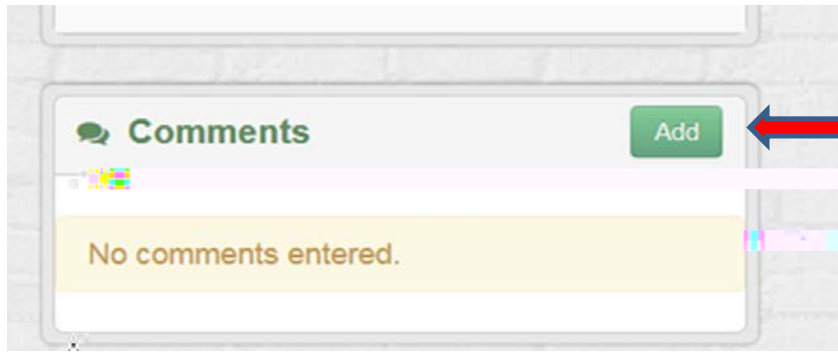
2. Click on “View” to begin entering your responses. You may also print a blank copy prior to

5. There are several different ways to get help

Approval Process

Reviewer Forwards Plan to NYSED for approval

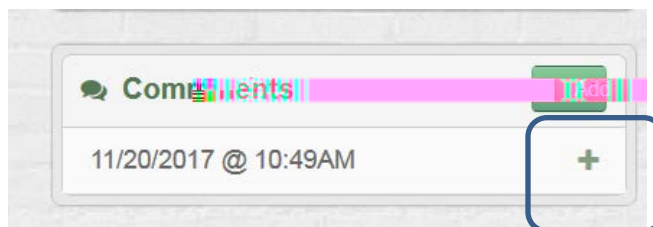
1. If the RIC Reviewer is satisfied that the plan is approvable, the RIC Reviewer certifies and submits the tech plan to NYSED for the final review.
2. After reviewing the plan in the portal, the SED staff member clicks the Approve button and approves the tech plan submission.
3. After the plan has been approved by NYSED, an approval email will



3. Type the Comment in the Add Comment box and click **Save** or **Save and Close**. It is helpful if the comment provides details about the section and question number to facilitate the review process.



- a. Once a plan has been submitted to a RIC, the District and the RIC Reviewer can use the Comment feature to discuss possible revisions to the tech plan (as long as the Comments are saved). It is **not** necessary for the RIC Reviewer to un-submit the plan or for the district to re-certify and re-submit it for the Comments to be visible. If the plan has **not** been un-submitted to the District, it will be visible to the District in its outbox.
- b. To view a comment, click on the small **plus (+)** sign on the bottom of the Survey Navigation on the left.



c. The Comment will then be visible.

4. 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 still in un-submitted status.
5. After the RIC Reviewer has reviewed the changes and is satisfied that the plan is now approvable, s/he will ask the District to re-submit the plan, which