

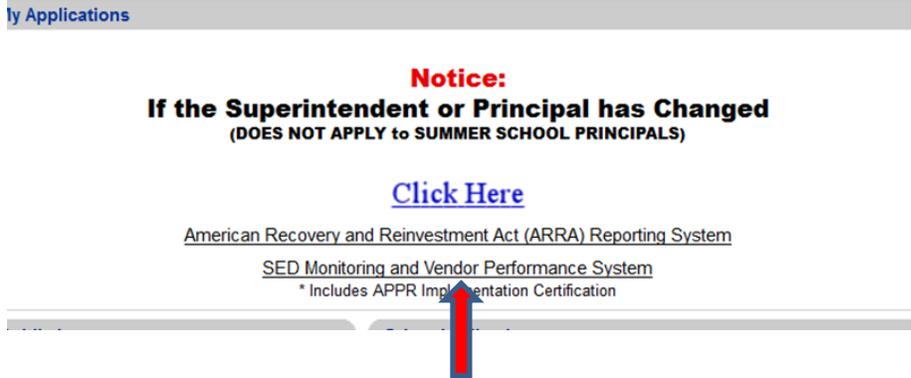
Steps to Complete NYSED Instructional Technology Plan Survey

The following instructions and screen shots are intended to assist districts in completing their instructional technology plan surveys. The screen shots in this guide are from test surveys created as part of the survey development process. They are NOT from actual surveys.

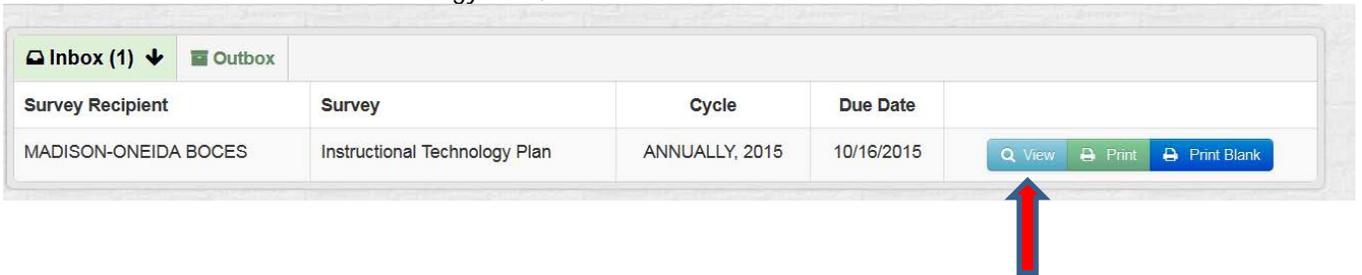
How to Access Tech Plan Survey

1. Log on to NYSED Business Portal. Click SED Monitoring and Vendor Performance System.

The NYSED Application Business Portal



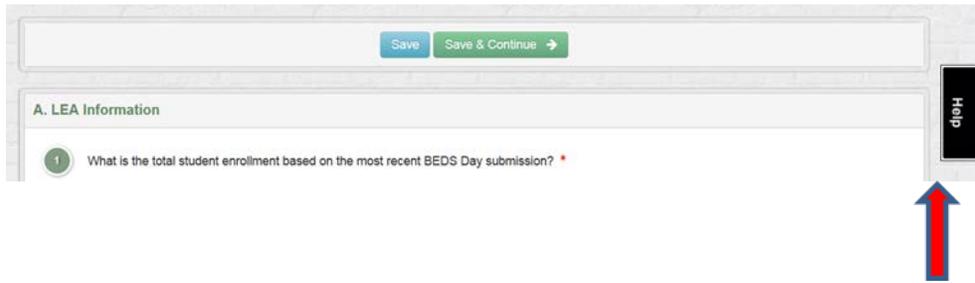
2. If a user is entitled to several applications, click on Ed Tech. The user below is only entitled to one, so it is not necessary to click on Ed Tech.
3. To enter data in the Technology Plan, click on View.



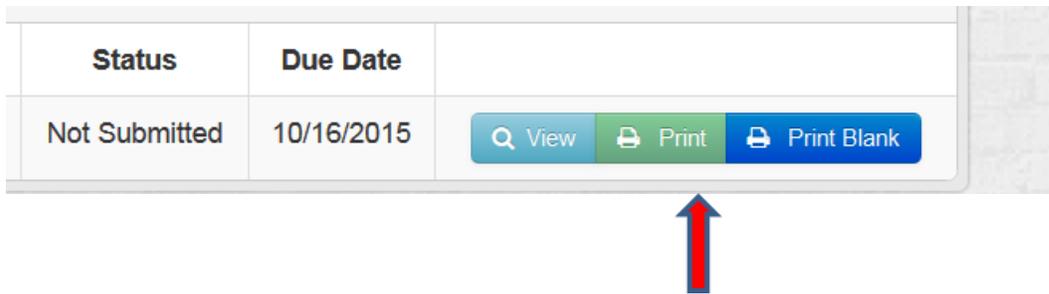
4. District completes survey by completing each section. It is very important to save before moving to the next section or logging off. To be able to return to the page, click the blue Save button on the top or bottom of the Page. To go to the next section, click the green Save & Continue button also on the top or bottom of the Page.



5. If Help is needed while completing the Survey, contact your RIC Reviewer (<http://www.p12.nysed.gov/technology/TechPlans/DistTechPlans/reviewers.html>) or click on the black Help button on the right. The Help button will open up a separate window and the Survey will remain open. It is not necessary to Save before clicking Help.



6. When a District is ready to send their Plan to their RIC Reviewer for review, they should save it as a PDF and email it to their reviewer. Click on print to save as a PDF.



7. Once their RIC Reviewer has **certified** the plan, the district should submit the plan to NYSED for the final review. Please do not submit the plan to NYSED until your RIC reviewer has certified the plan.
8. The submission process is a two-step process. On the final page of the Survey, the District clicks on the Save & Submit Survey button.



9. Then the Superintendent of the District certifies the survey and submits to NYSED. The Superintendent must certify the survey and then submit it.

