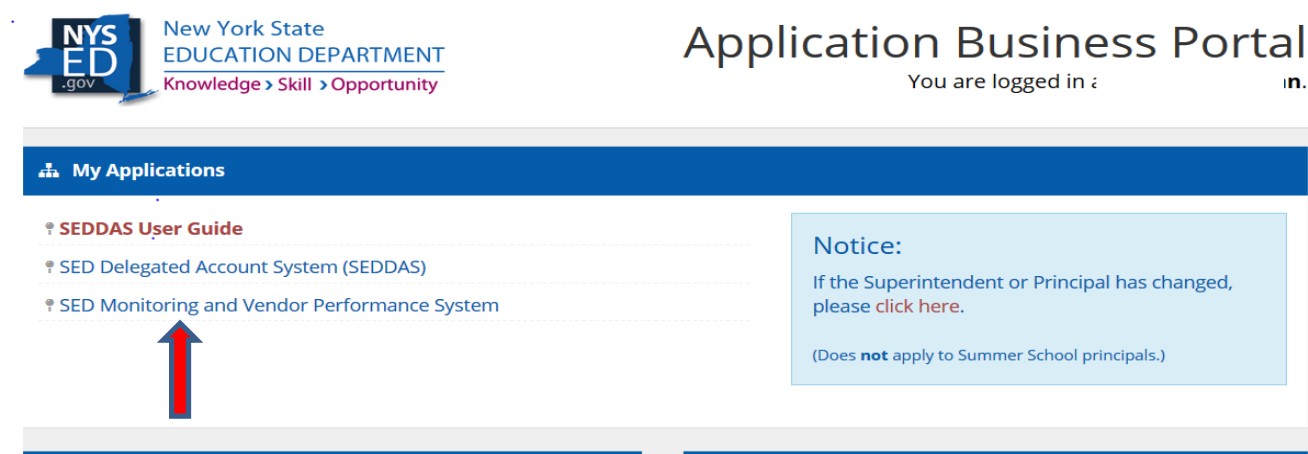# How to Access and Complete the 2026 Instructional Technology Plan
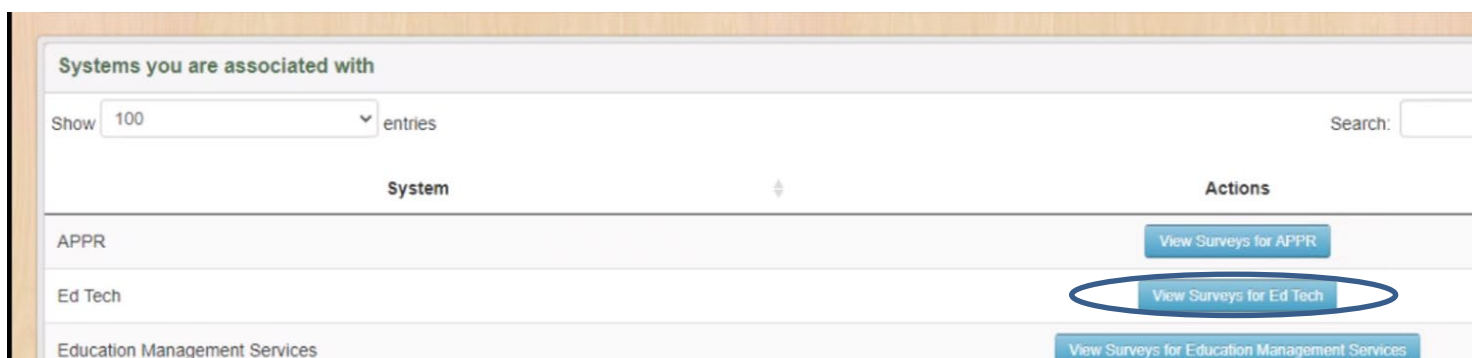
A Mini-Guide for Districts

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 2026 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 entering data (Blue button) or print a completed survey when you are done entering the data (Green button). The user must have both data view and data entry entitlements to enter data into the survey.
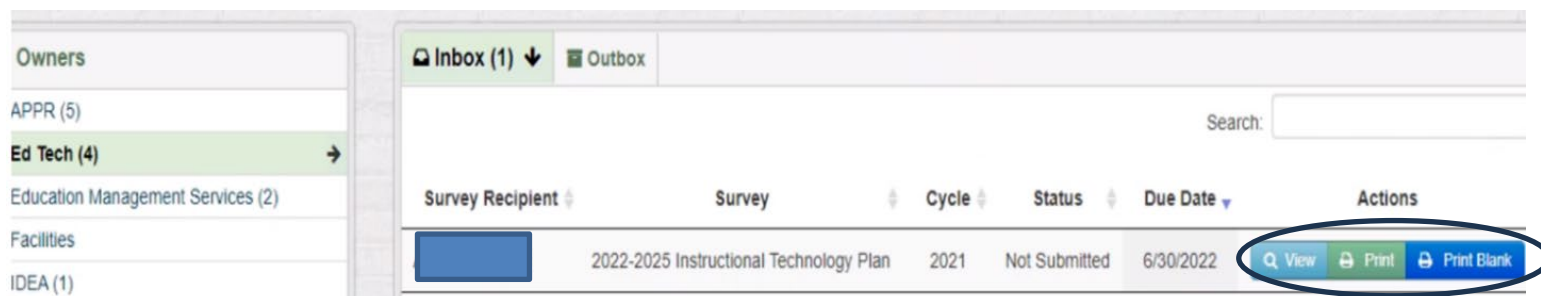
3. It is very important to *Save* before moving to the next section or logging off. To remain on the page, click the blue *Save* button on the top or bottom of the page. To go to the next section, click the green *Save & Continue* button, which is also on the top or bottom of the page. All required questions must be answered before moving to the next section using this button.
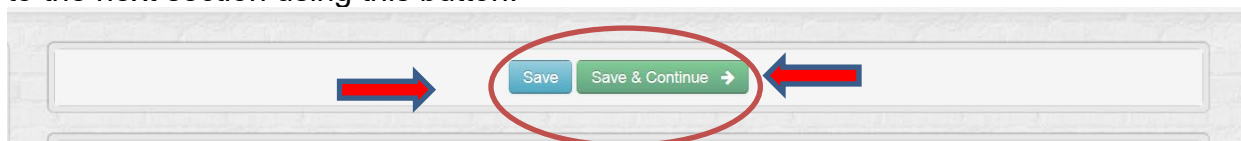
4. You may skip around and enter some of the questions in each section by using the navigation bar rather than the "save and continue" bar. This allows you to enter and save responses and move to another section without responding to every question in each section.
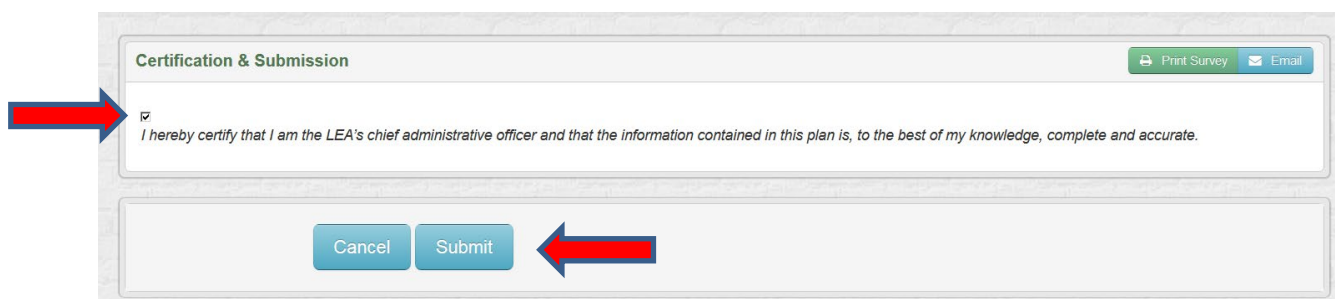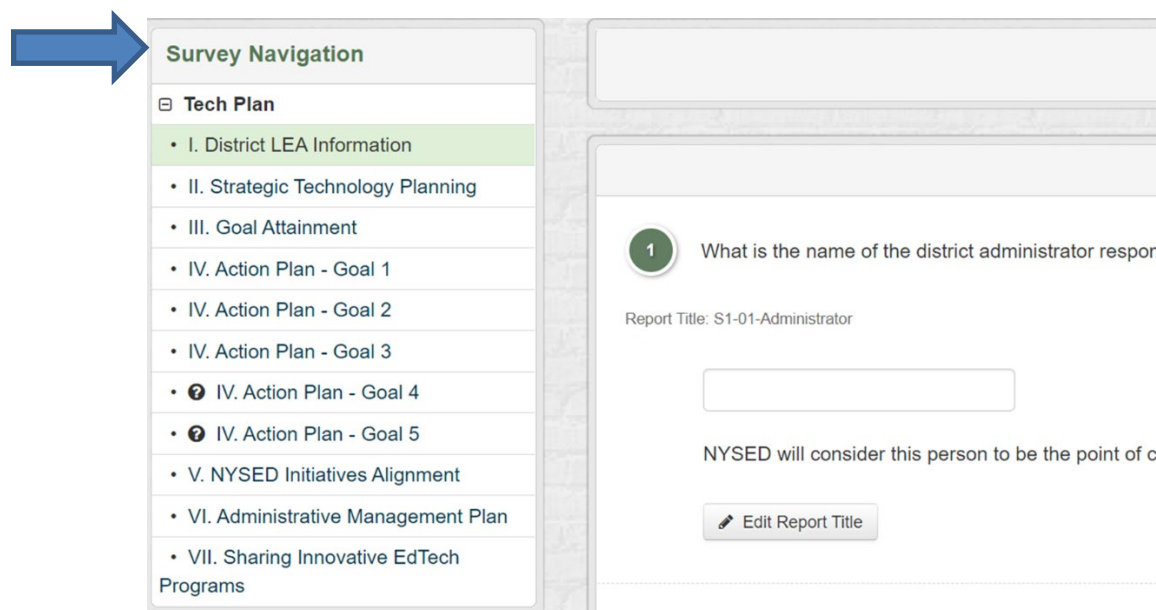
5. There are several different ways to get help while completing the plan.

    a. Contact your RIC Reviewer.
    b. Contact your Model Schools Tech Plan Coordinator.
    c. Read the 2026-2029 ITP Resources for Districts
    d. Questions about how to respond to the survey: edtech@nysed.gov
    e. Technical questions regarding using the SEDMON application: seddas@nysed.gov

SUBMITTING THE TECH PLAN:

1. The district is advised to consult with their Regional Information Center or the Model Schools Tech Plan Coordinator before submitting the tech plan. Once the district has filled out the plan and believes it to be complete and accurate, the District submits it to the Regional Information Center (RIC) for review. The submittal process is a two-step process outlined below.

    a. Step #1: The District clicks on the ***Save & Submit Survey*** button. This button appears at the bottom of every page if all required questions in the tech plan are answered and no response exceeds the word limit.

    b. Step #2: The Superintendent of the District certifies the plan and submits to the RIC Reviewer. Only the Superintendent can certify the plan and submit it to the RIC Reviewer. Districts are encouraged to notify their RIC when the plan has been submitted.

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 automatically be generated and sent to the Superintendent, the individual who entered the plan into the portal, and all district employees with data entry rights. This approval email will be the only notification of approval sent to the District. There will be no formal approval letter sent to the district.

When the Plan is Returned to District for Revisions:

The RIC Reviewer reviews the plan and determines that the district needs to revise the plan. Before the Plan is un-submitted by the Reviewer back to the district, s/he will include Notes under the specific question(s) needing revision. Only RICs or NYSED can create Notes. Districts can *reply* to notes when the plan is un-submitted back to them with notes. (See screen shot below)


1. The RIC Reviewer un-submits the Plan back to the District. The Note(s) from the RIC Reviewer will now be visible to the district under the specific question(s) needing revision. Notes are only visible to the District **after** a plan has been un-submitted. When the plan is un-submitted by the Reviewer, the District will receive an email notification that the plan has been un-submitted. The District will locate and view the un-submitted plan in its inbox.

2. The Comment feature is available to the District, the RICs, and NYSED to add a general comment about the review. Districts may also reference a specific section and question number when adding a comment. To add a comment, click on the *Add Comment* box on the lower left-hand side of the screen.
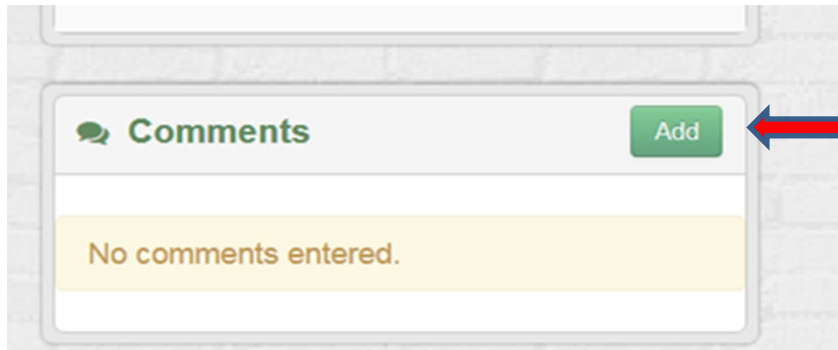
3. Type the Comment in the Add Comment box and click **_Save_** or **_Save and Close_**. It is helpful if the comment provides details about the section and question number to facilitate the review process.

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.
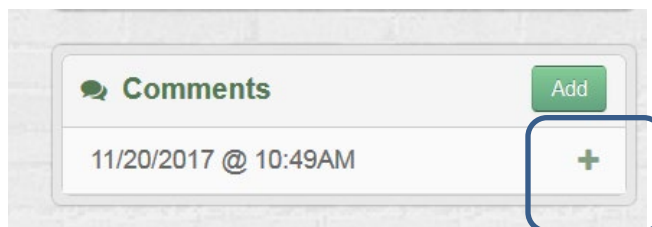
c. The Comment will then be visible.
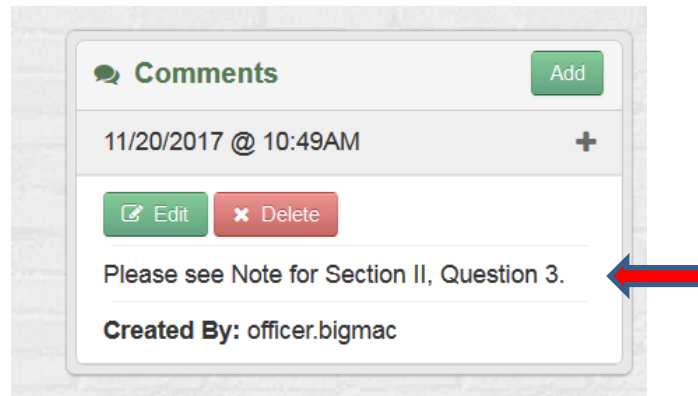
4. If the District revises a response after reviewing the RIC Reviewer's comments and notes, it should be sure to save it. The RIC Reviewer can review the change and decide whether the change is now satisfactory *without* the plan having to be re-certified and re-submitted. To do so, the District would 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 requires the superintendent to re-certify and re-submit it. The revised plan is submitted to the RIC via the process described on Pages 3 and 4.

6. If the RIC Reviewer is satisfied that the plan is now approvable, the Reviewer submits the plan to NYSED. If NYSED finds no issues, the NYSED staff members clicks the Approve button and approves the tech plan submission.