Getting Started with the Technology Plan Builder

Creating an Account and Plan if you have never signed on to the TPB before

Technology Plan Builder (TPB)
http://tpb.lacoe.edu

The Technology Plan Builder (TPB) is designed to assist California School Districts with the process of developing technology plans. The TPB is entirely online and provides a collaborative environment for creating technology plans that align with California Department of Education guidelines.

The first step in using the TPB is creating an account and creating a technology plan. The TPB makes this process a single step.

Go to http://tpb.lacoe.edu

Select “Sign Up and Create Technology Plan”

Fill in your E-Mail, Name, and select your Position
Add your district/school affiliation

Your Complete E-Mail address will be your username

Click Create to “create your account”

You will be taken to the Create TPB User page, and an e-mail will be sent with your log-in information

Click “Sign-In to LACOE TPB site”

The Technology Plan Builder will send an e-mail message from “webmaster@lacoe.edu” to the e-mail address you supplied, above.

The e-mail message will display your temporary Password and User Name that you will need to log in to the TPB.
Fill in your Name: (full e-mail address) and temporary Password

Click Log In

You will be asked to change your password and type your new password in a second time to confirm it

Click “Change Password” after entering your new password information

You are now asked to log in to the TPB with the user name and “new” password you just created

Click “Log In” after entering your log in information
This takes you to a page where you will create your Technology Plan

Plan Title is an “internal” name and will not be printed. It helps you identify different versions of Technology Plans that you may have created or are associated with.

Enter the Plan Title and choose the LEA (Local Educational Agency) type

After selecting your LEA type, you will be given options to select the Plan’s Purpose and the district, or school site that you are writing for
Plan’s Purpose can be switched between Comprehensive and Education Technology K-12 Voucher

Site location defaults to your account information, but can be changed if you are writing for a different location

Set the Plan Years. All plans will be three years in length.

Add the LEA Contact Information

Click “Create Plan”
This will take you to the Plan Index page for the technology plan you just created

Click on Edit Section for any section of your Technology Plan to begin working on it