

## Accessing the Future Ready Comprehensive Planning Portal (FRCPP) and Gaining Access to the Opportunity Scholarship Tax Credit (OSTC) Form

In the past, the Opportunity Scholarship Tax Credit (OSTC) form was completed as a survey sent out via SurveyMonkey. This process has been replaced and the form will now be completed in the Future Ready Comprehensive Planning Portal (FRCPP), an application that is housed within MyPDESuite. To gain access to MyPDESuite and the FRCPP, please read through this guide in its entirety and follow the instructions as outlined.

### **Important first steps:**

1. Ensure that the Chief School Administrator for the institution listed in EdNA (Educational Names & Addresses database) is accurate.
  - Click [here](#) to access EdNA.
    - Once in EdNA, search for your educational entity using *one* of the search criteria options and click 'search' at the bottom of the page.

- If the person listed as the 'primary administrator' is not correct, if no primary administrator is listed, or if a change is needed, please contact [ra-ostcp@pa.gov](mailto:ra-ostcp@pa.gov) for assistance with that process.
2. The person/people who will be completing the OSTC form must have a Keystone ID established to login to MyPDESuite.
    - If you need to create a Keystone ID, please click [here](#). If you have issues with creating a Keystone ID, contact their helpdesk at 1-877-328-0995.
  3. Once the Keystone ID has been established, that username and password will be used to login to MyPDESuite.



- Select 'Register' next to the desired Application role.

**NOTE:**

- Users can only register for **1 role**, or the system will not allow for sign-off and submission of plans.
- We recommend users who will be working on the OSTC form register as LocalUserAdmin only.

Application	Role	Description	
FRCPP	LocalUser	FRCPP user at the local level.	<a href="#">Register</a>
FRCPP	LocalUserAdmin	Allows user to add a new user to their agency, add agency access to an existing user within the system, remove a user's agency access, and adjust agency user roles.	<a href="#">Register</a>

- In the 'Search by keyword(s)' box, the user can type in the institution name or the AUN and then click on 'Search'.

Search by keyword(s)  AUN:

Category:  County:

- After clicking 'Search' the options will be displayed. The user should click on 'Select' next to the correct institution.

AUN	Branch	Institution Name	County	Category	
115000000	0000	Capital Area IU 15	Cumberland	Intermediate Unit	<input type="button" value="Select"/>

- On the following screen, the user will verify all the information and then click 'Register.'

**Register for an Application: Register**

1. If satisfied click 'Register', if not click 'Cancel'.

UserID: .....

Name: .....

Application: FRCPP

Role: LocalUser

Institution: Capital Area IU 15

AUN: 115000000

- After the registration is complete an email will be sent alerting the Local Security Administrator (LSA) who will need to approve the request.
- Once the LSA approves the request, the user will see the FRCPP application on the landing page when they log into MyPDESuite. They will click on the hyperlink for the FRCPP which will allow them to access the portal.

**Access My Applications:**

**FRCPP** Future Ready Comprehensive Planning Portal. This application provides a consistent planning framework and collection tool for all Pennsylvania schools.

## Part II: Assigning Plans and Rights to Users

Within the FRCPP, users can only access and submit plans/reports they are assigned.

As the LocalUserAdmin for the FRCPP, please follow the steps outlined below to assign the OSTC form to yourself and any other user who registered for the FRCPP and needs access to the form. *We suggest keeping this to a minimum.*

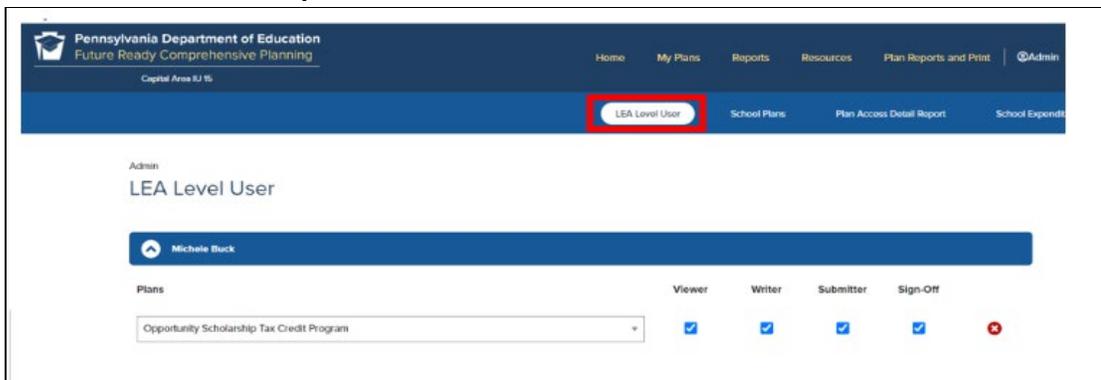
1. Login to [MyPDESuite](#).
2. Launch the FRCPP application from MyPDESuite.



3. Within the FRCPP, along the blue banner at the top of the screen, click on the 'Admin' button.



4. In the LEA Level User tab, find the user's name in the blue banner and assign them to the OSTC form with appropriate permissions by checking the corresponding boxes. **All permissions must be checked for the Chief School Administrator listed in EdNA as they who will submit the report.**



5. Be sure to click 'Save User Access' when you're done.



## Part III: How to Locate the OSTC Form in the FRCPP

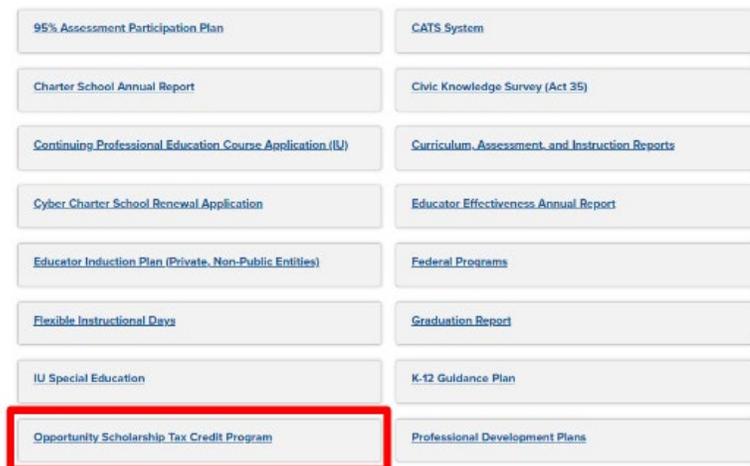
1. Login to [MyPDESuite](#).
2. Click on 'FRCPP' to launch the application.



3. Click on 'Reports' along the top of the blue PDE banner within the FRCPP.



4. Scroll down to 'Opportunity Scholarship Tax Credit Program' and click the blue hyperlink to open the report.



5. The form for your institution will appear on the next screen.



6. Complete each page in the OSTC form following the directions outlined in the grey boxes.

<input type="radio"/> Profile
<input type="radio"/> Tuition and Fee
<input type="radio"/> Signature & Assurance
<input type="radio"/> Summary Checklist and Submission

7. As you complete the individual pages and click 'save,' the circles will turn green with a checkmark.

<input checked="" type="checkbox"/> Profile
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8. When the report is complete, the Chief School Administrator of record in EdNA must sign, date, and submit the report.

- **Only** the Chief School Administrator will be able to sign and submit the report when logged into their FRCPP account since this is an e-signature.
  - To successfully sign off, the Chief School Administrator's email on the Profile page of the OSTC form must be an **exact match** with what is listed for them in MyPDESuite/EdNA.
  - To successfully submit the report:
    - all pages within the report must have green circles with checkmarks indicating the report is complete.
    - the Chief School Administrator must be assigned to the report with all permissions in the 'Admin' tab of the FRCPP.

9. The status of the report on the lading page of the FRCPP will now be shown as submitted.

<u><a href="#">Opportunity Scholarship Tax Credit Program</a></u>	
Last Accessed 11/5/2024 10:57:26 AM	Due Date 2/15/2025
Submitted --/------	Status <b>Submitted</b>

10. PDE will review the form.

- If revisions are required, the school will receive feedback and a request to revise the form.
  - After the revisions have been made, the Chief School Administrator must re-sign and resubmit the form. This must be completed by no later than **February 15th**.
- If the form is accepted, then the school will receive an acknowledgement email.