

Equity Plan Submission Guidelines

1. Using your web browser, log on to ISAM using TEAL
2. Type in District name in search bar on top-right of screen
3. Click **Equity Plan** on the left-hand navigation bar
4. Click **Create New** on the center panel
5. Click **Attach File to Submit** on the center panel
6. Locate Equity Plan file on computer. **Equity Plans should be submitted in the form of the "Reporting_Template_district".**
7. Click **Okay**
8. Click **Submit**

To confirm Equity Plan submission, see center table. File should be listed under **Name**.

*To override a file or submit an updated version of Equity Plan, click **Edit** on the center panel.

If you have further questions about how to navigate the ISAM application, please send an email to ISAM@tea.texas.gov