Talent 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 **Talent 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 Talent Plan file on computer. Plans should be submitted in the form of the "Reporting_ Template_district".

7. Click **Okay**

8. Click **Submit**

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

   *To override a file or submit an updated version of Talent 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