

Equity Plan Submission Guidelines

1. Using Internet Explorer, log on to ISAM using TEAL at <https://tealprod.tea.state.tx.us/>
(**Important:** If you do not have access to ISAM, more information can be found [here](#).)
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" which is located on the Texas Equity Toolkit main page.**
7. Click **Okay**
8. Click **Submit**

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

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

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