

www.regionzimcat.org

Tea.Texas.GOV

NAVIGATING USEFUL WEBSITES

nttca.org

www.imcat.org

[EMAT](#)

regionivtextbooks.org

IMCAT.ORG

Important elements

- The **About** Page shares important info concerning the organization's mission and links to contact leadership.
- Under **News** you can find links to current and previous Newsletters as well as other important Instructional Materials related news.
- **Resources** offers some very useful links, including the **Digital Textbook Playbook**; a collaborative document which outlines important decisions to be thought through in adopting digital materials and great suggestions for new ways to implement technology.

TEA.TEXAS.GOV

Important elements

- From the [TEA main page](#), you would hover over **Curriculum & Instructional Materials** and then Click [Instructional Materials](#) to access the Instructional Materials and Educational Technology Division.
- A wealth of information is available here from [Proclamations](#), to [Ordering Information](#), to [Useful Forms and Downloads](#).
- Need information on paying salaries with IMA funds? Go to [Instructional Materials](#), scroll down to **Instructional Materials Ordering and Distribution**, click [Announcements](#), scroll down to **Salary Disbursement Request Instructions**.

EMAT - [HTTPS://SEGUIN.TEA.STATE.TX.US/APPS/LOGON.ASP](https://seguin.tea.state.tx.us/apps/logon.asp)

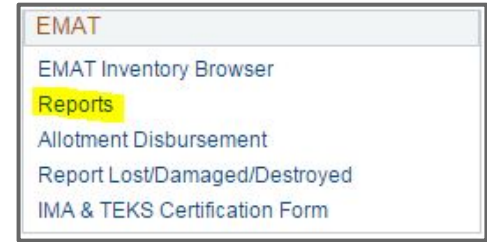
Important elements

- Hovering over the bar graph of your allotment usage will reveal your **Allotment Amount Used** and **Allotment Amount Remaining**.
- Clicking on the graph will open the **Instructional Materials Allotment Summary**. Clicking on the **Allotment Report** at the top of this page will open a detailed report of your IMA activity.

EMAT - [HTTPS://SEGUIN.TEA.STATE.TX.US/APPS/LOGON.ASP](https://seguin.tea.state.tx.us/apps/logon.asp)

Important elements

Reports



- Looking for a component that's been lost or damaged. Click Reports>**Textbook Product Components by MLC** for a complete list.
- What's going away this year? Click on Reports>**Expiring Materials**
- Need to know the Multi-List Code (MLC) for a textbook? Click on Reports>**Multi-list Code (MLC) List**
- Error in your EMAT shipment? Click on Reports>**Shipment Error Report TEX-013** - This is only for errors in Requisitions/Not Disbursements.

EMAT - [HTTPS://SEGUIN.TEA.STATE.TX.US/APPS/LOGON.ASP](https://seguin.tea.state.tx.us/apps/logon.asp)

Important elements

Disbursements

- Personalize the look of your allotment disbursement requests
- **Clicking on IMA & TEKS Certification form** and then **View/Print IMA Certification Form** takes you to the signed version of the certification form.
- In-state shipping does not count toward your allotment. TEA pays for that shipping. Note this on your Purchase Order and your disbursement will not match.

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THANK YOU!

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<https://goo.gl/MRrLuh>