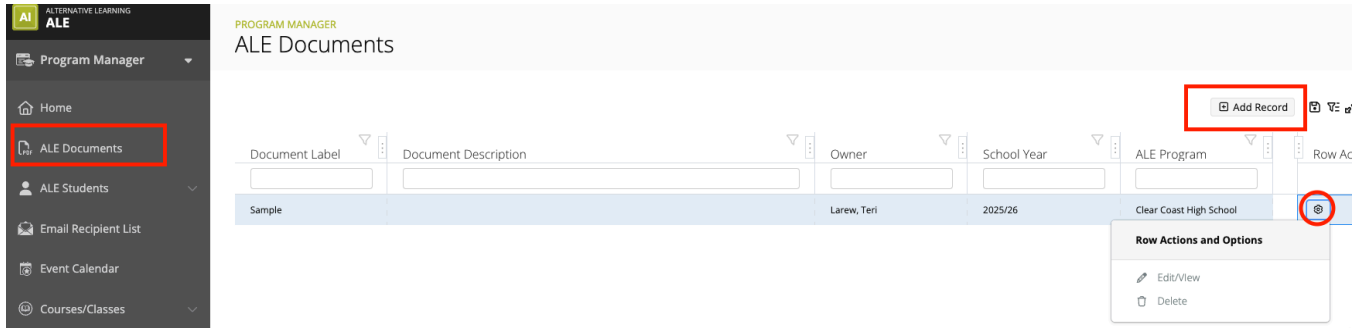


## ALE Program Manager: View and Manage ALE Documents (Connect)

### Role: Program Manager

Here, you will learn how to upload important documents you may need to retain for audit purposes.

1. Start under **ALE Documents** in the left navigation menu.



2. Click **Add Record** in the top right.
  - a. Click the “+” icon in the **Document File** field. Click **Choose Files**, select your file, and click **Accept**.
  - b. Fill in the **Document Label** and **Document Description**.
  - c. The **ALE Program** field will default to your ALE program and is not editable.
  - d. The **School Year** field will auto-populate but may be edited.
  - e. Click **Save**.

Essentials

Document File (required)	<input type="text"/>	+	Document Label (required)	<input type="text"/>	Aa
ALE Program	<input type="text" value="Clear Coast High School"/>		School Year (required)	<input type="text" value="2025/26"/>	x
Document Description (optional)	<input type="text"/>				

3. Click the **Row Actions Gear** to the right and choose one of the following:
  - a. **Edit/View:** This lets you preview and/or download the document.
  - b. **Delete:** This will permanently remove the file and is irreversible.