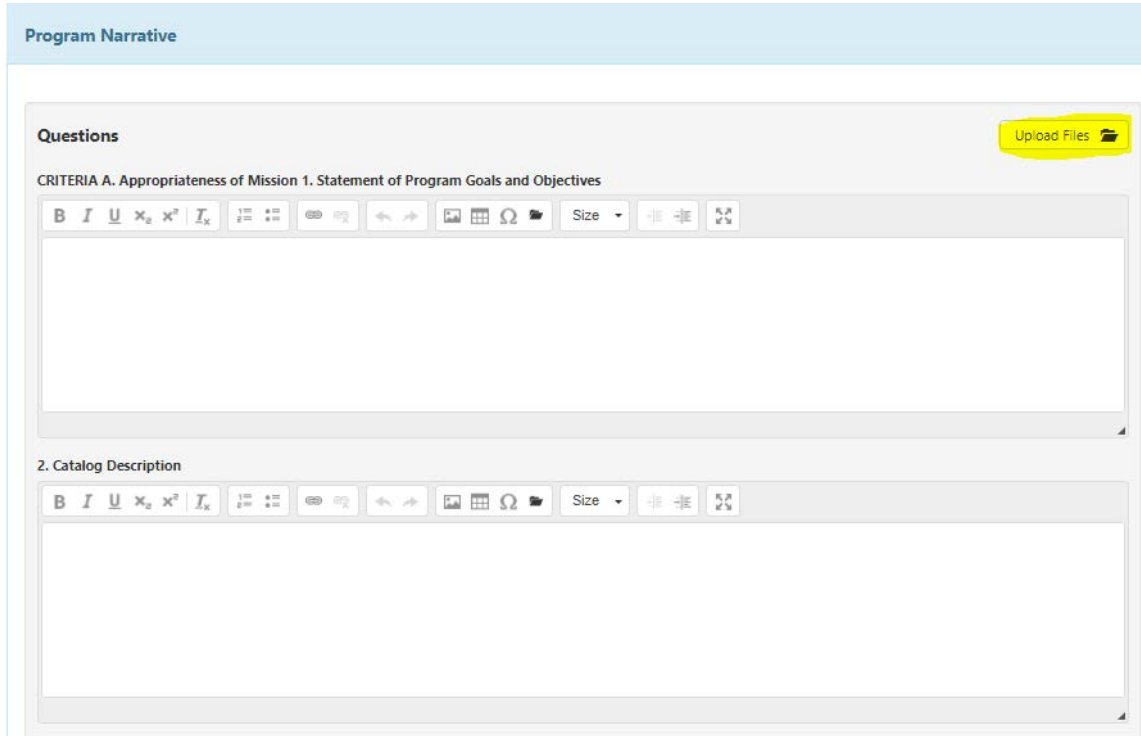


How to Add an Attachment to Programs

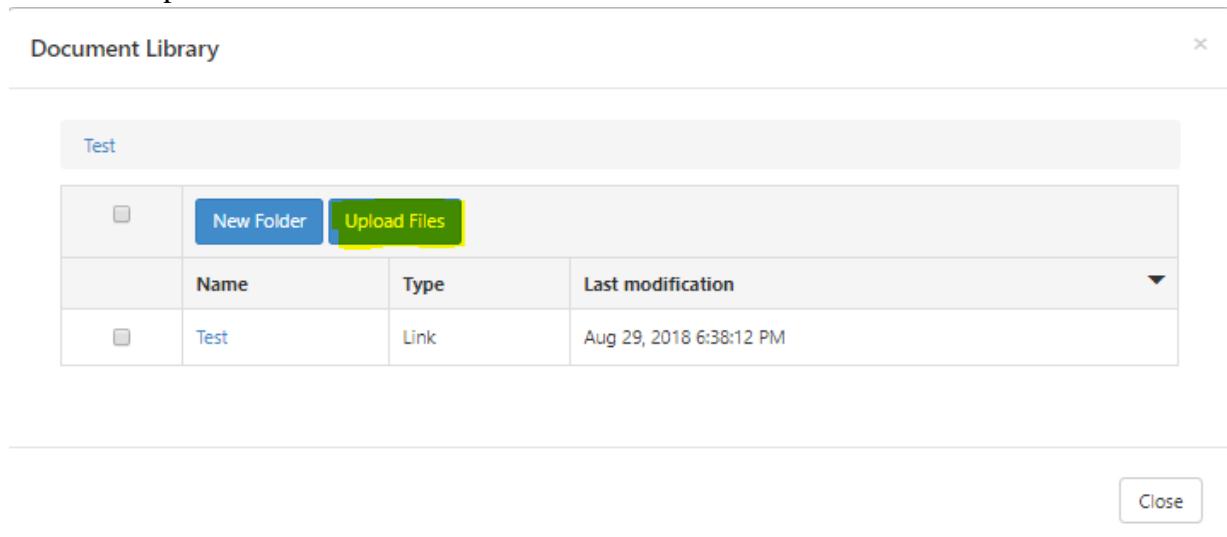
Step 1:

- On the Program Narrative Tab, click on “Upload Files”



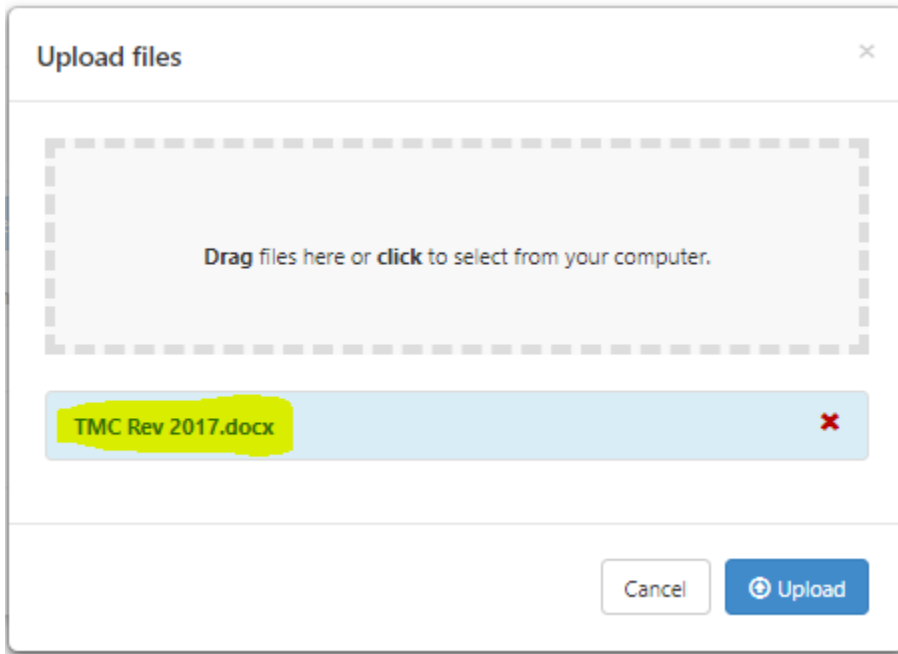
Step 2:

- Click on “Upload Files”



Step 3:

- Drag and Drop file in the designated box
 - The file will appear the box



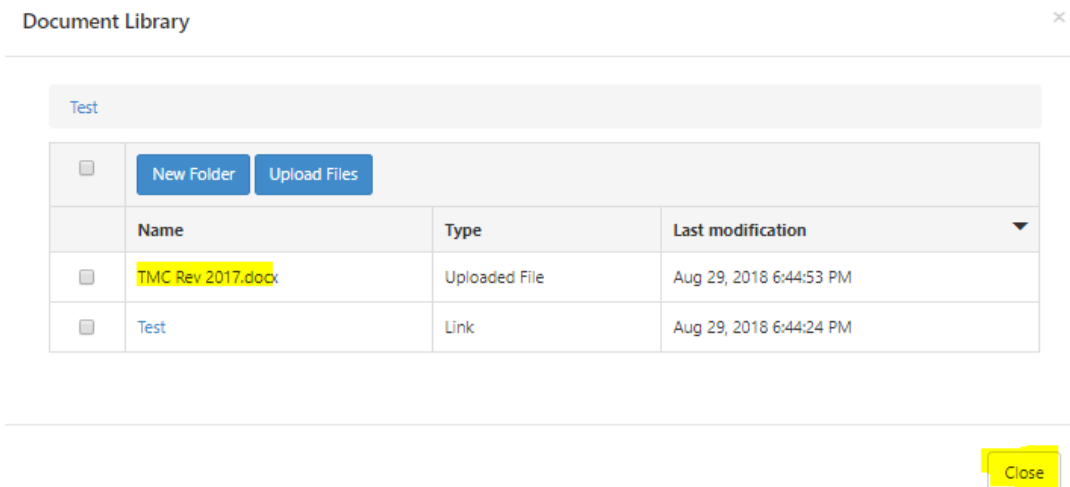
Step 4:

- Click Upload



Step 5:

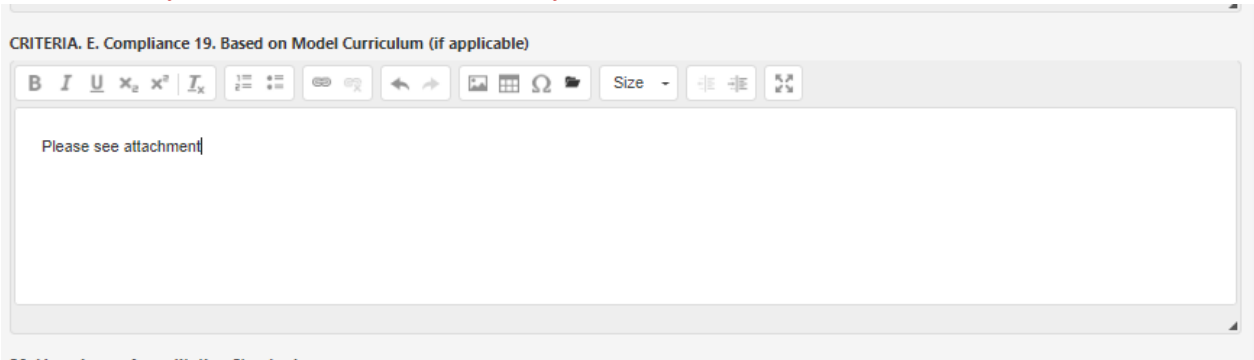
- The attachment will appear as shown
- Click Close



Additional Information

The working template will not indicate that there is an attachment. Please type in the text box that there is an attachment

- *Example:*
 - *In the Model Curriculum text box, we type “Please see attachment” to indicate we attached the Transfer Model Curriculum (TMC) form*



When viewing the program narrative print out (eLumen refers to it as POR), a download file icon will indicate there is an attachment

- *Example:*

Cerritos College
Program Outline Report



Program Basics

Program Title:	Test
Department:	AED
Award Type:	A.S. Degree for Transfer
Program Description:	No value
Program Control Number:	No value
Transferability:	Not transferable