



## Kiteworks Instructions for Auditors

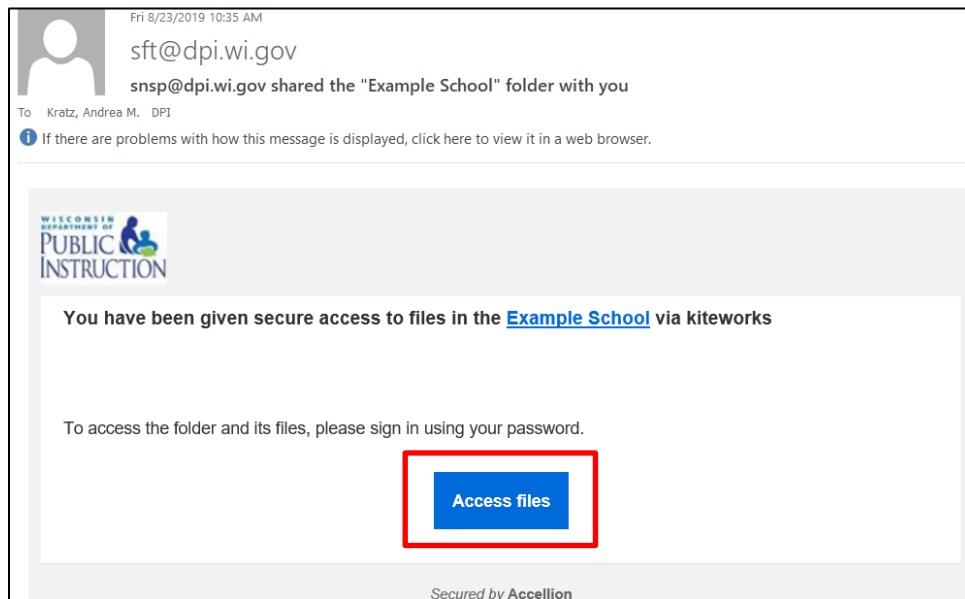
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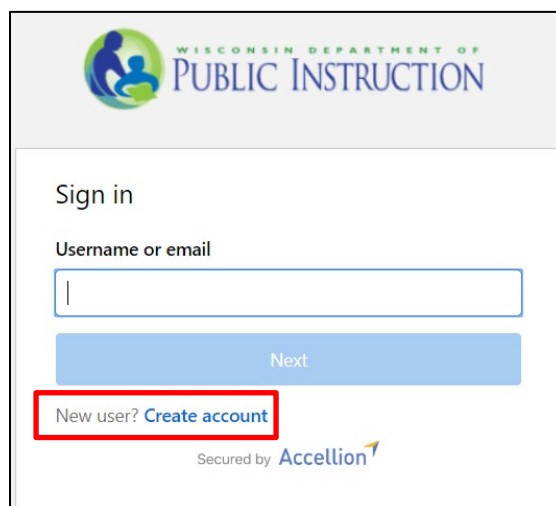
## Setting Up Your Kiteworks Account

- 1) You will receive an email notification that you have been given secure access to a folder. This email will come from [sft@dpi.wi.gov](mailto:sft@dpi.wi.gov). Click on the “Access files” box in the email.

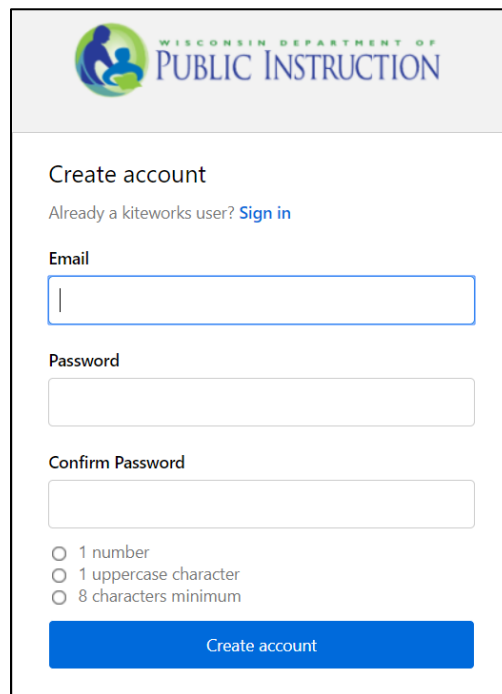
*Helpful Hint:* If you do not receive this email, try checking your spam/junk folders. You could also add the [sft@dpi.wi.gov](mailto:sft@dpi.wi.gov) email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to your spam, junk, or promotions email folders. If you are still not able to locate the email, send an email to [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov).



- 2) On the Kiteworks website, select “New user? Create account”. If you do not see “New user? Create account”, enter the email address you received the email notification from (if you enter a different email address, you will not be able to access the folders).



- 3) Input the email address that you received the email message from. Input a password. Finally, select create account.



The screenshot shows a web form for creating an account. At the top, there is a logo for the Wisconsin Department of Public Instruction. Below the logo, the text 'Create account' is displayed. Underneath, there is a link that says 'Already a kiteworks user? Sign in'. The form contains three input fields: 'Email', 'Password', and 'Confirm Password'. Below the 'Confirm Password' field, there are three radio button options for password requirements: '1 number', '1 uppercase character', and '8 characters minimum'. At the bottom of the form is a blue button labeled 'Create account'.

- 4) You will receive an email with a subject of “Activate your kiteworks account” asking that you activate your account. Please note this email is sent immediately, so if you have not received it within 5 minutes of creating your account check your spam and junk folders for the email. Click on the button to activate your account once you receive this email.

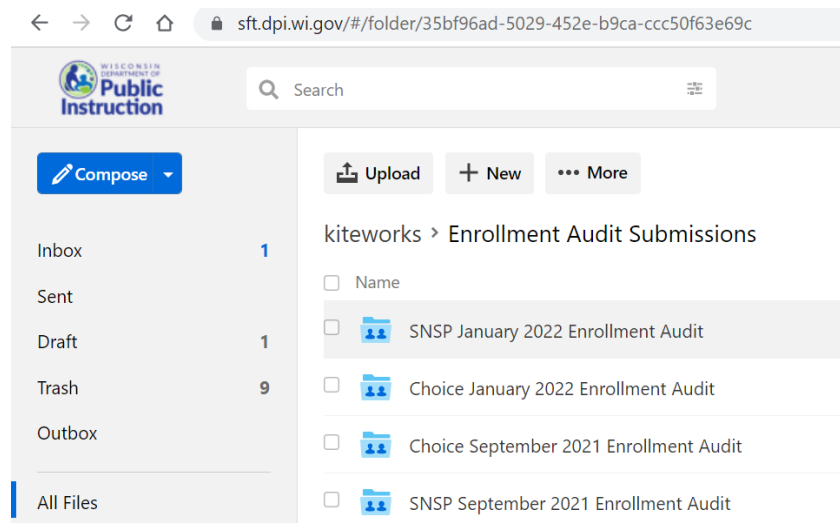
## Submitting Enrollment Audits

1) Enrollment Audits must be loaded to the applicable folder at <https://sft.dpi.wi.gov/w/f-35bf96ad-5029-452e-b9ca-ccc50f63e69c>. Auditors or schools uploading Enrollment Audits to this folder should:

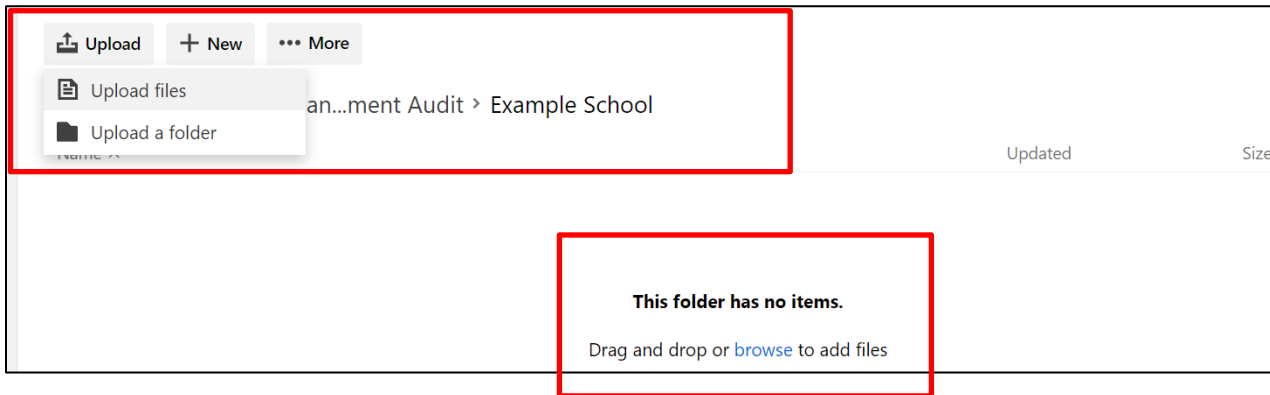
- a. Name the Enrollment Audit as required by the standard naming convention. The standard naming convention for the 2021-22 Enrollment Audits is as follows:
  - i. September 2021 Choice Enrollment Audit: {School Name on the Cover Page of the Enrollment Audit} Sept 2021 Choice Enroll Rpt
  - ii. September 2021 SNSP Enrollment Audit: {School Name on the Cover Page of the Enrollment Audit} Sept 2021 SNSP Enroll Rpt
  - iii. January 2022 Choice Enrollment Audit: {School Name on the Cover Page of the Enrollment Audit} Jan 2022 Choice Enroll Rpt
  - iv. January 2022 SNSP Enrollment Audit: {School Name on the Cover Page of the Enrollment Audit} Jan 2022 Choice SNSP Rpt

If uploading a disagreement letter or application or attendance documentation to the general Enrollment Audit folder, please ensure the school name is included in the file name so the DPI can identify which school the documentation is for.

- b. The Enrollment Audit Submission folder has a separate folder for each Enrollment Audit. Select the folder that corresponds with the Enrollment Audit you are uploading. The Enrollment Audit must be loaded to the correct folder.

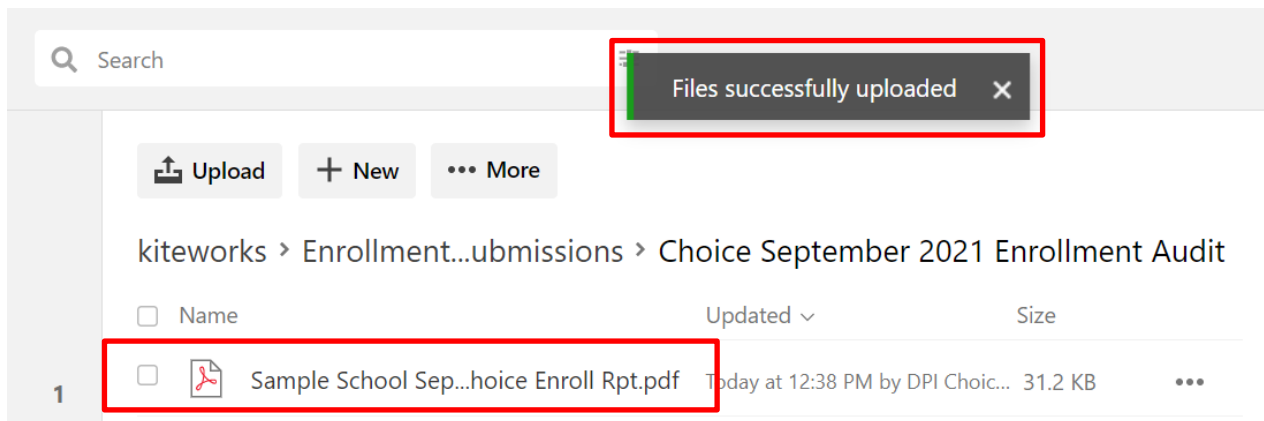


- 2) Documents can be upload a few different ways: (a) click on Upload and either select Upload files or Upload a folder; (b) drag and drop the documents into the folder; or (c) click the browse word to add the files (note this will only show if you have not previously loaded documents to the folder). If you are not seeing all these options, try using Google Chrome as your web browser.



- 3) Once the document is uploaded you should get a message that states “Files successfully uploaded”. The uploaded report should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document.

*Helpful Hint:* If you can see the document in your folder, it has been submitted to the DPI. The DPI is able to view it once you have uploaded the document. As a result, if you can see it in this folder, DPI also has received it.



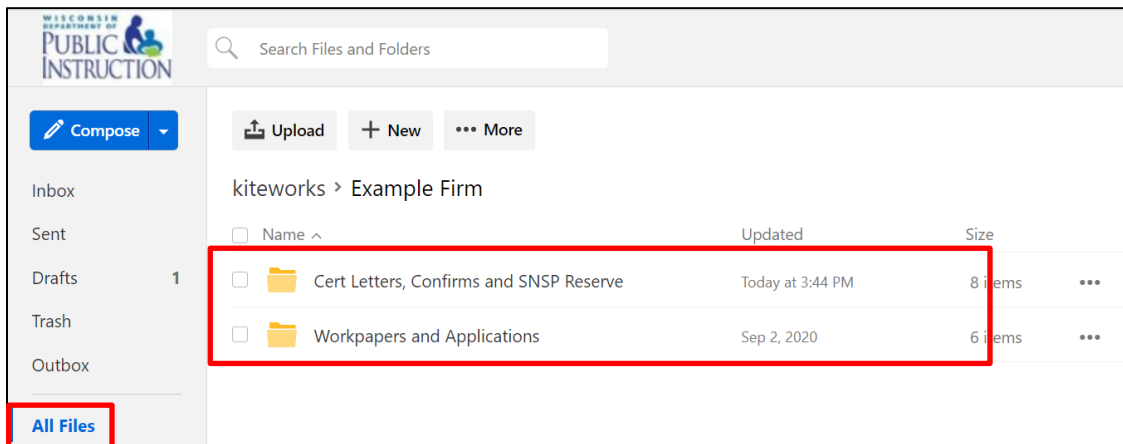
## Uploading Workpapers, Applications, and Transfer Requests

**Note: Only auditors on the auditor authorization forms have access to the folders referenced below.**

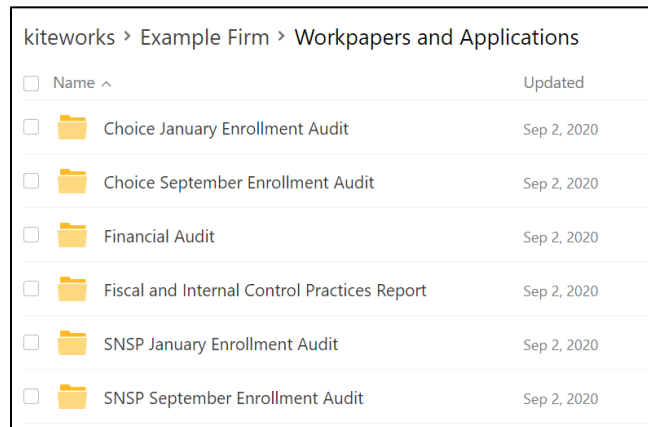
- 1) If you are providing the workpapers, applications, or transfer requests in response to a specific request from DPI, DPI will provide the file path where the documents should be uploaded.

If an auditor would like to provide workpapers, applications, or transfer requests to DPI and it is not in response to a specific request from DPI, they may add them to Kiteworks by first logging into Kiteworks at <https://sft.dpi.wi.gov/>. If they relate to an Enrollment Audit, they can be uploaded to the applicable Enrollment Audit folder. If uploading a disagreement letter or application or attendance documentation to the general Enrollment Audit folder, please ensure the school name is included in the file name so the DPI can identify which school the documentation is for.

- 2) If they do not relate to an Enrollment Audit and you did not receive a specific link to load them, click on “All Files” on the left hand tool bar menu. Each auditor on an Auditor Authorization Form will have 2 main folders. Click on the folder labeled, “Workpapers and Applications”.

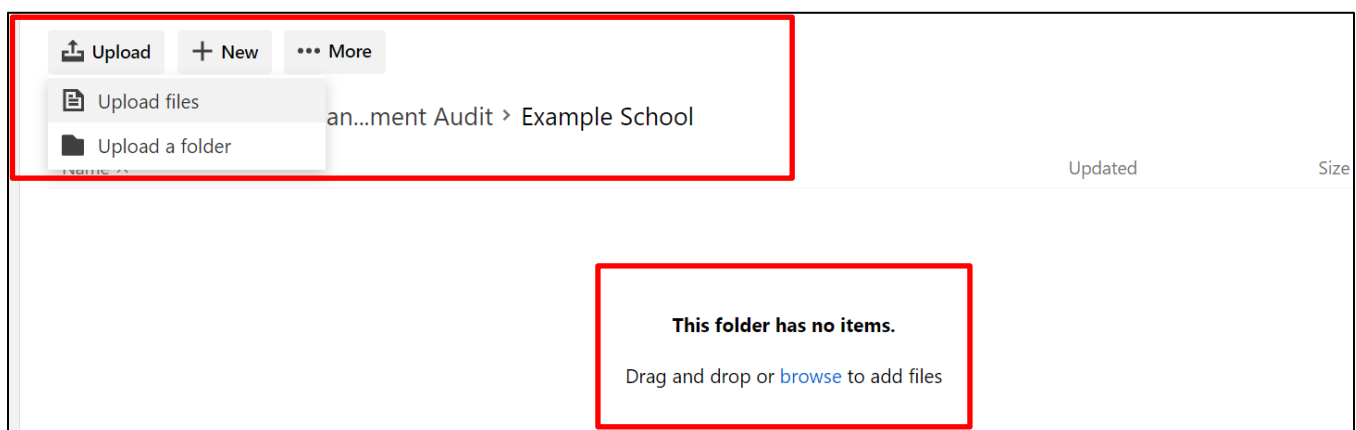


- 3) Click on the folder for the audit or agreed upon procedure report for which you are providing the documents. For example, if you are providing financial audit workpapers, click on Financial Audit. If you are providing an application you reviewed as part of the SNSP September Enrollment Audit, open up that folder. If an auditor is providing a complete application or transfer request because a school is requesting an exception in an enrollment audit, auditors can upload the application or transfer request to the applicable Enrollment Audit folder.



kiteworks > Example Firm > Workpapers and Applications		
<input type="checkbox"/>	Name ^	Updated
<input type="checkbox"/>	Choice January Enrollment Audit	Sep 2, 2020
<input type="checkbox"/>	Choice September Enrollment Audit	Sep 2, 2020
<input type="checkbox"/>	Financial Audit	Sep 2, 2020
<input type="checkbox"/>	Fiscal and Internal Control Practices Report	Sep 2, 2020
<input type="checkbox"/>	SNSP January Enrollment Audit	Sep 2, 2020
<input type="checkbox"/>	SNSP September Enrollment Audit	Sep 2, 2020

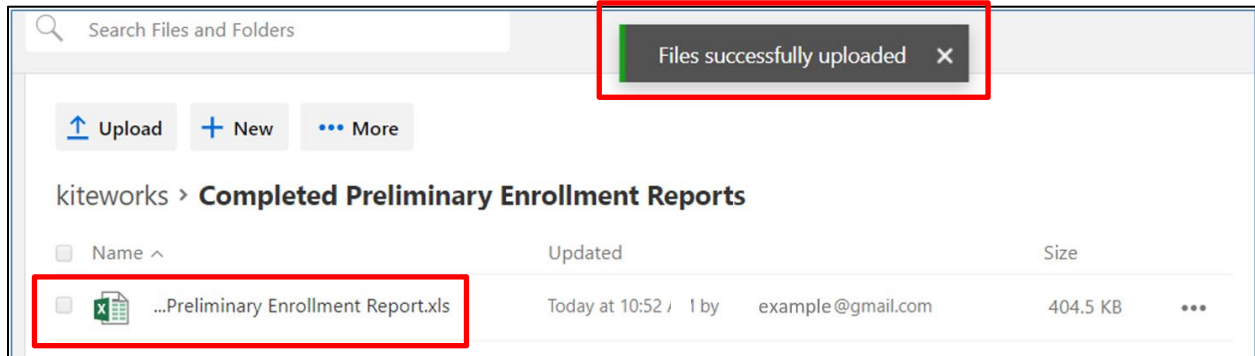
- 4) If you are uploading multiple documents for a school and would like to have a subfolder created, email the request to the DPI auditors at [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov). Include the audit or agreed upon procedure report the documents are for and the school name for which the documents are being uploaded in the email.
- 5) Documents can be upload a few different ways: (a) click on Upload and either select Upload files or Upload a folder; (b) drag and drop the documents into the folder; or (c) click the browse word to add the files (note this will only show if you have not previously loaded documents to the folder). If you are not seeing all these options, try using Google Chrome as your web browser.



The screenshot shows a web interface for uploading documents. At the top, there are three buttons: 'Upload', '+ New', and 'More'. A dropdown menu is open under 'Upload', showing 'Upload files' and 'Upload a folder'. Below the buttons, the breadcrumb path is 'an...ment Audit > Example School'. The main content area is empty, and a message box in the center states: 'This folder has no items. Drag and drop or [browse](#) to add files'.

- 6) Once the document is uploaded you should get a message that states “Files successfully uploaded”. The uploaded report should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document.

*Helpful Hint:* If you can see the document in your folder, it has been submitted to the DPI. The DPI is able to view it once you have uploaded the document. As a result, if you can see it in this folder, DPI also has received it.

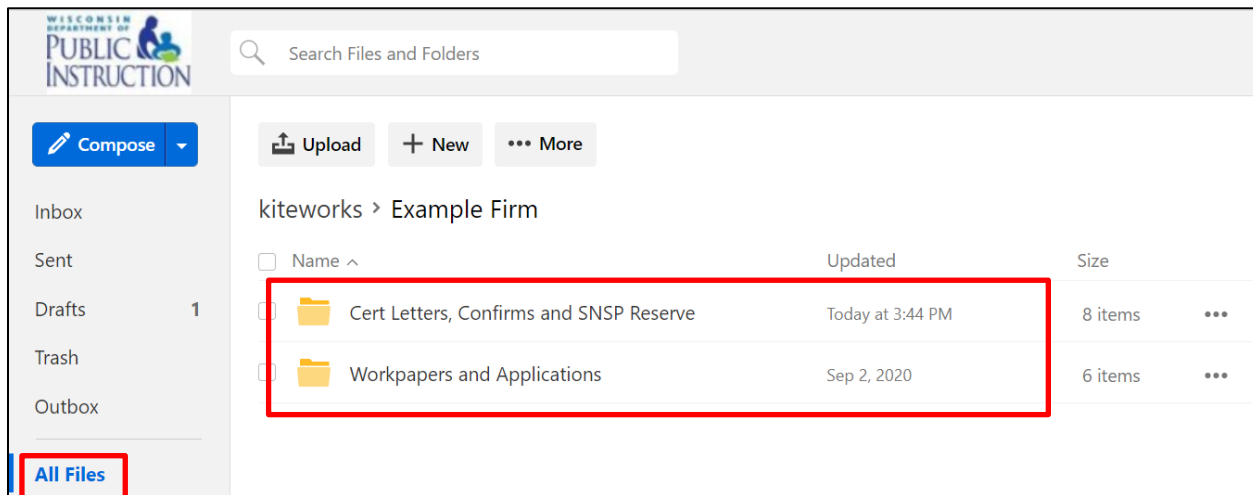




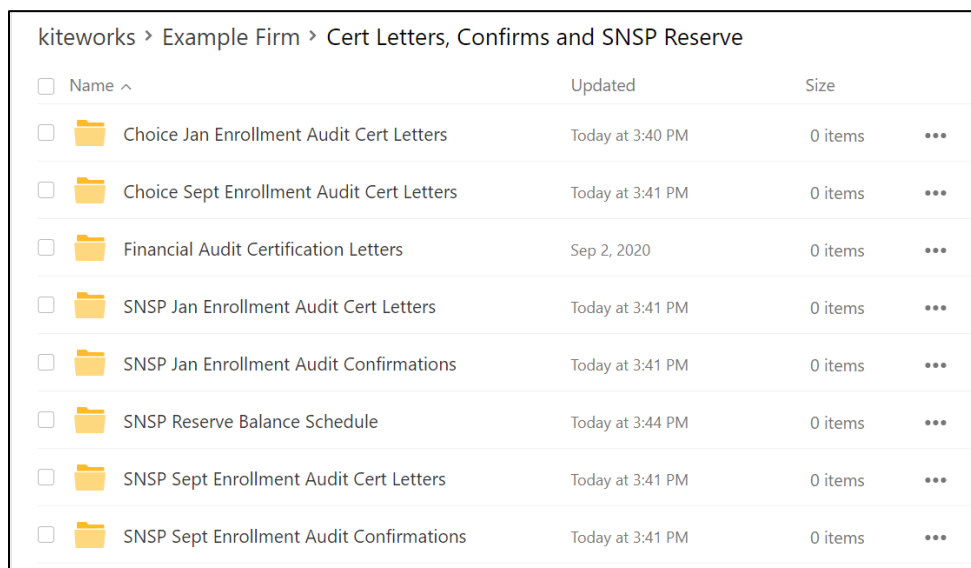
## Downloading Documents From Kiteworks

**Note: SNSP confirmations, reserve balance schedules and certification letters are provided to the auditor on the auditor authorization form through Kiteworks. Auditors who are not on the auditor authorization form must request that the individual on the form download the material and provide it to them.**

- 1) Log into Kiteworks at <https://sft.dpi.wi.gov/>.
- 2) In Kiteworks, click on “All Files” on the left hand tool bar menu. Each auditor will have 2 main folders. The folder labeled, “Cert Letters, Confirms and SNSP Reserve” will include documents provided by DPI to the auditor.



- 3) Once you click on “Cert Letters, Confirms and SNSP Reserve”, you will generally see the following folders. Note: If an auditor does not have any SNSP clients, they may not see the SNSP folders. Also, the SNSP confirmation folders may be added when the audit work for those audits are being completed.



- 4) Click on the applicable folder. **Please note that generally files expire and are no longer available 6 months from the date they are uploaded.**

Check the box next to the documents you would like to download. Once you have selected the documents you would like to download, click the “Download” button. If you download one document at a time, they will download as separate documents. If you check the box next to more than one document and then click “Download” they will download as a zip file. Pressing “Shift” when selecting the files will ensure all of the checkmarks are not removed. If you press the top box next to “Name” all of the files on that page will be selected.

*SNSP Confirmations:* For the SNSP confirmation folders, you will see the DPI Pupil Information Report in the folder once the confirmations are provided. Additionally, if any of your schools have an application or transfer request that hasn’t been audited, the folder will include an application or transfer request file. Please note that if you click on the name for the SNSP confirmations, it will show you the report as a pdf. This will not allow you to change it to an Excel document or download it as an Excel document. You must follow the instructions above to download the report as an Excel document.

The screenshot shows a file management interface for a folder named "September Enrollment Audit". At the top, there are action buttons: "Download", "Delete", "Edit content", "Send file", and "More". Below the buttons, the breadcrumb path is "kiteworks > Sample Folder > September Enrollment Audit". A list of files is displayed, each with a checkbox for selection. The file "SNSP 2019-20 Pupil Info Rep.xlsx" is selected, indicated by a checkmark in its checkbox and a small 'X' icon. Other files include "19-20 Transfer Requests.xlsx", "19-20 Applications.xlsx", and "18-19 Applications.xlsx". All files are 7.5 KB and were uploaded "Today at 2:45 PM by snsp@dpi.wi.gov".

File Name	Size	Upload Date/Time	Uploader
'SNSP 2019-20 Pupil Info Rep.xlsx' selected X			
19-20 Transfer Requests.xlsx	7.5 KB	Today at 2:45 PM	snsp@dpi.wi.gov
19-20 Applications.xlsx	7.5 KB	Today at 2:45 PM	snsp@dpi.wi.gov
SNSP 2019-20 Pupil Info Rep.xlsx	7.5 KB	Today at 2:45 PM	snsp@dpi.wi.gov
18-19 Applications.xlsx	7.5 KB	Today at 2:45 PM	snsp@dpi.wi.gov

## **Frequently Asked Questions**

### **1. How can I obtain access to the Enrollment Audit submission folder?**

The DPI will give access to all auditors on the auditor listserv and all Choice and SNSP administrators the beginning of November 2021. If you need to be added after that time and need access to the Enrollment Audit Kiteworks folder, email [dpichoiceauditreports@dpi.wi.gov](mailto:dpichoiceauditreports@dpi.wi.gov) requesting access.

### **2. I am not an auditor on an auditor authorization form but I would like to upload application or other documentation to Kiteworks or download confirmations, certification letters, or the SNSP Reserve Balance Schedule. How do I get access to the Kiteworks folders where general documents can be loaded and downloaded?**

Access to the general folders in Kiteworks where documentation can be loaded and downloaded is only given to the auditor on the auditor authorization form. However, if an application or transfer request is being submitted as part of an Enrollment Audit submission, the documentation can be loaded to the general Enrollment Audit submission folder in Kiteworks. If uploading the documentation to the general Enrollment Audit folder, please ensure the school name is included in the file name so the DPI can identify which school the documentation is for.

### **3. How do I confirm the Enrollment Audit was submitted to DPI? Someone else loaded the Enrollment Audit for a school I audit or a school I work at. I do not see the Enrollment Audit in the submission folder.**

Kiteworks users can only see documents they loaded into the folder. As a result, if a different individual loads your Enrollment Audit, you will not be able to see it in the submission folder.

DPI will send out emails to Choice and SNSP administrators to schools that have not submitted the Enrollment Audit prior to the Enrollment Audit due date. If an administrator receives this email, they should ensure the Enrollment Audit is submitted by the required due date.

### **4. What should I do if I did not receive the email from Kiteworks that I have been given access to the folder or the verification email?**

If you have previously set up a Kiteworks account with DPI, you will not need to set up a new Kiteworks account. You can proceed with going directly to the website to download or upload documents as explained in the instructions.

If you have not previously used Kiteworks for DPI purposes and you are not receiving emails from Kiteworks, try checking your spam/junk folders. You could also add the [sft@dpi.wi.gov](mailto:sft@dpi.wi.gov) email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to the school's spam, junk, or promotions email folders. If you are not able to locate the email, send an email to [dpichoiceauditreports@dpi.wi.gov](mailto:dpichoiceauditreports@dpi.wi.gov) requesting assistance.

**5. How long will my documents remain in Kiteworks once they are uploaded to a folder?**

Documents in Kiteworks are generally available for 180 days (6 months) from the date they are uploaded.

**6. How do I confirm that DPI has received the documents I uploaded (see the question above regarding the Enrollment Audit submission)?**

If the documents were not specifically requested by DPI (other than general Enrollment Audit submissions), please send an email to [dpichoiceauditreports@dpi.wi.gov](mailto:dpichoiceauditreports@dpi.wi.gov) so we are aware you have uploaded them. If you can see the document in the folder, it has been submitted to the DPI. The DPI is able to view the documents once you have uploaded them.