



Kiteworks Instructions

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Setting Up Your Kiteworks Account

- 1) Go to the Kiteworks website at <https://sft.dpi.wi.gov/>.
- 2) On the Kiteworks website, insert your SNSP email address and click Next.



Sign in

Username or email

Next

[Getting Started?](#)

[Contact Us](#)

Secured by **Kiteworks**

- 3) Click the "Forgot password?" link.

Sign in

Username or email

[Not you?](#)

andrea.kratz@dpi.wi.gov

Password

Sign in

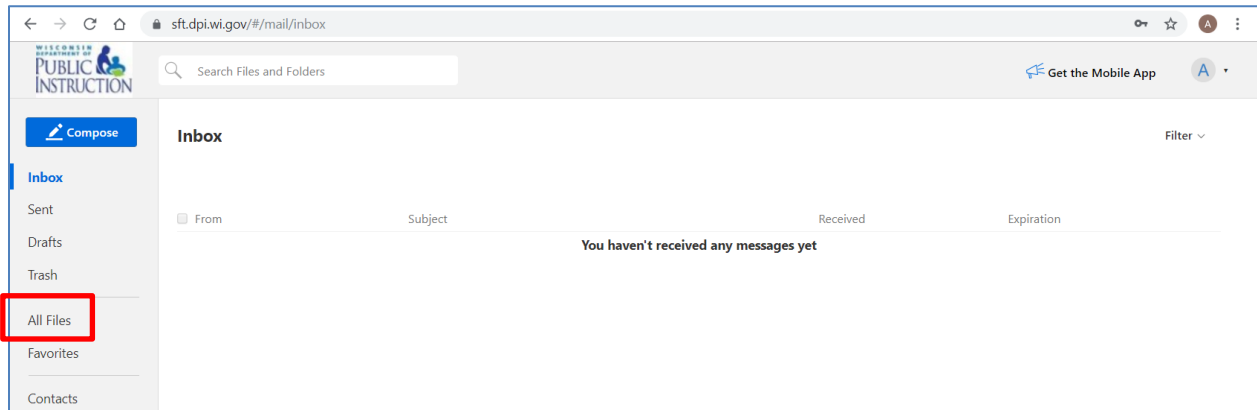
[Forgot password?](#)

Secured by **Kiteworks**

- 4) You will receive an email allowing you to reset your password. Please note this email is sent immediately, so if you have not received it within 5 minutes of clicking the “Forgot password” link, check your spam and junk folders for the email.

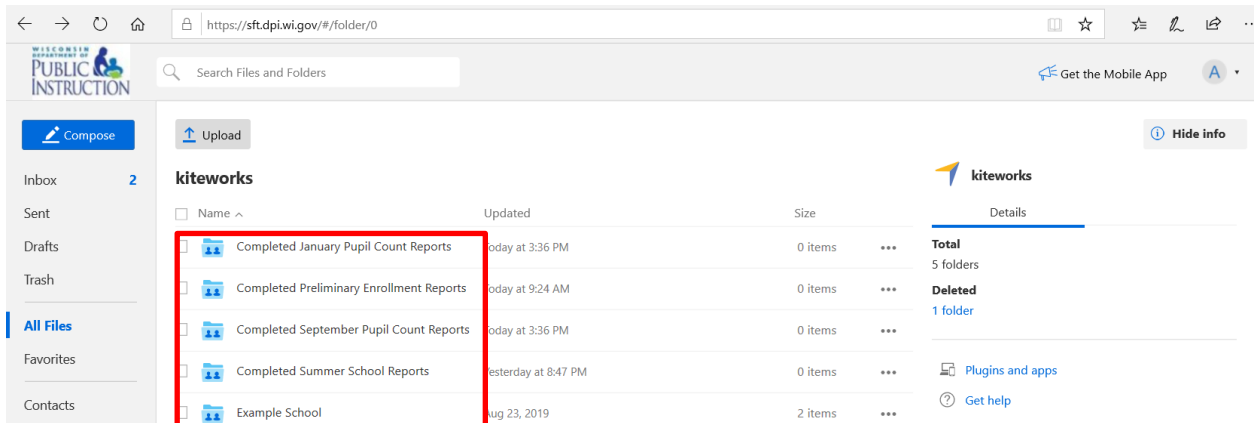
Downloading Documents From Kiteworks

- 1) The SNSP administrator must log into Kiteworks at <https://sft.dpi.wi.gov/>.
- 2) In Kiteworks, click on “All Files” on the left hand tool bar menu.



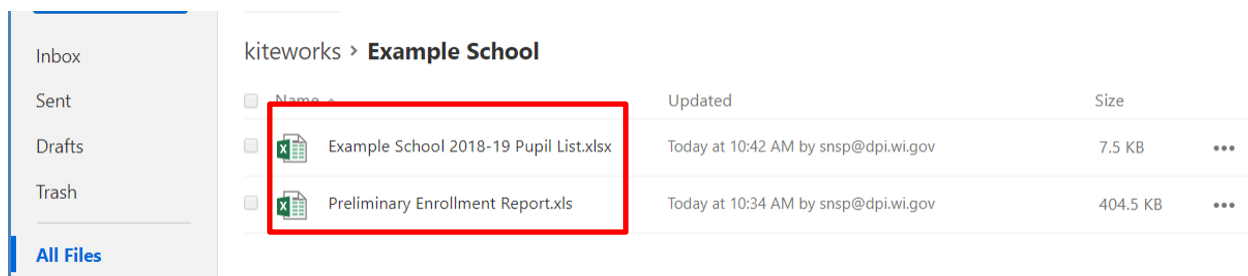
- 3) The SNSP administrator will see a folder that has your school name and folders for submitting reports to the department. Please note that the SNSP administrator may only see the folder for the report that is currently due when the SNSP administrator logs in. If the school provided SNSP summer school, the SNSP administrator may also have a “Completed Summer School Reports” folder.

If you are the SNSP administrator for more than one school, you will see a school folder for each of your schools. Click on the school folder to obtain the reports prefilled for your school.



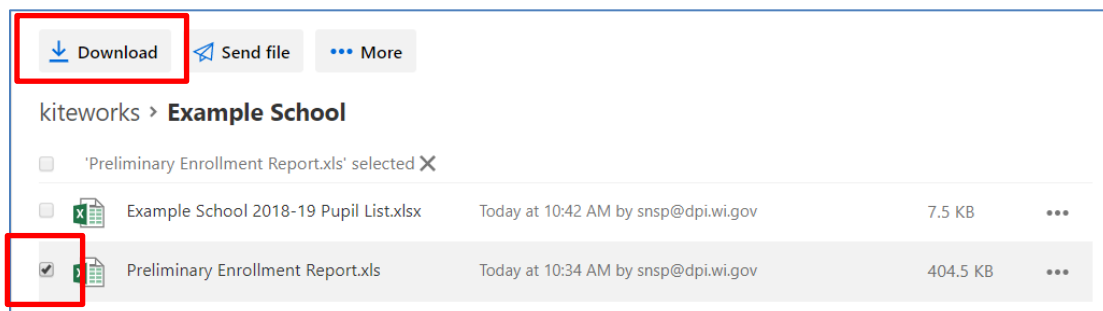
- 4) The SNSP administrator will see prefilled report(s) in this folder. Additionally, the department loads a listing of pupils for which the school received a SNSP payment twice a year in Kiteworks. The department provides a listing of the students that the school received a payment for in the first half of the school year as part of the SNSP September Enrollment Audit certification process. After the school year is done, the department will provide a list of the students who the school received a payment for at any time during the school year. The department will send an email to the SNSP administrators notifying them when these reports are available.

Please note that files expire and are no longer available 6 months from the date they are uploaded. As a result, please ensure you download the pupil listings so you have access to them in the future.



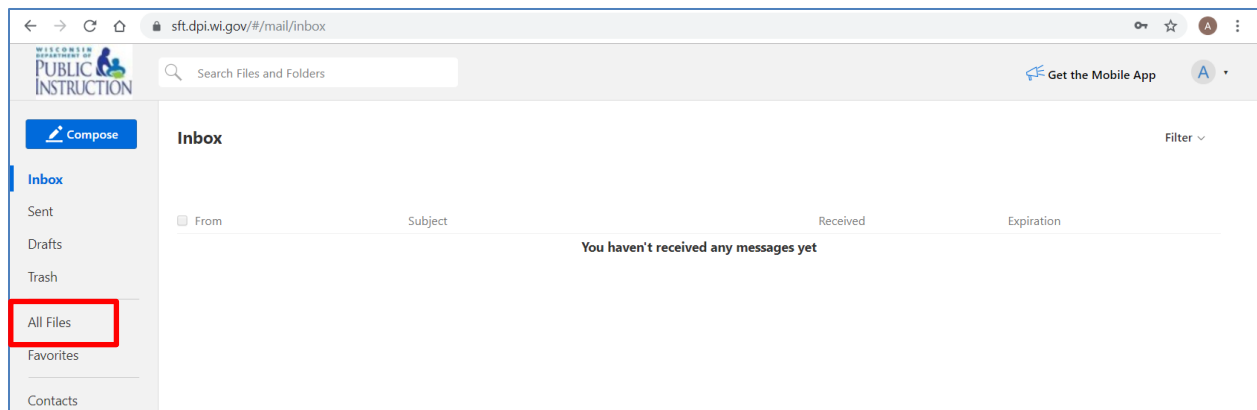
- 5) The SNSP administrator must check the box next to the document you would like to download. The example below shows how to download the Preliminary Enrollment Report. Once the SNSP administrator has selected the report they would like to download, click the "Download" button. If you download one document at a time, they will download as separate Excel documents. If you check the box next to more than one document and then click "Download" they will download as a zip file. Save the report on your computer so that you can complete the report. **Please note the reports must be completed with Microsoft Excel. It cannot be completed in Google sheets, as a Smartsheet, or any other alternative option.**

Helpful Hint: Please note that if you click on the report name, 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 and complete it as an Excel document.

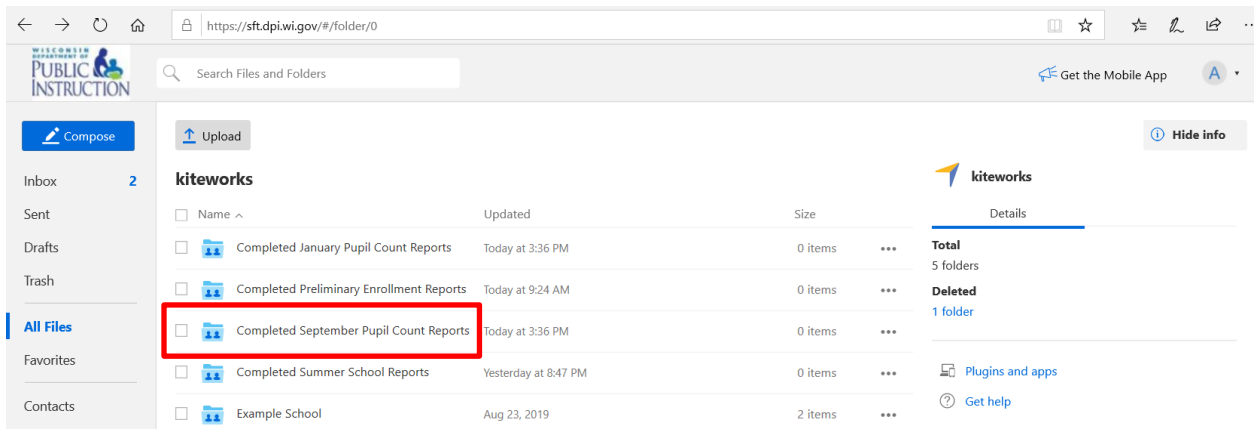


Uploading Completed Reports

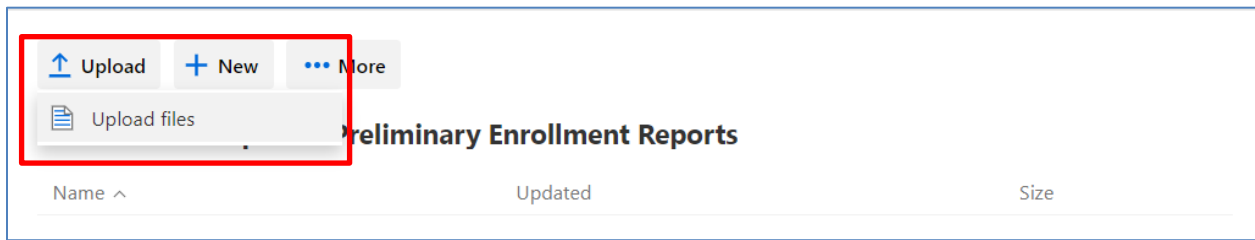
- 1) Name your file with your school name and an abbreviated name of the report. So, for example, ABC School would name their reports as follows:
 - a. 2022 Preliminary Enrollment Report: “ABC School 2022 Prelim Enroll Rpt”
 - b. 2022 Summer School Report: “ABC School 2022 Summer School Rpt”
 - c. September 2022 Pupil Count Report: “ABC School Sept 2022 Pupil Rpt”
 - d. January 2023 Pupil Count Report: “ABC School Jan 2023 Pupil Rpt”
- 2) Once the school has completed the report, the SNSP administrator must log back into Kiteworks at <https://sft.dpi.wi.gov/>. As a reminder, only the SNSP administrator can upload the report into Kiteworks.
- 3) In Kiteworks, click on “All Files” on the left hand tool bar menu.



- 4) Click on the completed folder for the report you are submitting. For example, if you are submitting the September Pupil Count Report, you would click on the “Completed September Pupil Count Reports” folder.



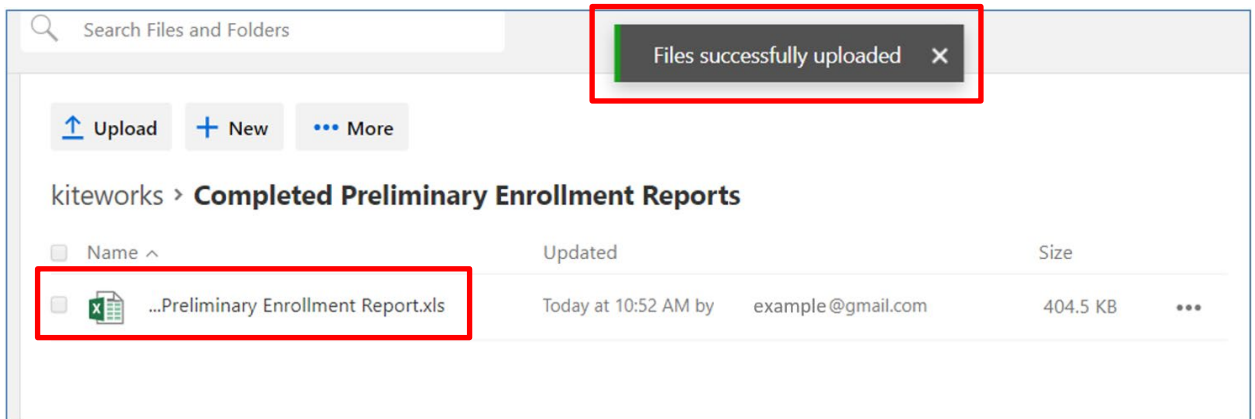
- 5) Click on the “Upload” icon at the top and select “Upload files”. Then, select your school’s completed report from your computer.



- 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. Please do not also email the report to snsp@dpi.wi.gov unless specifically requested by DPI staff.

The report that is loaded to Kiteworks will automatically be removed from Kiteworks 6 months from the date it is uploaded. As a result, it is important that schools maintain a copy of their report on their computer. Kiteworks should not be used to maintain the school’s copy of the submitted report.

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

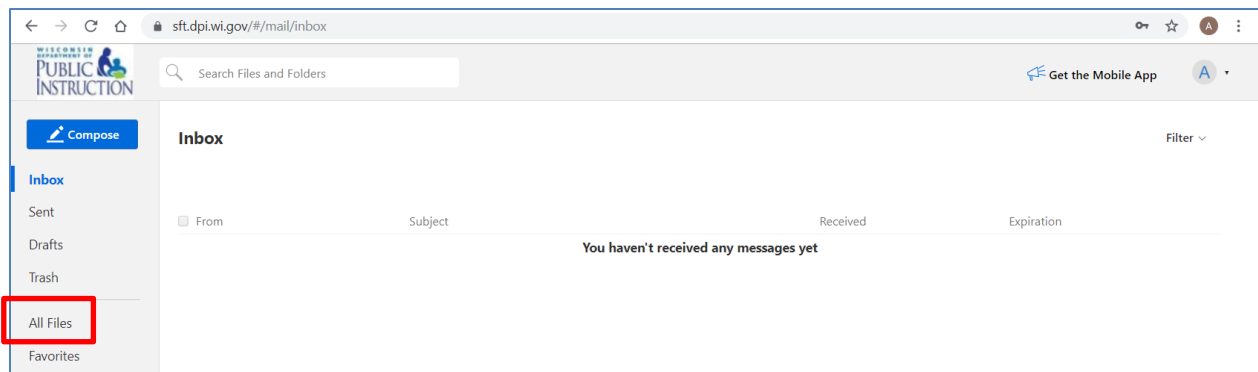


Uploading Other Documents to Kiteworks

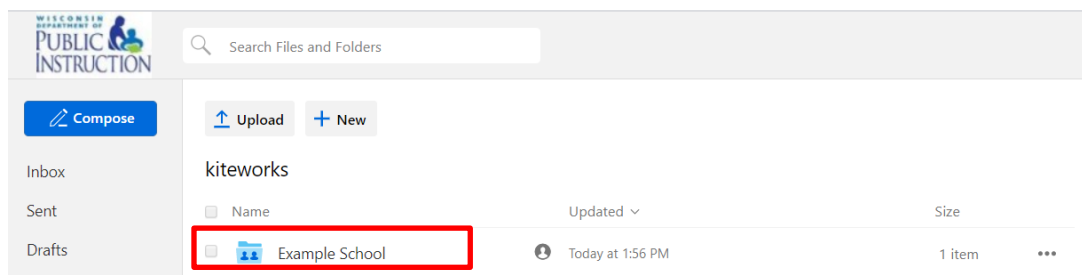
- 1) If the school is providing documents other than the Preliminary Enrollment Report, Summer School Count Report, September Pupil Count Report, or January Pupil Count Report, the school should upload the documents to the school's folder.

If the SNSP administrator is providing a Budget and Cash Flow Report for the SNSP or the Private School Requirements form and has not previously provided these reports, the SNSP administrator must first request that DPI create a Budget and Cash Flow Report folder or Private School Requirements Form folder for your school by sending a request to snsps@dpi.wi.gov.

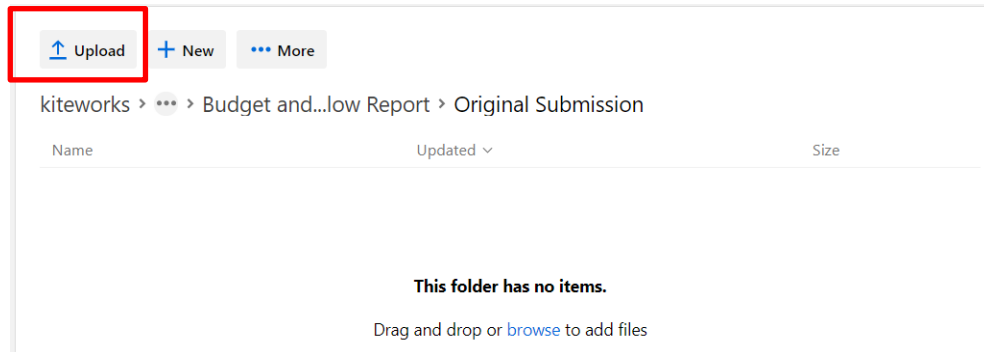
- 2) The school must log into Kiteworks at <https://sft.dpi.wi.gov/>.
- 3) In Kiteworks, click on "All Files" on the left hand tool bar menu.



- 4) You will see a folder that has your school name. If you are the Choice/SNSP administrator for more than one school, you may see a school folder for each of your schools. Click on the school folder to upload the documents for the applicable school. In the school's folder, select the folder that relates to the Report you are submitting. If you are responding to an email from DPI for more information, use the folder referenced by DPI in the documentation request.

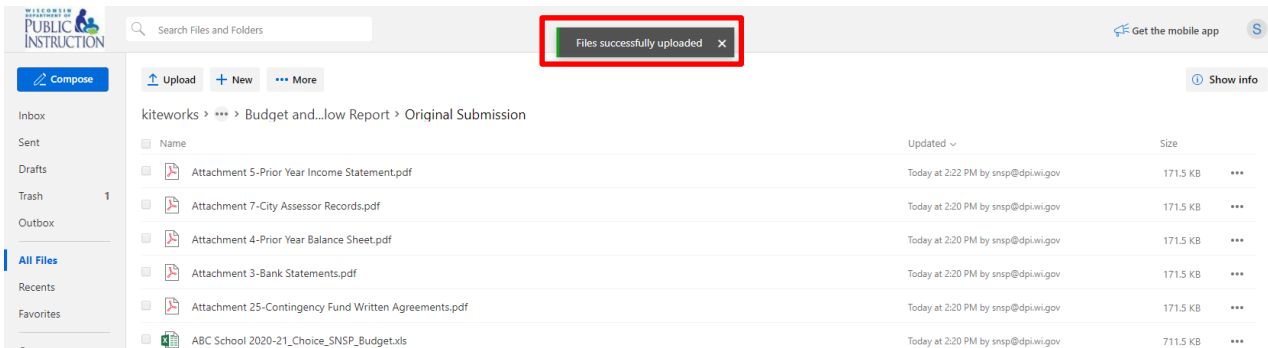


- 5) Click on the “Upload” icon at the top and select “Upload files”. Then, select the documents you would like to upload to the folder. You can also drag the files into the folder.



- 6) Once the documents are uploaded you should get a message that states “Files successfully uploaded”. The uploaded documents should be visible in the window. Please note that if you reload the document, it will replace the previously uploaded document. Please do not also email the reports or documents to DPI unless specifically requested by DPI staff.

Helpful Hint: If you can see the reports and documents in the folder, they have been submitted to the DPI. The DPI is able to view them once you have uploaded the report and documents. **DPI does not send confirmations to the schools that the documents have been received.**



Frequently Asked Questions

1) Can individuals other than the SNSP administrator have access to Kiteworks?

Only the SNSP administrator has access to the school’s SNSP folder and the report uploading folders. The Department uses Kiteworks to send secure emails with personally identifiable information and confidential information. The Department may send emails to SNSP Designees

through Kiteworks. If a SNSP designee receives a secure Kiteworks email from sft@dpi.wi.gov, the designee can set up a Kiteworks account using the instructions in the first section.

2) What should I do if I am not receiving the email to activate my Kiteworks account?

First, try checking your spam/junk folders. You could also add the 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 snsps@dpi.wi.gov requesting assistance.

3) How long will my documents remain in Kiteworks once they are uploaded to a folder?

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

4) How do I confirm that DPI has received the report/documents?

If you can see the report or documents in the applicable folder, it has been submitted to the DPI. The DPI is able to view the documents once you have uploaded them. DPI does not send email confirmations that the reports/documents were received from schools due to the volume of reports we receive.

5) If I'm a continuing SNSP administrator, do I need to set up a new Kiteworks account?

If you have previously set up a Kiteworks account with the email address on file with the SNSP, you will not need to set up a new Kiteworks account.

6) If the SNSP administrator's email address used for SNSP purposes changed, how does the SNSP administrator access the school's Kiteworks folder and completed reports folders?

The SNSP administrator will need to create a new Kiteworks account, as described in the first section, for the new email address.

7) If I revise a document, how do I load a new document to the Kiteworks folder?

If you load a revised document to a folder that has the same name as a document already in the folder, it will replace the previous version of that document. In order to confirm the correct one is loaded, ensure the updated date reflects the date that the revised document was uploaded.

8) If I am trying to provide the Budget and Cash Flow Report or the Private School Requirements form, what should I do if I do not see a Budget and Cash Flow Report folder or Private School Requirements form in my SNSP school folder?

Only the SNSP administrator will be able to access these folders. If you are submitting the Budget and Cash Flow Report for the SNSP or the Private School Requirements form, the SNSP administrator must first request that DPI create the folder for your school by sending a request to snsp@dpi.wi.gov.

9) Who should I contact if I have questions on the Budget and Cash Flow Report?

Questions on the Budget and Cash Flow Report should be emailed to dpichoceauiditreports@dpi.wi.gov. If your question is related to resolving an error or the Excel document does not appear to be working correctly, please include the Budget and Cash Flow Report Excel document in your email.

10) Do I need to load the Budget and Cash Flow Report and all of the required attachments into Kiteworks at once?

No, you do not need to load the Budget and Cash Flow Report and all of the required attachments to Kiteworks at once. However, the Budget and Cash Flow Report and the required attachments must all be loaded to the Kiteworks folder by the due date of the report. See the Instructions tab of the report for the due date.