



## Kiteworks Instructions

### Contents

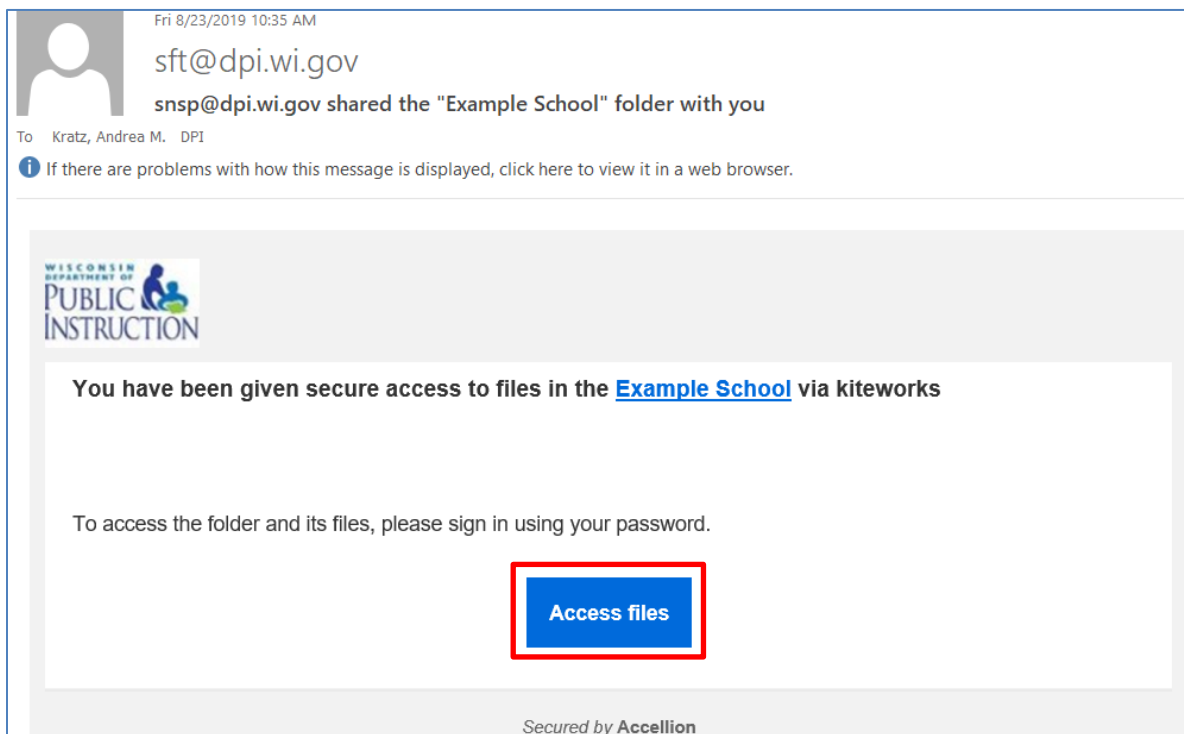
Setting Up Your Kiteworks Account .....	2
Downloading Documents From Kiteworks .....	4
Uploading Completed Reports.....	6
Frequently Asked Questions .....	7
1) Can individuals other than the SNSP administrator have access to Kiteworks? .....	7
2) What should I do if I did not receive the email from Kiteworks that I have been given access to the folder or the verification email? .....	8
3) How long will my documents remain in Kiteworks once they are uploaded to a folder? .....	8
4) How do I confirm that DPI has received the report? .....	8
5) If I'm a continuing SNSP administrator, do I need to set up a new Kiteworks account? .....	8

## Setting Up Your Kiteworks Account

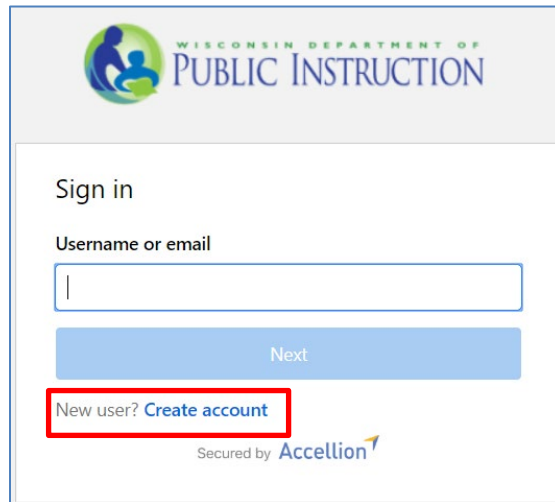
- 1) If you are a new SNSP administrator who has not previously submitted SNSP reports through Kiteworks, you will receive an email notification that you have been given secure access to a folder. This email will come from [sft@dpi.wi.gov](mailto:sft@dpi.wi.gov). Click on the "Access files" box in the 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 sent 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](mailto:snsps@dpi.wi.gov) requesting assistance.



2) On the Kiteworks website, select “New user? Create account”.



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION

Sign in

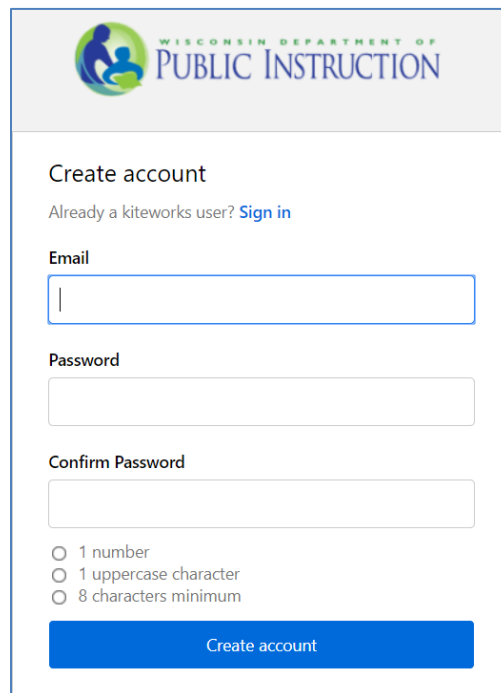
Username or email

Next

New user? [Create account](#)

Secured by **Accellion**

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



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION

Create account

Already a kiteworks user? [Sign in](#)

Email

Password

Confirm Password

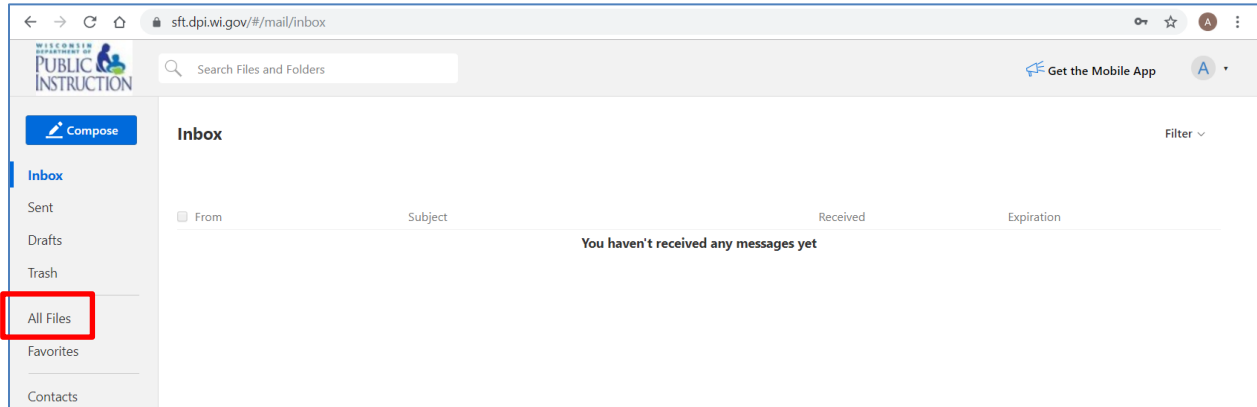
1 number  
 1 uppercase character  
 8 characters minimum

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.

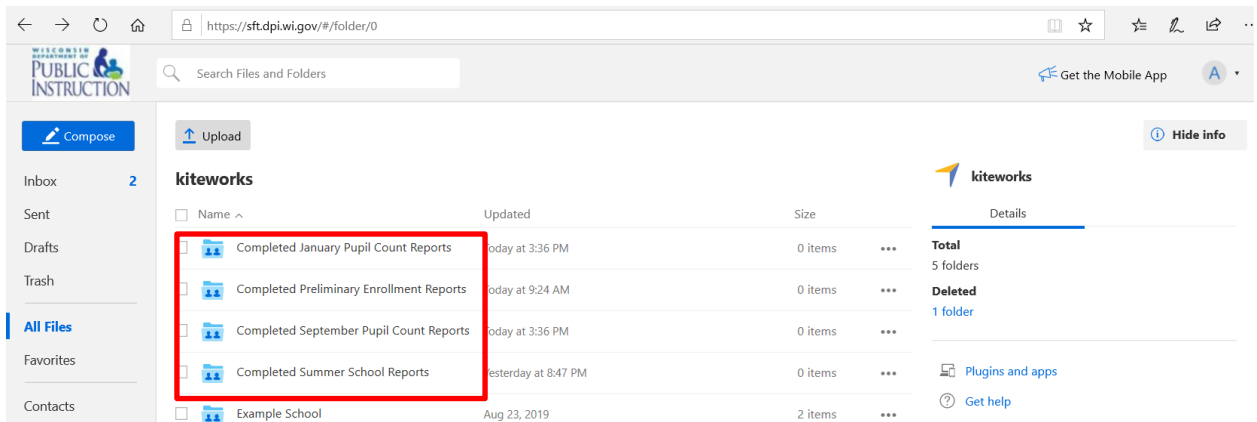
## Downloading Documents From Kiteworks

- 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.



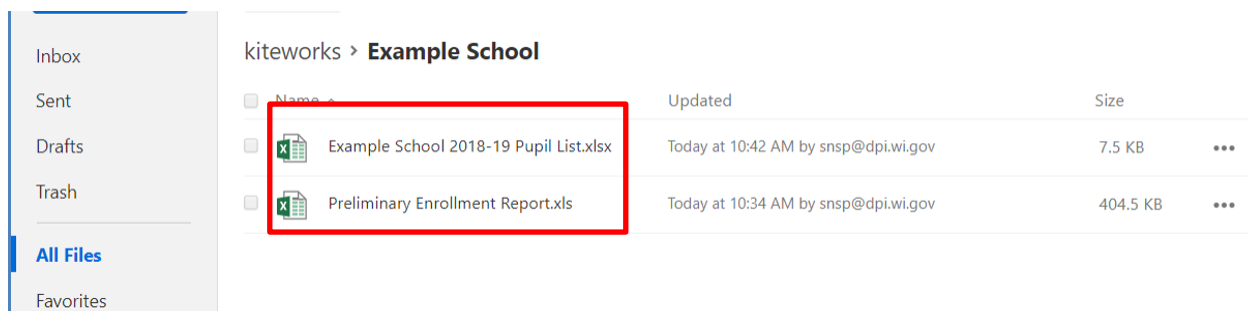
- 3) You will see a folder that has your school name and folders for submitting reports to the department. Please note that you may only see the folder for the report that is currently due when you log in. If the school provided SNSP summer school, the school will have a “Completed Summer School Reports”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

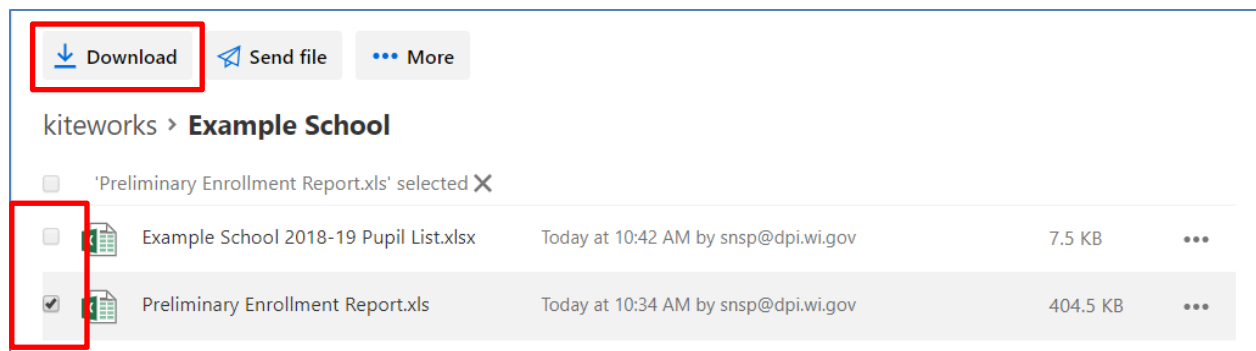


The screenshot shows the Kiteworks interface for 'Example School'. On the left is a sidebar with navigation options: Inbox, Sent, Drafts, Trash, All Files (highlighted), and Favorites. The main area displays a file list with columns for Name, Updated, and Size. Two files are listed: 'Example School 2018-19 Pupil List.xlsx' (7.5 KB) and 'Preliminary Enrollment Report.xlsx' (404.5 KB). Both files have a red box drawn around their respective rows.

Name	Updated	Size
<input type="checkbox"/> Example School 2018-19 Pupil List.xlsx	Today at 10:42 AM by snsp@dpi.wi.gov	7.5 KB
<input type="checkbox"/> Preliminary Enrollment Report.xlsx	Today at 10:34 AM by snsp@dpi.wi.gov	404.5 KB

- 5) Check the box next to the document you would like to download. The example below shows how to download the Preliminary Enrollment Report. Once you have selected the report you 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.

*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.



The screenshot shows the Kiteworks interface for 'Example School' with the 'Download' button highlighted by a red box. Below the button, the file list shows that the 'Preliminary Enrollment Report.xlsx' file is selected, indicated by a checked checkbox and a red box around the row. The 'Example School 2018-19 Pupil List.xlsx' file is unselected.

Download Send file More

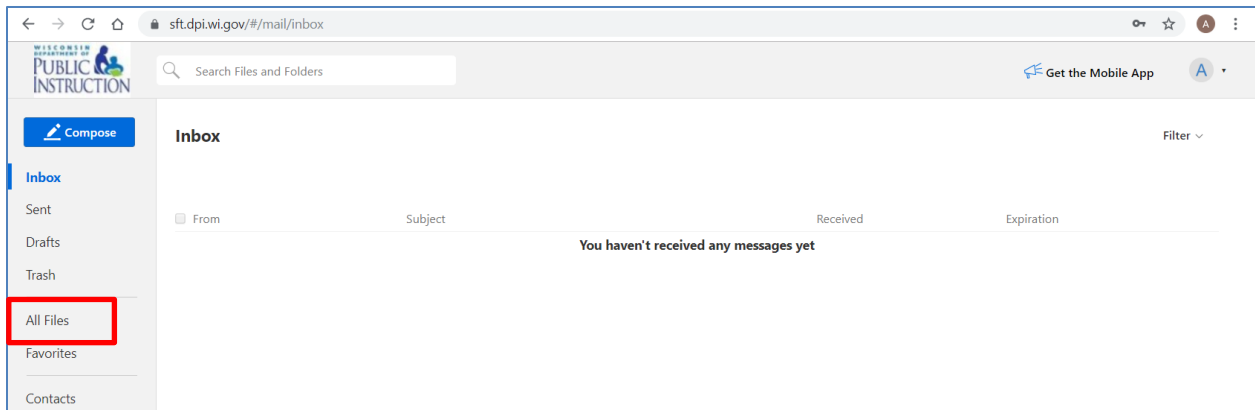
kiteworks > Example School

'Preliminary Enrollment Report.xlsx' selected ✕

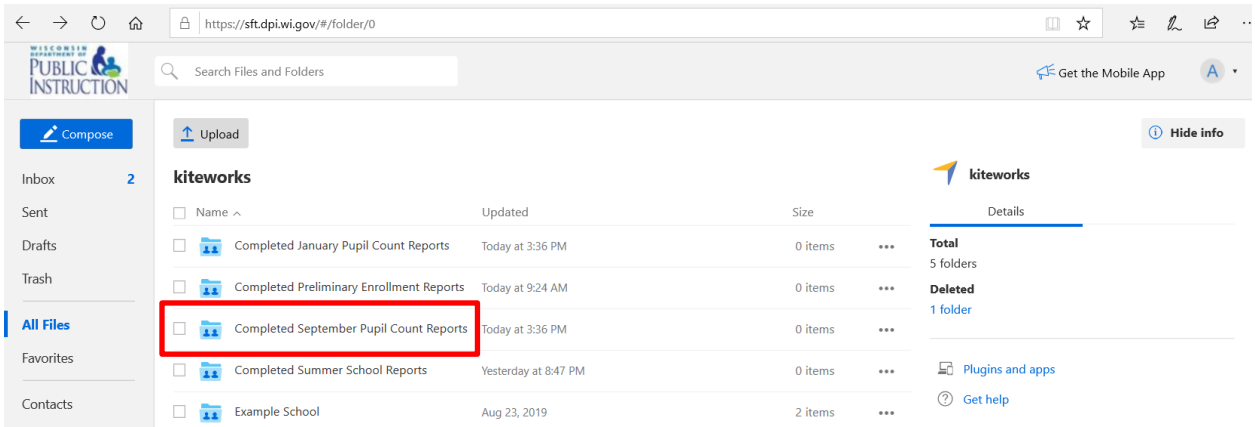
<input type="checkbox"/>	Example School 2018-19 Pupil List.xlsx	Today at 10:42 AM by snsp@dpi.wi.gov	7.5 KB	...
<input checked="" type="checkbox"/>	Preliminary Enrollment Report.xlsx	Today at 10:34 AM by snsp@dpi.wi.gov	404.5 KB	...

## Uploading Completed Reports

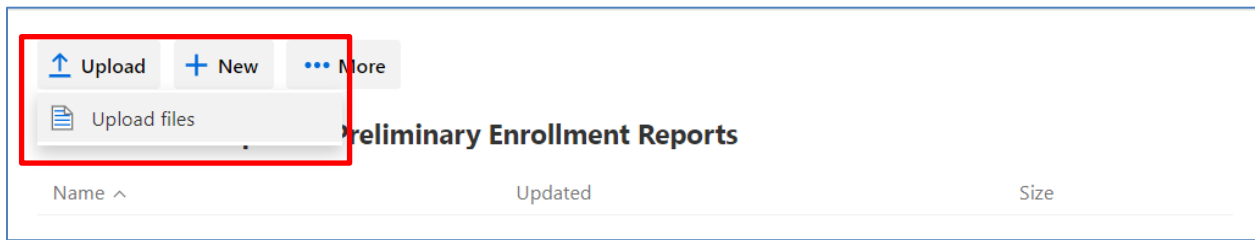
- 1) Name your file with your school name and an abbreviated name of the report. So, for example, ABC School would name their reports as follows:
  - a. 2020 Preliminary Enrollment Report: “ABC School 2020 Prelim Enrollment Rpt”
  - b. 2020 Summer School Report: “ABC School 2020 Summer School Rpt ”
  - c. September 2020 Pupil Count Report: “ABC School Sept 2020 Count Rpt ”
  - d. January 2021 Pupil Count Report: “ABC School Jan 2021 Count 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.

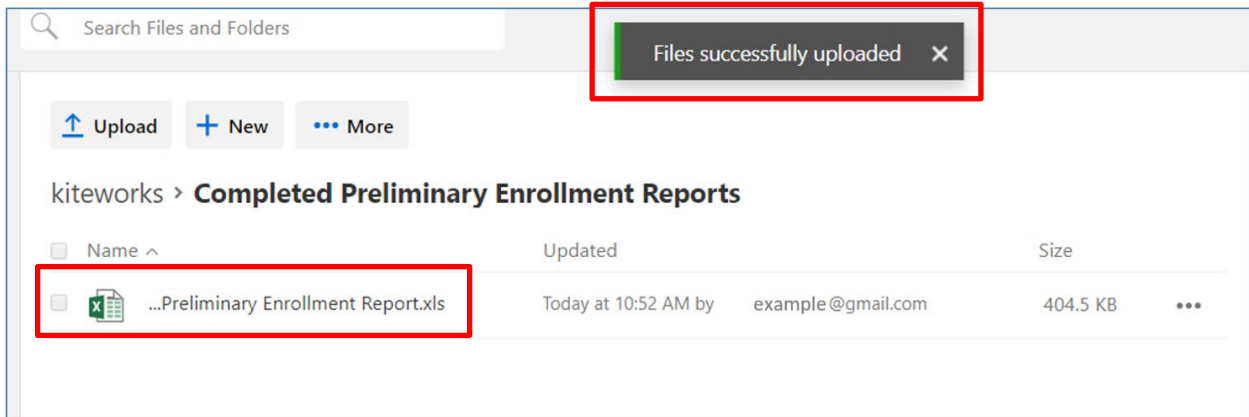


- 5) Click on the “Upload” icon at the top and select “Upload files”. Then, select your school’s completed report from your computer.



- 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](mailto:snsp@dpi.wi.gov) unless specifically requested by DPI staff.

*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.



## Frequently Asked Questions

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

Only the SNSP administrator has access to Kiteworks because the reports must be submitted by the SNSP administrator. As a result, other individuals are not given access to the Kiteworks folder.

**2) 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 previously used Kiteworks for SNSP purposes, refer to question 5.

If you have not previously used Kiteworks for SNSP 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 [snsp@dpi.wi.gov](mailto:snsp@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?**

If you can see the report in the applicable completed 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 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. Instead, you can proceed with completing the steps in the [Downloading Documents From Kiteworks](#) section.