



## Kiteworks Instructions for Auditors

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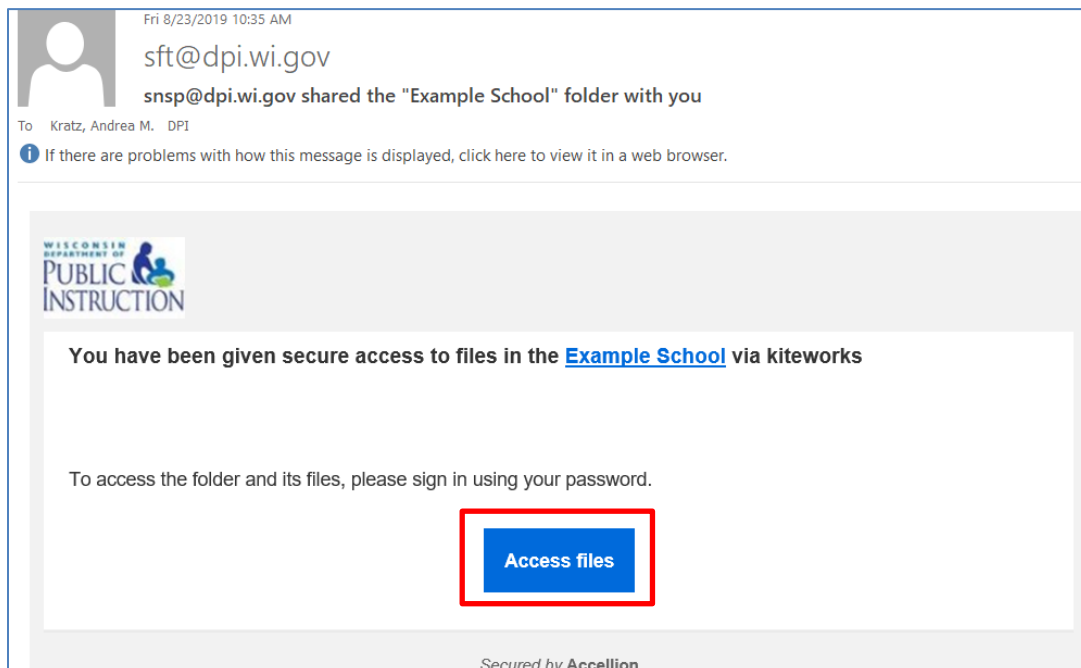
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### Setting Up Your Kiteworks Account

- 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 you 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 [snsp@dpi.wi.gov](mailto:snsp@dpi.wi.gov).



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



WISCONSIN DEPARTMENT OF  
PUBLIC INSTRUCTION

Sign in

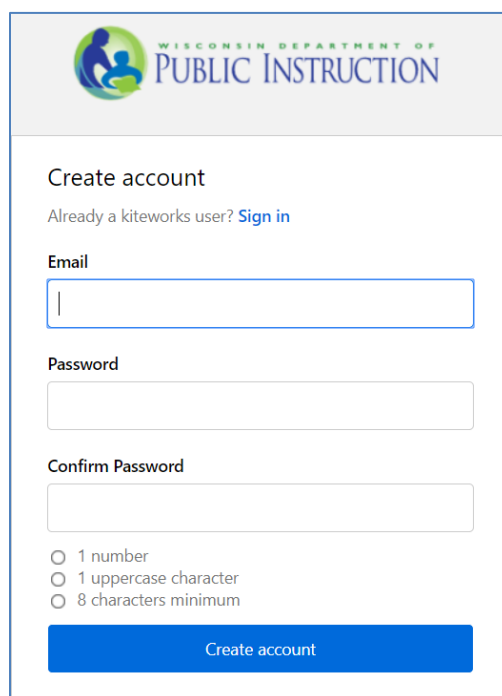
Username or email

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

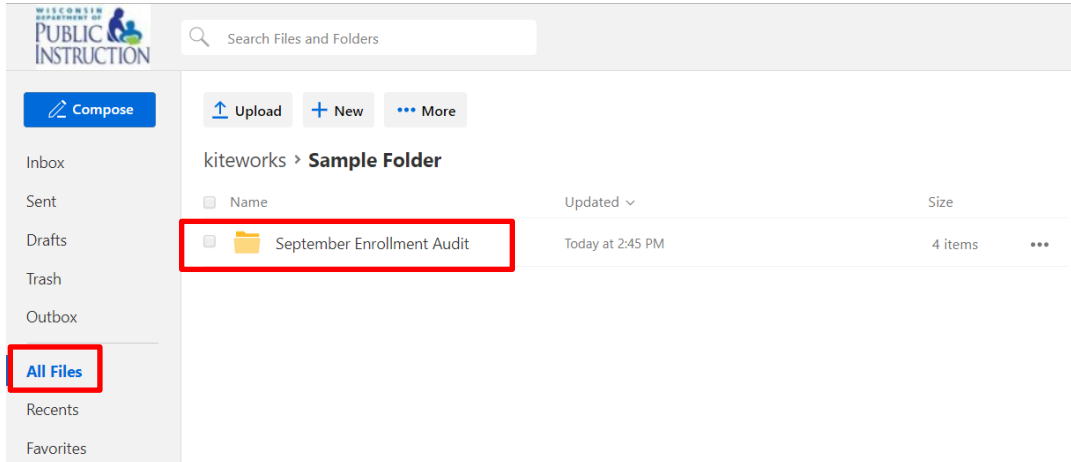
1 number  
 1 uppercase character  
 8 characters minimum

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) Log into Kiteworks at <https://sft.dpi.wi.gov/>.
- 2) In Kiteworks, click on “All Files” on the left hand tool bar menu. You will see a folder for the September Enrollment Audit. Click on the folder.



- 3) You will see the DPI Pupil Information Report in this folder. Additionally, if any of your schools have an application or transfer request that hasn't been audited, the folder will include those files. Please note that 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 reports 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.

*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.

