

## Kiteworks Instructions for Auditors

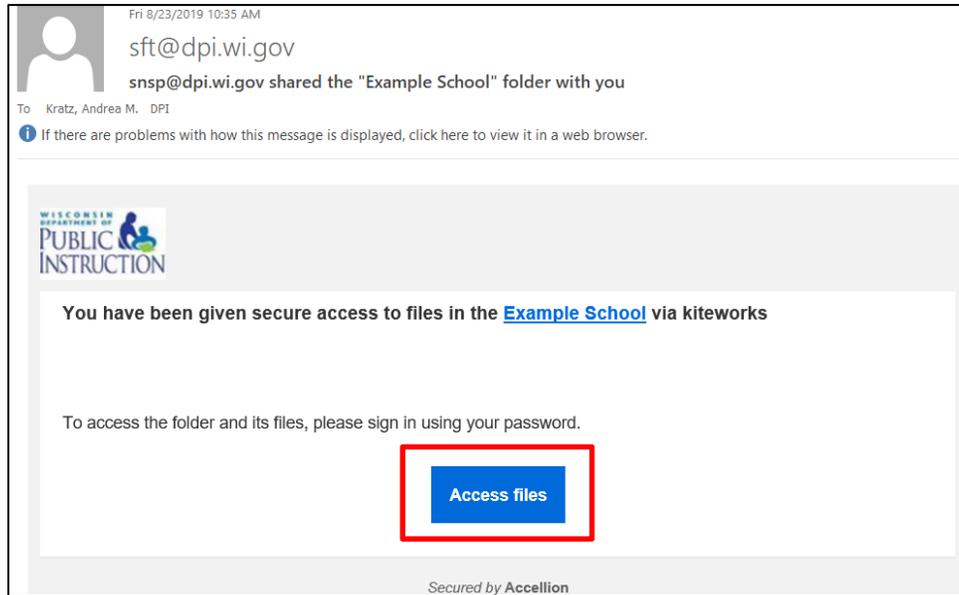
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## Setting Up Your Kiteworks Account

- 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.

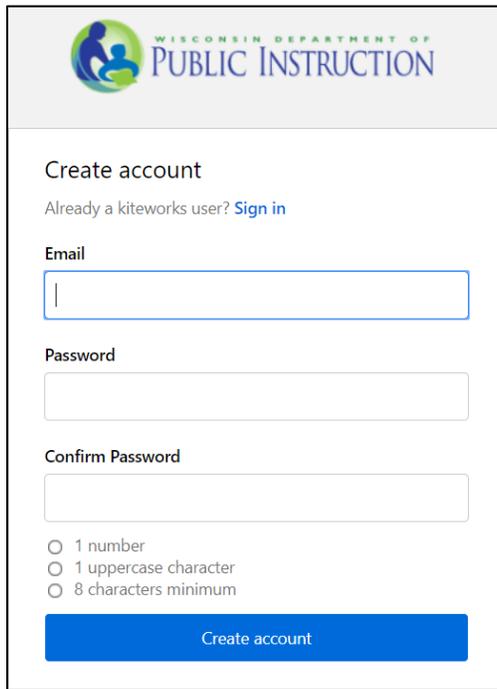
*Helpful Hint:* If you do not receive this email, try checking your spam/junk folders. You could also add the [sft@dpi.wi.gov](mailto:sft@dpi.wi.gov) email address to your safe sender and/or contact list, depending on the email product, to ensure emails from this address are not routed to your spam,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



- 2) On the Kiteworks website, select "New user? Create account".



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



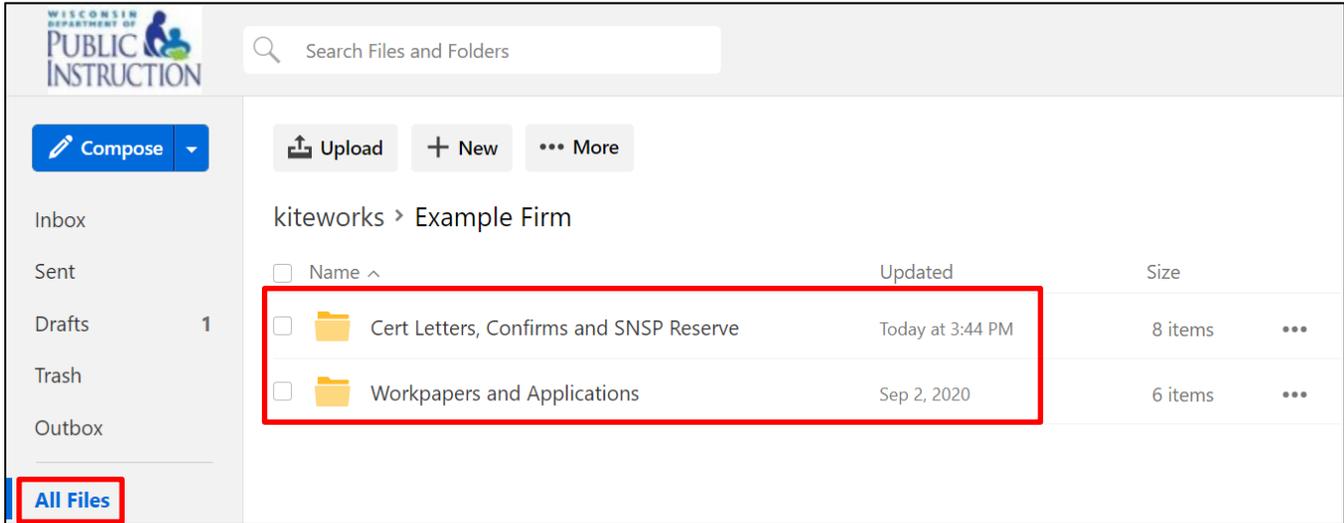
The screenshot shows a web form titled "Create account" for the Wisconsin Department of Public Instruction. At the top left is the department's logo, which features a stylized figure of a person and a child. To the right of the logo, the text "WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION" is displayed. Below the header, the form contains the following elements:

- The heading "Create account".
- A link: "Already a kiteworks user? [Sign in](#)".
- An "Email" label followed by a text input field.
- A "Password" label followed by a text input field.
- A "Confirm Password" label followed by a text input field.
- Three radio button options for password requirements:
  - 1 number
  - 1 uppercase character
  - 8 characters minimum
- A blue button labeled "Create account".

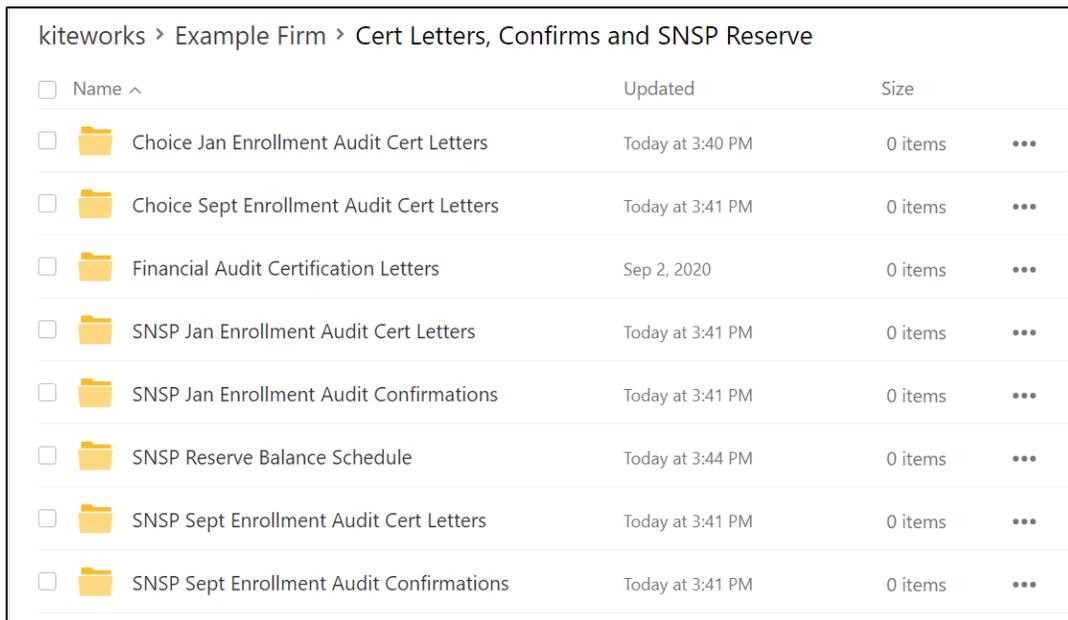
- 4) You will receive an email with a subject of "Activate your kiteworks account" asking that you activate your account. Please note this email is sent immediately, so if you have not received it within 5 minutes of creating your account check your spam and junk folders for the email. Click on the button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

## 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. 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 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.

*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.

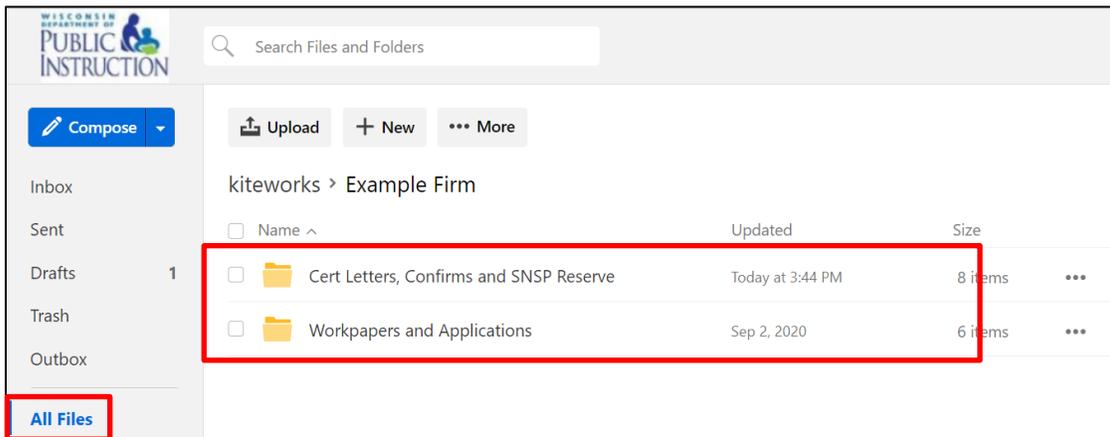
The screenshot shows a file management interface with the following elements:

- Navigation bar: Download (highlighted with a red box), Delete, Edit content, Send file, More.
- Breadcrumbs: kiteworks > Sample Folder > **September Enrollment Audit**
- File list table:

File Name	Size	Actions
'SNSP 2019-20 Pupil Info Rep.xlsx' selected ✕		
19-20 Transfer Requests.xlsx	7.5 KB	...
19-20 Applications.xlsx	7.5 KB	...
<input checked="" type="checkbox"/> SNSP 2019-20 Pupil Info Rep.xlsx	7.5 KB	...
18-19 Applications.xlsx	7.5 KB	...

## Uploading Workpapers, Applications, and Transfer Requests

- 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.
- 2) 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/>.
- 3) In Kiteworks, click on “All Files” on the left hand tool bar menu. Each auditor will have 2 main folders. Click on the folder labeled, “Workpapers and Applications”.

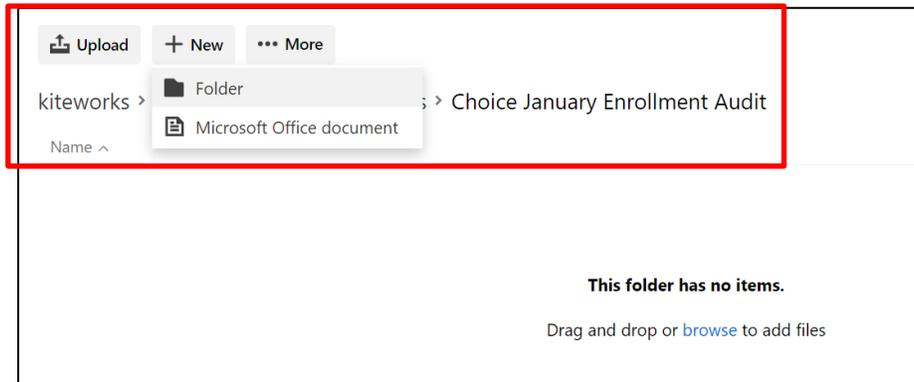


- 4) Click on the folder for the audit or agreed upon procedure report for which you are providing the documents. For example, if you are providing financial audit workpapers, click on Financial Audit. If you are providing an application you reviewed as part of the SNSP September Enrollment Audit, open 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.

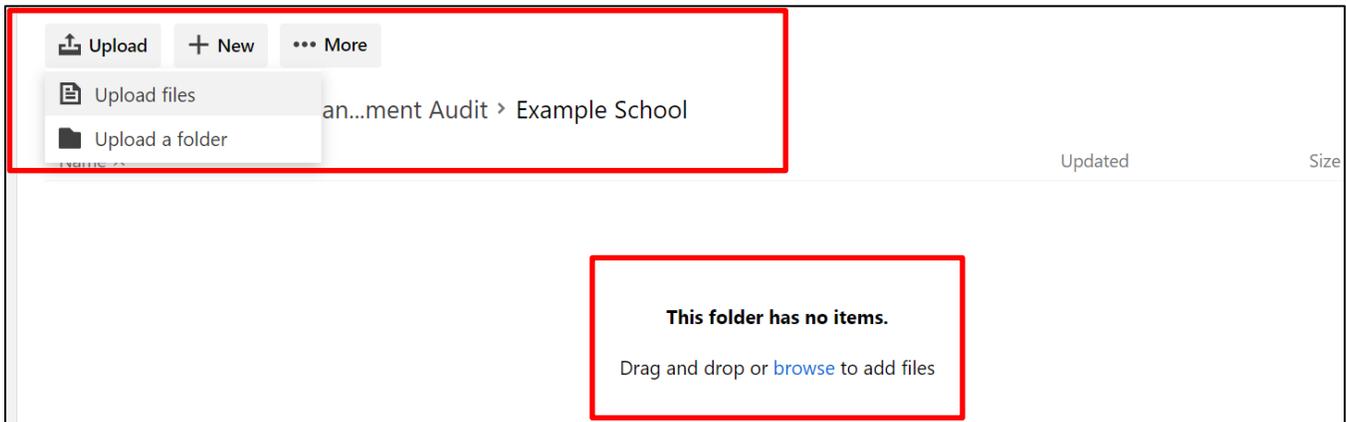


Generally, auditors should not use one of the enrollment audit folders to provide an audit or agreed upon procedure report. However, if you would like to provide an enrollment audit through Kiteworks because it contains confidential data, please send an email to [dpichoicedata@dpi.wi.gov](mailto:dpichoicedata@dpi.wi.gov) making DPI aware you have provided the enrollment audit through Kiteworks.

- 5) In the applicable folder, first create a folder for the school you are submitting workpapers, applications, or transfer requests for by clicking on “New” and then “Folder”. The folder name should be the school name. Then press save.

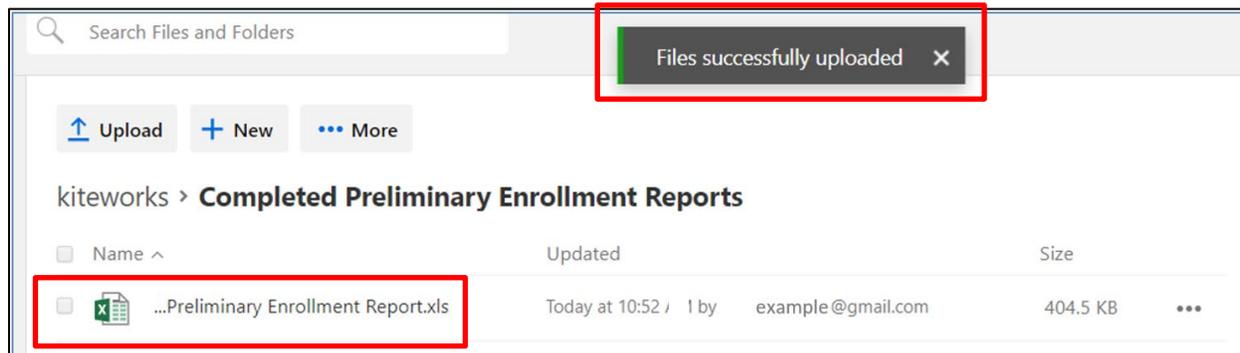


- 6) Documents can be upload a few different ways: (a) click on Upload and either select Upload files or Upload a folder; (b) drag and drop the documents into the folder; or (c) click the browse word to add the files. If you are not seeing all these options, try using Google Chrome as your web browser.



- 7) 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.



## Frequently Asked Questions

1. **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 [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@dpi.wi.gov) requesting assistance.

2. **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.

3. **How do I confirm that DPI has received the documents I upload?**

If the documents were not specifically requested by DPI, please send an email to [dpichoicedauditreports@dpi.wi.gov](mailto:dpichoicedauditreports@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.