



Quick Reference Guide to Kiteworks for sharing files containing Student PII for the APH Federal Quota Census

To comply with FERPA/HIPAA governance and PII, we are unable to accept or send APH Census information via unsecured e-mail. DPI and WCBVI are utilizing Kiteworks, which allows us to send and receive encrypted attachments.

Receiving Documents Electronically

We will use Kiteworks to email you an Excel file that contains the list of previously registered students. You will use this Excel file to update information on currently registered students and to add new students. Email will come from sft@dpi.wi.gov with a download link. Please send us an email at aphcensus@wcbvi.k12.wi.us if you do not receive the secure email or check your spam/junk folder.

You will need to (if you haven't already) create a Kiteworks account to access the files.

How to download files using Kiteworks:

1. Select the Blue "Upload Files" button in the body of the email.
2. A login screen will open in your default browser. Follow the instructions to create an account if needed.
3. You will then receive an email to activate the account. Once you select the activate account link in the email, you will be taken to the message on Kiteworks where you can download the attachments.
 - a. The attachment link shows at the bottom of the message, after "upload files", but above the upload box, so if you don't see it, keep scrolling down!

Submitting Documents Electronically

We also use Kiteworks to send you a secure upload link that you can use to send us the updated Excel file. A secure upload link will be included in the email you receive with your Census Student file. Or you can request a secure upload link from WCBVI. Send an email to aphcensus@wcbvi.k12.wi.us with the subject line "Request for Secure Upload Link." We will send you an email with a file request upload link as soon as we receive your request. The email comes from sft@dpi.wi.gov. You do NOT need to create a Kiteworks account to upload the files.

How to upload files using Kiteworks:

1. Select the Blue "Upload Files" button in the body of the email.
2. The message will load in your default browser. There is an upload section where you can drag and drop files to upload or click the "select" or "add files" link, which will open File Explorer.
3. Once you have placed all the files you would like to submit, Click Upload. Once the upload is complete, WCBVI will receive a notification that new files were uploaded. We will send you an email confirmation to let you know that we have received your files.