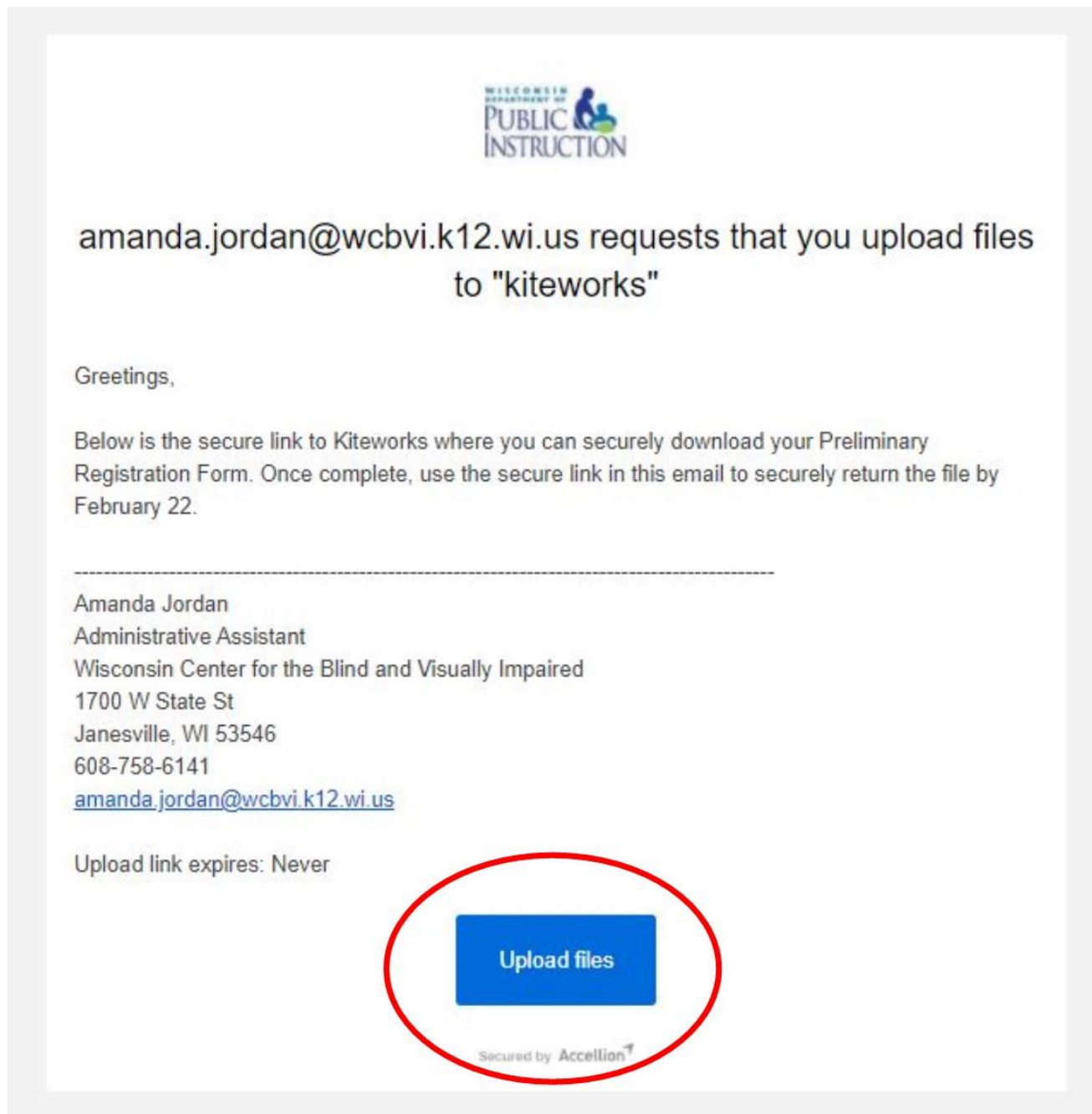


2021 Quick Reference Guide to Kiteworks for sharing files containing Student PII for the APH Census

In order 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.

Following the initial email with general APH materials and instructions attached, individual designated staff will receive an email from sft@dpi.wi.gov. This email will contain a link button that will take you to Kiteworks.



Select the Blue “Upload Files” button in the body of the email. The message will load in your default browser.

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The message below shows where you can download the Preliminary Registration Form (1). Once you have updated the form, you will be able to use this same message to either drag and drop files to upload (2), or click the “Add Files” link (3), which will open File Explorer.

The screenshot shows an email interface for Kiteworks. At the top left is the 'kiteworks' logo, and at the top right is 'Secured by Accellion'. The main content of the email reads: 'Files have been requested from you.' followed by 'Subject: File request: APH Census Registration and Secure Upload Link' and 'Greetings,'. Below this is a paragraph: 'Below is the secure link to Kiteworks where you can securely download your Preliminary Registration Form. Once complete, use the secure link in this email to securely return the file by February 22.' A dashed line separates this from the sender's contact information: 'Amanda Jordan, Administrative Assistant, Wisconsin Center for the Blind and Visually Impaired, 1700 W State St, Janesville, WI 53546, 608-758-6141, amanda.jordan@wcbvi.k12.wi.us'. Below the contact info, it says '1 files are shared with you.' and shows a file card for 'Draft Prelim 2021 (2).xlsx' (15.2 KB) with a download icon. Underneath is a section titled 'Files to send back' containing a large dashed box with the text 'Drag and drop files or folders to upload. Folders will be compressed and uploaded as 1 item.' To the right of this box is a blue 'Add Files' button. At the bottom right of the interface is an 'Upload' button. Red circles and numbers 1 through 4 highlight these key elements: 1 points to the download icon, 2 points to the dashed upload area, 3 points to the 'Add Files' button, and 4 points to the 'Upload' button.

Once you have placed all the files you would like to submit, Click Upload (4). Once the upload is complete, WCBVI will receive a notification that new files were uploaded. As soon as possible we will send you an email verifying that we have received your files. (You will not receive automatic notification from Kiteworks that your files uploaded)