

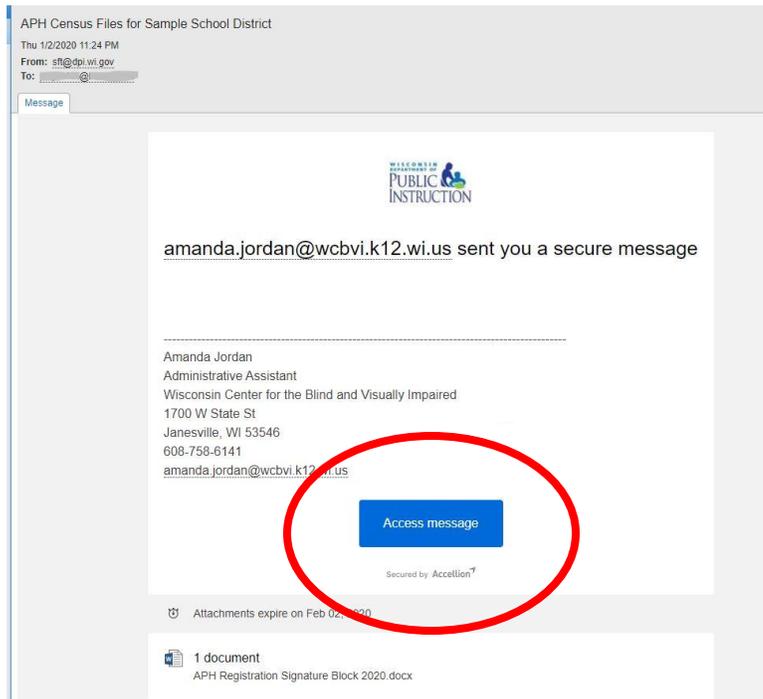
Quick Reference Guide to Kiteworks for sharing files containing Student PII for the APH Census

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.

Receiving Documents Electronically

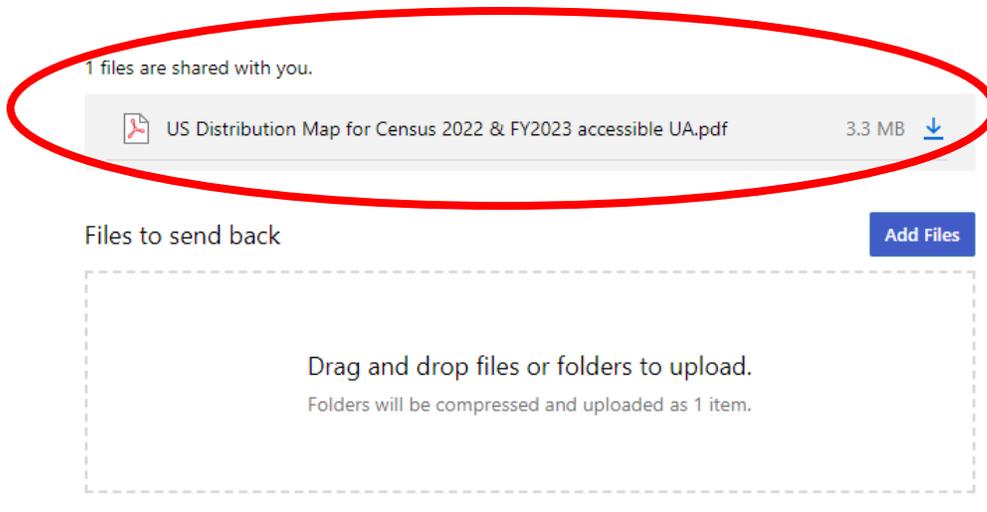
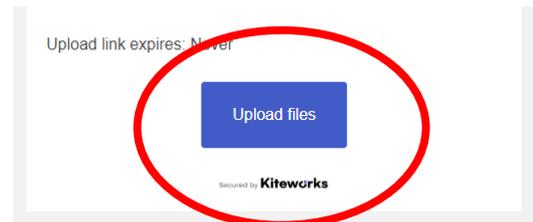
To receive your APH Census Documents electronically, they will be downloaded from Kiteworks. We will send an email with a unique, secure download access link. The email comes from sft@dpi.wi.gov. Please let us know if you do not receive it. You will need to create a Kiteworks account to access the files.

Secure Message and Attachments:



Select the Blue “Access Message” button in the body of the email

Note: In some email applications, this will look different – note that the button says “Upload Files” and does NOT show the attachment. When you click the “Upload Files” button and login, the attachment WILL show in the new window, along with the upload dropbox.

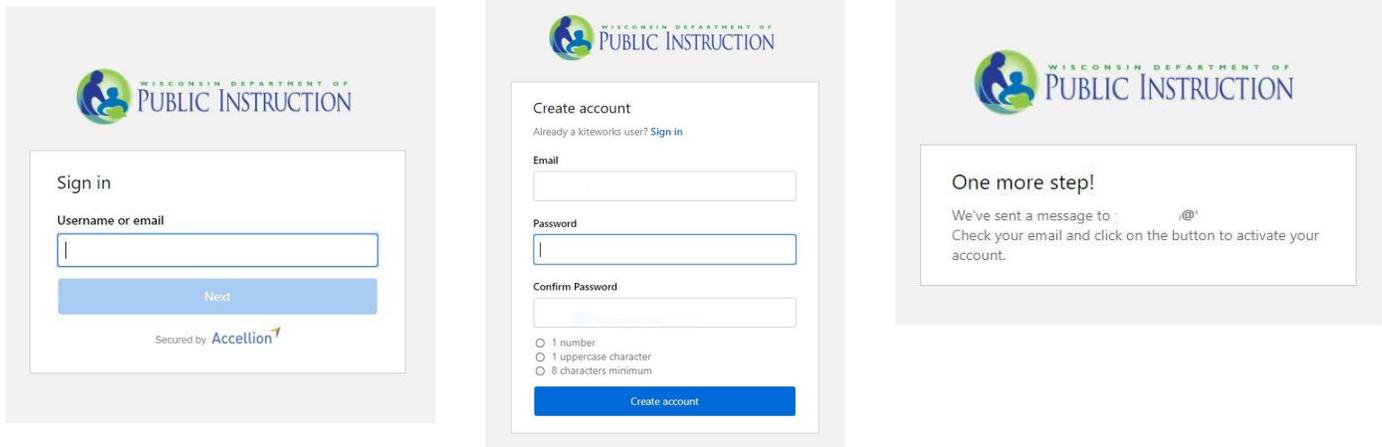


Unlimited uploads

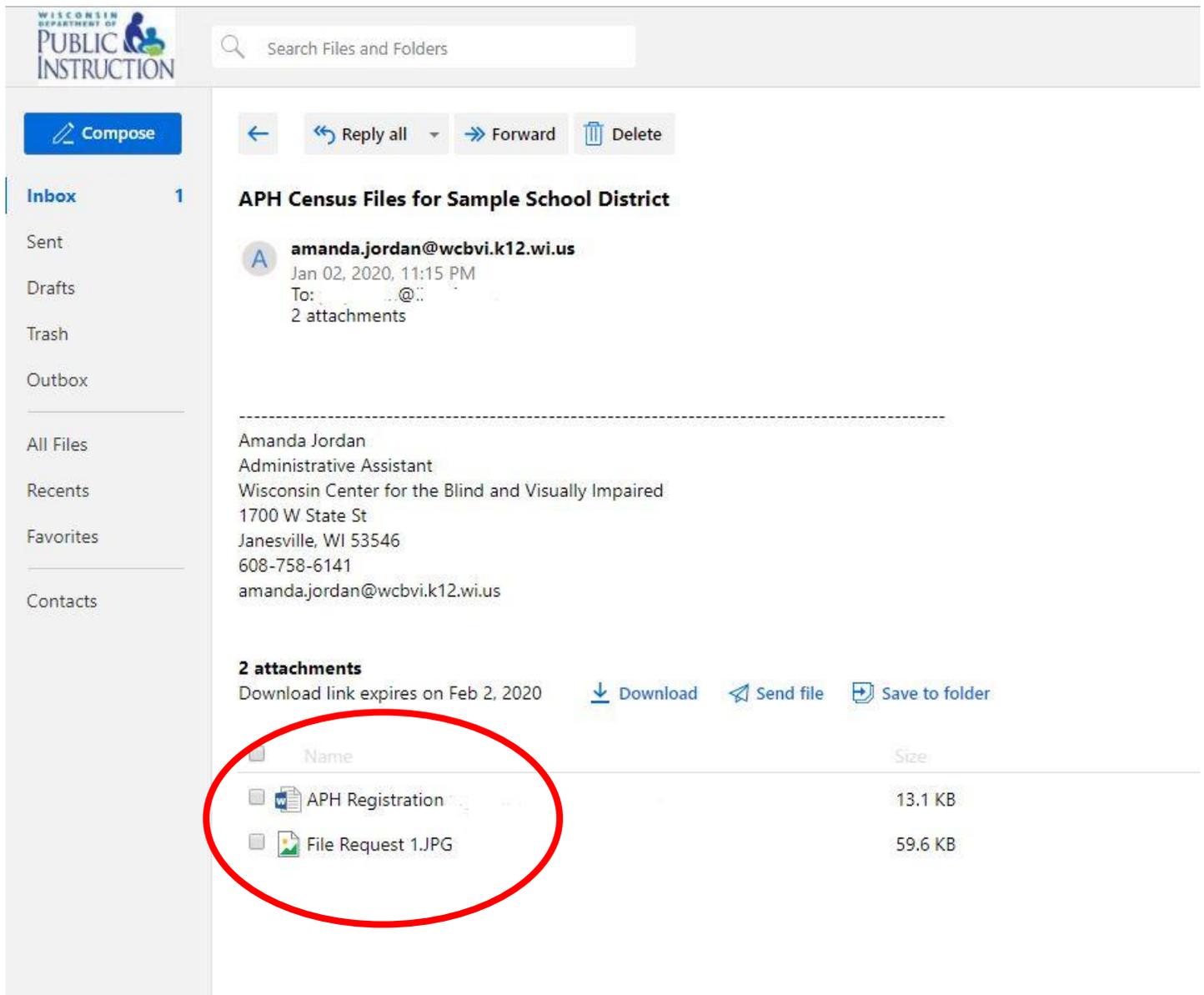


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Once you have selected the button in the email message, a login screen will open in your default browser. Follow the instructions to create account if needed.



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.

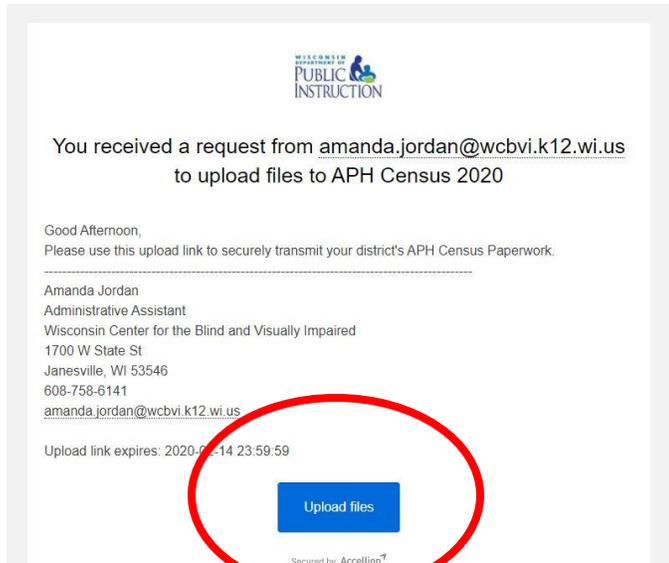


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Submitting Documents Electronically

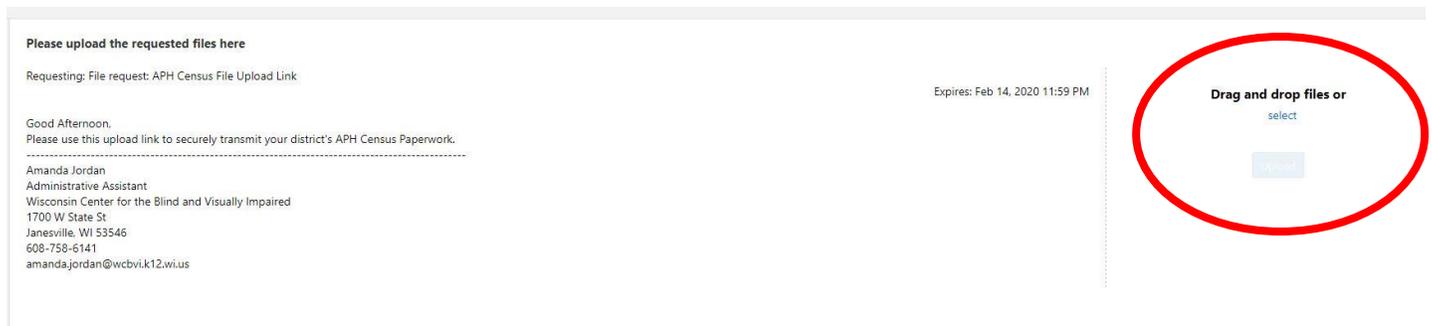
To submit your APH Census Registration Form electronically, you will follow the directions below. A secure upload link will be included in the email you receive with your Census Student file. Or you can request a secure upload link from WCBVI. Send an email to aphcensus@wcbvi.k12.wi.us. As soon as possible, we will send an email with a file request upload link. The email comes from sft@dpi.wi.gov. You do NOT need to create a Kiteworks account to upload the files.

APH Census File Upload Link:

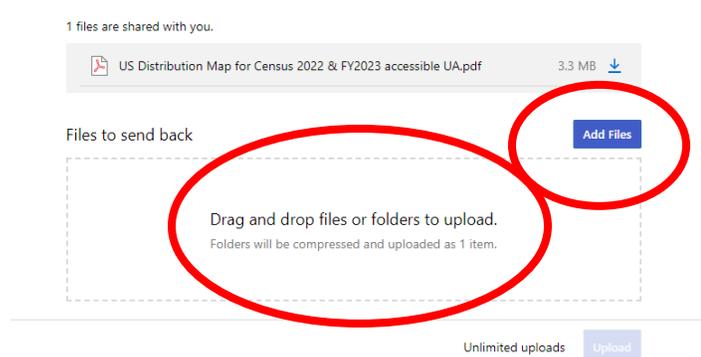


Select the Blue “Upload Files” button in the body of the email

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.



Or



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. As soon as possible we will send you an email verifying that we have received your files.