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 <u>sft@dpi.wi.gov</u>. 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:

NPH Census Files for Sample School District hu 1/2/2020 11:24 PM ram:: stt®dpl hs gov o:@ 	Select the Blue "Access Message" button in the body of the email
Amanda.jordan@wcbvi.k12.wi.us sent you a secure message Amanda.jordan@wcbvi.k12.wi.us secure message Amanda.jordan Misiconsin Center for the Blind and Visually Impaired Affaninistrative Assistant Wisconsin Center for the Blind and Visually Impaired Misiconsin Center for the Blind and Visually Impaired 100 W State St Janesville, Wi 53546 608-758-8141 amanda.jordan@wcbvi.k12.m.us Impaired Visually in provide the Visually Impaired Secure the Visually Impaired Machine State Secure the Visually Impaired Machine State Secure the Visually Machine State Secure the Visually	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.
1 files are shared with you. US Distribution Map for Census 2022 & F Files to send back Drag and drop files Folders will be compress	Y2023 accessible UA.pdf 3.3 MB ▲ Add Files e or folders to upload. ed and uploaded as 1 item.

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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.

	Public Instructi	ON
Sign ir	1	
Usernam	e or email	
1		
	Next	
-		

Croate account	
create account	
Already a kiteworks user? Sign in	
Email	
Passward	
Password	
Password	
Password Confirm Password	
Password Confirm Password	
Password Confirm Password	
Confirm Password	



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.

PUBLIC	C Search Files and Folders
🖉 Compose	← Seply all → Forward Delete
Inbox 1	APH Census Files for Sample School District
Sent Drafts	A amanda.jordan@wcbvi.k12.wi.us Jan 02, 2020, 11:15 PM To:@:
Trash	2 attachments
Outbox	
All Files	Amanda Jordan Administrative Assistant
Recents	Visconsin Center for the Blind and Visually Impaired
Favorites	Janesville, WI 53546 608-758-6141
Contacts	amanda.jordan@wcbvi.k12.wi.us
	2 attachments
	Download link expires on Feb 2, 2020 👱 Download 🦪 Send file 런 Save to folder
	Name Size
	APH Registration 13.1 KB
	Example 2 File Request 1.JPG 59.6 KB

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 <u>aphcensus@wcbvi.k12.wi.us</u>. As soon as possible, we will send an email with a file request upload link. The email comes from <u>sft@dpi.wi.gov</u>. You do NOT need to create a Kiteworks account to upload the files.

APH Census File Upload Link:

You received a to	request from amanda.jordan@wcbvi.k12.wi.u upload files to APH Census 2020
Good Afternoon,	
Please use this upload lin	nk to securely transmit your district's APH Census Paperwork.
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.k	12.wi.us
Upload link expires: 2020	0-12-14 23:59:59
Upload link expires: 2020	0-9-214 23:59:59

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 slick the "select" or "add files" link, which will open File Explorer.

Please upload the requested files here	
Requesting: File request: APH Census File Upload Link	Expires: Feb 14, 2020 11:59 PM Drag and drop files or
Good Afternoon, Please use this upload link to securely transmit your district's APH Census Paperwork.	select
Amanda Jordan Administrative Assistant Wisconsin Center for the Blind and Visually Impaired 1700 W State St Janesokile, WI S3546 600-756-1041 amanda jordan@wcbvi.k12.wi.us	
1 files are shared with you.	
US Distribution Map for Census 2022 & FY2023 accessible UA.pdf Files to send back Drag and drop files or folders to upload. Folders will be compressed and uploaded as 1 item.	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.

Unlimited uploads