

## Create your account

### Welcome to WinCapWeb

Note: These are general instructions. If you use an Apple Computer, or use Firefox or another web browser, your actions may be a little different.

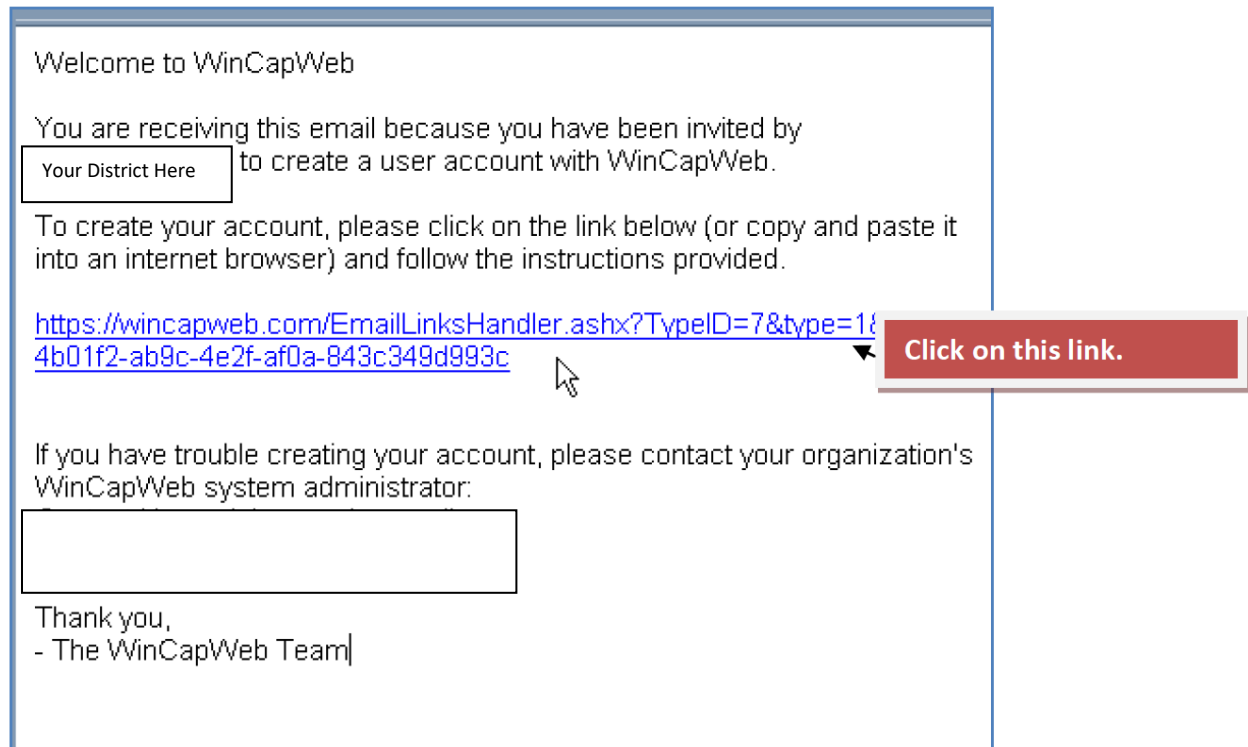
FirstClass Email – Your Invitation (subject line) to WINCAPWEB looks like this:

WinCapWeb AutoAdmin <admin@wincapweb.c... WinCapWeb - Account Invite from

### Open your email invitation message....

**To create your account, just click on the blue link.**

(do not try to copy and paste the link)



Welcome to WinCapWeb

You are receiving this email because you have been invited by  
Your District Here to create a user account with WinCapWeb.

To create your account, please click on the link below (or copy and paste it into an internet browser) and follow the instructions provided.

<https://wincapweb.com/EmailLinksHandler.ashx?TypeID=7&type=1&4b01f2-ab9c-4e2f-af0a-843c349d993c>

If you have trouble creating your account, please contact your organization's WinCapWeb system administrator:

Thank you,  
- The WinCapWeb Team

Click on this link.

When you click on the link, you should get this window:

Account Registration | WinCapWeb

# WinCapWEB™

FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Timesheets BOCES Services

**You have been invited to access a user account in WinCapWeb, please follow the instructions to access your account.**

New to WinCapWeb?

Create an account >>

Please Sign In:

**myWinCap**

Username (email):

Password:

Login

[Forgot Password?](#)

Home | Contact Support

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Click on the “Create an account >>” box:

New to WinCapWeb?

Create an account >>

The following window will open to set up your account.  
Follow the instructions carefully.

Account Registration | WinCapWeb

**WinCapWEB**  
FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Timesheets BOCES Services

**Welcome to WinCapWeb account registration process:**

**Password Requirements:**

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)

Userlogin:

New Password

Confirm Password

**Not your email password.  
Example - yankees#1  
(letters, symbol, number)**

Your password question will be used to verify your identity if you forget your password.  
Here are several examples of good password questions:  
(Click the [+] to use one of the sample questions)

- What is your mother's maiden name? [+]
- What is your first pet's name? [+]
- Where were you born? [+]

Password Question

Password Answer

Confirm Answer

**Make up any question you choose.**

Next

When done, click "Next".

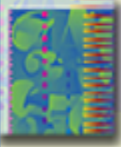
The next window will appear to check that your registration has been completed.

**Welcome to WinCapWeb account registration process:**

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address 1	<input type="text"/>	
Home Address 2	<input type="text"/>	
City	<input type="text"/>	
State/Province	<input type="text" value="New York"/>	
Zip	<input type="text"/>	

**If this information is incorrect please continue with the registration and contact your Payroll or H/R Department to notify them of inaccuracies.**

Press "Next" to continue.



## Welcome to WinCapWeb account registration process:

**Username (email):**

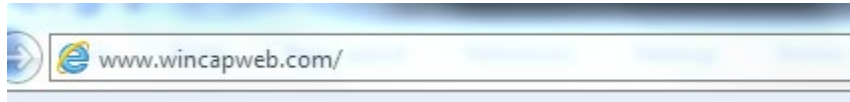
**Site:**

Create Account

Click here next.

## Accessing WINCAPWEB –Employee Self-Service ...for accounts already set up....

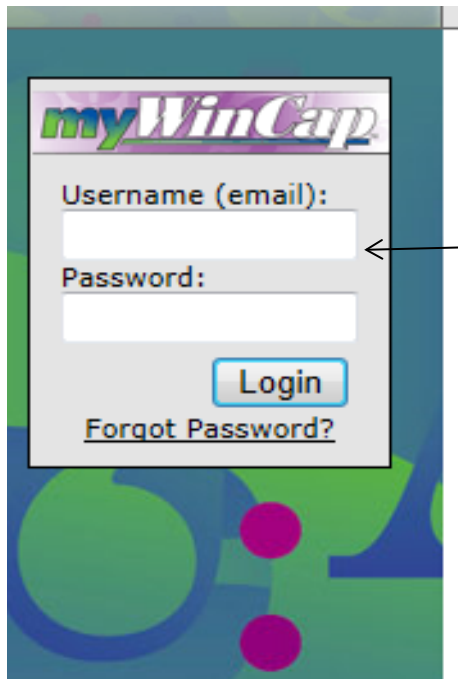
From any computer with internet access, type in the address bar: **wincapweb.com**



the rest of the address will automatically fill in when you press enter, and the following page will appear...

A screenshot of the WinCapWEB website as seen in a Windows Internet Explorer browser. The browser window title is 'Home | WinCapWeb - Windows Internet Explorer'. The address bar shows 'https://wincapweb.com/'. The browser menu includes 'File', 'Edit', 'View', 'Favorites', 'Tools', and 'Help'. The website header features the 'WinCapWEB' logo and a navigation menu with links: 'Home', 'Requisitions', 'Professional Development', 'Employee Self-Service', 'Payroll Vouchers', 'Timesheets', and 'BOCES Services'. The main content area has a 'Welcome to WinCapWEB' message, stating it is an online suite of tools for the WinCap Financial &amp; HR Management System. On the left, there is a 'myWinCap' login box with fields for 'Username (email):' and 'Password:', a 'Login' button, and a 'Forgot Password?' link. Below the login box, a message says 'Get access from anywhere' and 'You can access your WinCapWEB account from any computer connected to the internet; at home or at work.' On the right, there are six service boxes with arrows pointing to them: 'Employee Self-Service' (Lookup and print personal information; initiate requests and track approvals.), 'Electronic Timesheets' (Maintain and approve timesheets for time worked and daily absences.), 'Electronic Payroll Vouchers' (Submit and track claims for work duties and stipends not based on an hourly or per-deim rates.), 'Professional Development' (Manage professional development activities on a district-wide and individual employee basis; online registrations.), 'Requisitions' (Initiate purchase requisitions and select items from vendor catalogs and district bids.), and 'myWinCap' (Personalize your WinCapWEB experience.).

**This window is where you sign in... using your school email address:**



Type in your email address and password. This is NOT the same password you use to get your school email. It is the password you chose when you initially signed on to WinCapWeb. It will be letters and at least one number and one symbol. – As you type it in, only dots will appear. If you forgot your password, click [“Forgot Password?”](#)

If at any time your password is reset by the system, it will be reset to the last four digits of your social security number... and then you will be required to designate a new password.

**Password Requirements:**

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)