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:

Open your email invitation message....
To create your account, just click on the blue link.
(do not try to copy and paste the link)
When you click on the link, you should get this window:

![Create an account](image1)

Click on the “Create an account >>” box:
The following window will open to set up your account. Follow the instructions carefully.

When done, click “Next”.
The next window will appear to check that your registration has been completed.

Press “Next” to continue.
Welcome to WinCapWeb account registration process:

Username (email): [Your email address will be here.]
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...
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.)