

## *WinCapWeb User Account Set-up*

You will be or have been invited to create a WinCapWEB account with Eastern Suffolk BOCES. Below is a sample of the e-mail that will be sent to you to create your account. Within the e-mail there will be a link to a website to start the account creation.

Once you have created the account you will have access to the Employee Self Service and Time Sheet Entry modules.

WinCapWEB is accessible through any internet browser, at home or at work by going to [www.WinCapweb.com](http://www.WinCapweb.com) and using the username (email) and password you established.

### **Sample E-Mail**

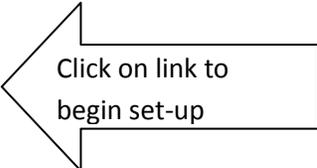
From: WinCapWeb AutoAdmin [<mailto:admin@wincapweb.com>]  
Sent: Thursday, July 17, 2014 1:48 PM  
To: Employee Name  
Subject: WinCapWeb - Account Invite from Eastern Suffolk BOCES

Welcome!

You are receiving this email because you have been invited by Eastern Suffolk BOCES to create a user account.

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&id=8ce5abba-388a-4dbb-bd7c-a25b6ebf8848>



Click on link to  
begin set-up

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

Help Desk  
[helpdesk@esboces.org](mailto:helpdesk@esboces.org)

Thank you,  
- The WinCapWeb Team

If you do not receive an invite e-mail, please let your supervisor know and your supervisor will contact the Help Desk.

When you click on the link in the e-mail, an account registration process will display. If clicking on the link does not work, copy the link and paste it in your browser's address bar. To begin the registration process, you will be asked to enter a new password and pick a security question. When this is complete, click Next.

The screenshot shows a web browser window titled "Account Registration | WinCapWeb - Windows Internet Explorer". The address bar contains the URL: <https://wincapweb.com/register/default.aspx?type=1&id=8532b516-cd8a-40c3-8c2e-9f9a51a32617&>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The Favorites bar shows links to Aesop, Courier, ESBoCES, eSchoolData, Outlook Web, Peoplesoft, Portal, Support Portal, and Web Slice Gallery. The page 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 is titled "Welcome to the account registration process:" and contains the following sections:

- 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.)
- Username:**
- New Password:**
- Confirm Password:**
- If you ever forget your password, this question will be used to help you login to your account.** The Question selected below will be presented to you if you click on a Forgot Password link. You will then need to type the Answer that you provide below (answers are not case sensitive) to verify your identity. If you forget your Answer, you will need to contact your organization to reset your account. This is a security check put in place to protect user accounts.
- Password Question:**
- Password Answer:**
- Confirm Answer:**
- Next** button

Three callout boxes with arrows point to specific elements on the page:

- "Create a password" points to the New Password and Confirm Password fields.
- "Select and answer a security question" points to the Password Question dropdown and the Answer/Confirm Answer fields.
- "Click Next when done" points to the Next button.

The footer contains "Home | Contact Support" and "©2014 Harris School Solutions, a division of Harris • All Rights Reserved".

The next screen asks you to complete some demographic information. When this is complete, click Next.

Account Registration | WinCapWeb - Windows Internet Explorer

https://wincapweb.com/register/default.aspx?type=1&id=8532b516-cd8a-40c3-8c2e-9f9a51a32617&

File Edit View Favorites Tools Help

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services

**Welcome to the 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"/>		

Home Phone <input type="text"/>
Work Phone <input type="text"/>
Phone Other <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.**

Enter requested information

Click Next when done

Home | Contact Support

©2014 Harris School Solutions, a division of Harris • All Rights Reserved

The final and most important step is to click on Create Account. This final step will create your WinCapWeb account and bring you to the WinCapWeb main menu.

