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 and using the username (email) and password you established.

Sample E-Mail

> From: WinCapWeb AutoAdmin [mailto:admin@wincapweb.com]
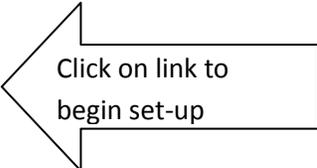> Sent: Thursday, July 17, 2014 1:48 PM
> To: Employee Name
> Subject: WinCapWeb - Account Invite from Eastern Suffolk BOCES
>
> Welcome!
>
> You are receiving this email because you have been invited by Eastern Suffolk
> BOCES to create a user account.
>
> To create your account, please click on the 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
>
> 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 next screen asks you to complete some demographic information. When this is complete, click Next.

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.