

Logging on WinCap web services for the first time:

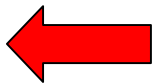
1. An invite will be sent to your school email.
2. Open the e-mail (see below) and click on the link indicated in the email to access the WinCap Web.

Welcome to WinCapWeb

You are receiving this email because you have been invited by Eastern Suffolk BOCES 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&id=e7f11669-b30e-46cc-bf68-1d9c85c83d6e>



**If you have trouble creating your account, please contact your organization's WinCapWeb system administrator:
Colleen Lipponer
clippone@esboces.org**

**Thank you,
- The WinCapWeb Team

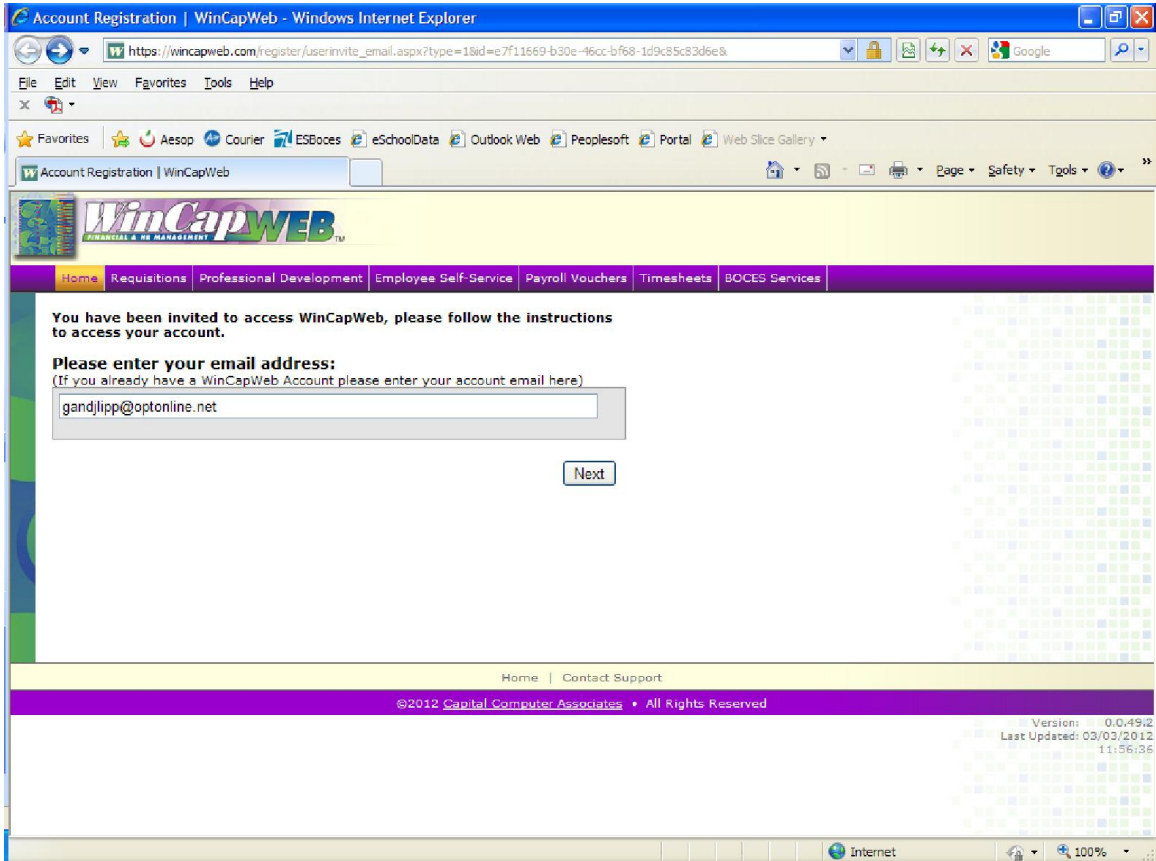
This is an automated email sent from WinCapWeb.com as requested by an administrator

Any replies to this email will not be received

If you are not able to click on URL links in this email, please copy and paste the full link into your internet browser's address field.

**WinCapWeb.com © 2012 Capital Computer Associates

3. The link will open the screen below. Enter your school e-mail and click Next:



4. Create a Password and Password Security and click Next:

Account Registration | WinCapWeb - Windows Internet Explorer

https://wincapweb.com/register/default.aspx?type=1&id=e7f11669-b30e-46cc-bf68-1d9c85c83d6e&

File Edit View Favorites Tools Help

Account Registration | WinCapWeb

Welcome to the 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: **gandjlipp@optonline.net**

New Password: [8 dots]

Confirm Password: [8 dots]

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 in WinCapWeb. 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 WinCapWeb user accounts.

Password Question: What is your favorite color?

Password Answer: blue

Confirm Answer: blue

Next

Home | Contact Support

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Done Internet 100%

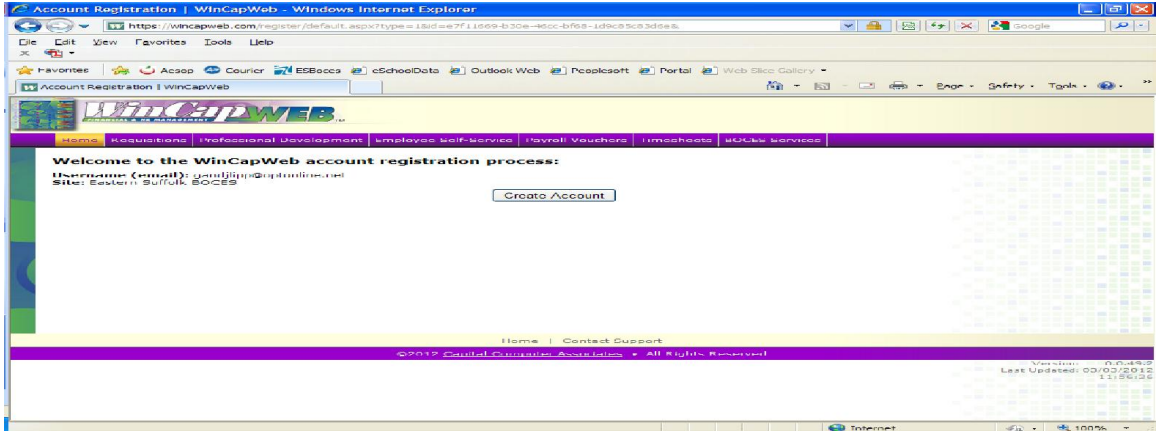
5. Populate the Account Registration fields and click Next:

The screenshot shows a web browser window titled "Account Registration | WinCapWeb - Windows Internet Explorer". The address bar shows the URL: <https://wincapweb.com/register/default.aspx?type=1&id=e7f11669-b30e-46cc-bf68-1d9c85c83d6e&>. The browser's Favorites bar includes links for Aesop, Courier, ESBoices, eSchoolData, Outlook Web, Peoplesoft, Portal, and Web Slice Gallery. The WinCapWeb logo is displayed at the top, with a navigation menu containing: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The main content area is titled "Welcome to the WinCapWeb account registration process:" and contains a registration form with the following fields:

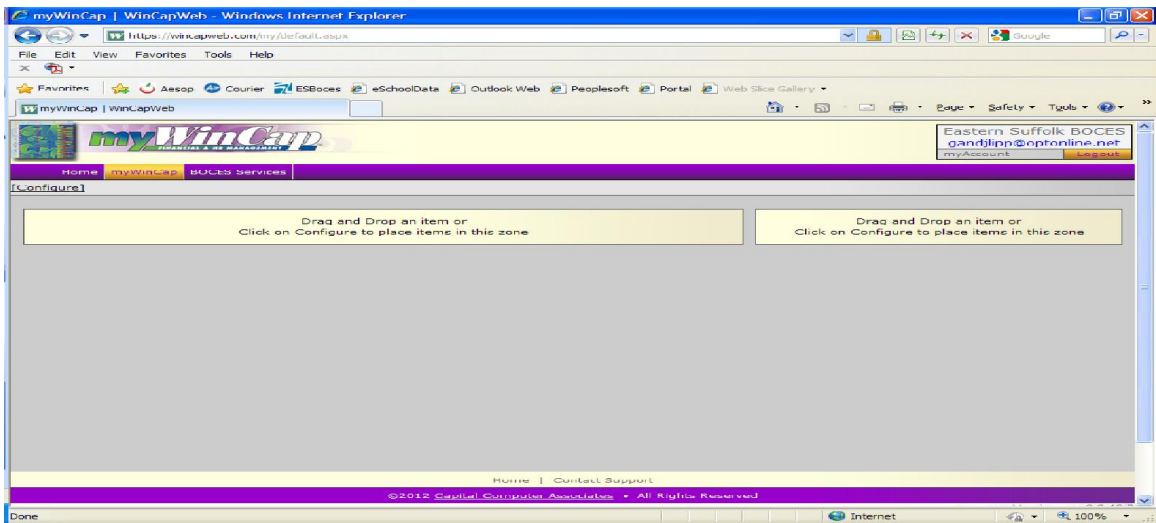
First Name	Middle Name	Last Name
Colleen		Lipponer
Home Address 1: 50 South Dorset Drive		
Home Address 2:		
City: Montauk		
State/Province: New York		
Zip: 11954		
District: MONTAUK UFSD (District) [search] [select] [clear]		
<input type="checkbox"/> Not a District Employee		
Home Phone:		
Work Phone: 631-668-2474		
Phone Other:		

At the bottom of the form is a "Next" button. The browser's status bar at the bottom shows "Internet" and a zoom level of "100%".

6. Verify information and click Create Account:

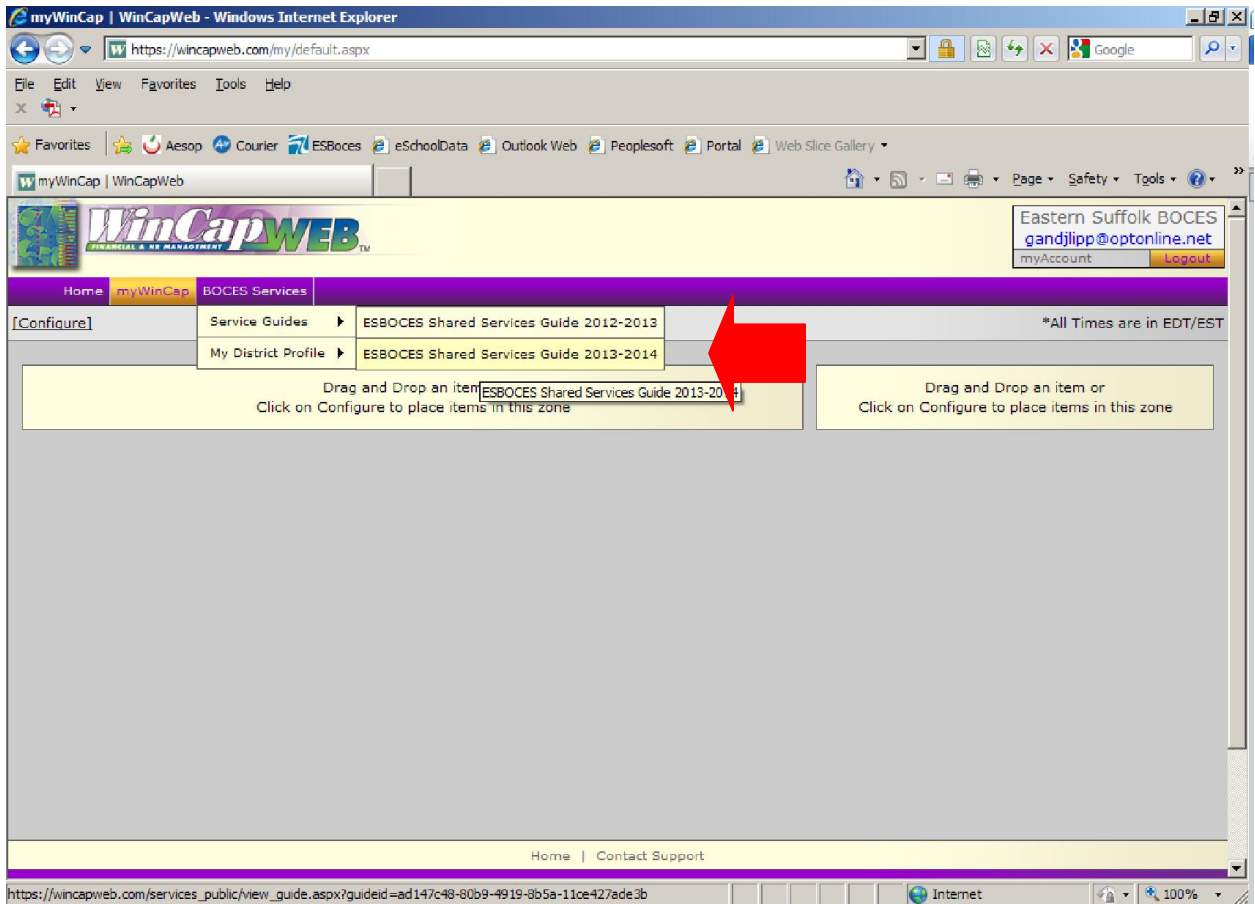


7. This will be the initial screen:

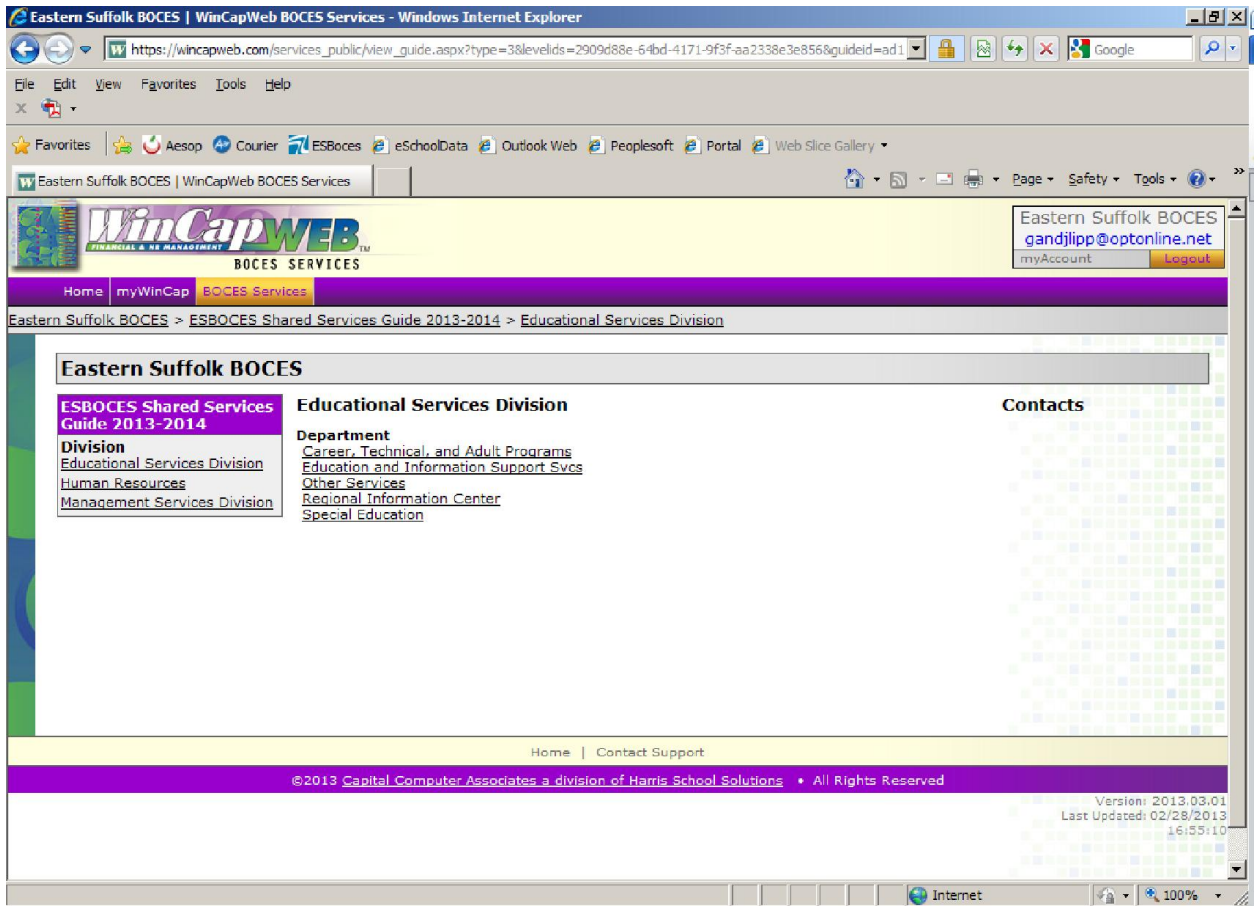


Viewing the Shared Services Guide:

8. To access the Service Guides, click on the BOCES Services then Service Guides then choose the guide to view:



9. Click on Division and select a Department



You can navigate through each division see program descriptions.

