WINCAP Basic Web Instructions

To Log into WinCap online, please go to:  https://wincapweb.com/my/default.aspx

Navigating in WINCAP

1. Login with Username and Password:
2. To View the ESBOCES Shared Services Guide, go to the purple menu:

**BOCES Services>Service Guide>ESBOCES Shared Services Guide 2020-2021**

Follow the prompts for the services description you want to view.

**Employee Self-Service**

*Lookup and print personal information:*

- Paycheck Stubs/Earnings and Deductions
- Attendance Balances & Transaction History
- Certification/Re-certification Status
- Other District Authorized Data
- Initiate Leave Requests and Track Related Approvals
3. To sign up for Services, follow the prompts below:

**BOCES Services>My District Profile>Service Requests**

4. The next screen should have your district’s name and fiscal year 2021. Click Load Service Request:
5. Service Request Screen Review:

Sign up for the services your district wants by inputting the quantity or fixed amount in the quantity or fixed amount your district desires.

Your selections are not saved and your costs are not updated until you click the “Update” button at the bottom of the webpage.

****Click the “Update” button at the bottom of this screen often as that is how your work is saved.****
6. To run reports:

**BOCES Services> My District Profile> Reports> Service Request**
This report shows all the services you have signed up for.

Or

**BOCES Services> My District Profile> Reports> Service Contract Status**
This report shows all the services you have signed up for with any adjustments.
• Clicking on the “wrench” allows you to change the format of your screen.
• Clicking on the “arrow” changes the screen back to the default.
• The “EXCEL” sheet allows you to export to Excel.

8. For support help, please contact: Elizabeth Piazzola at 631-687-3042.