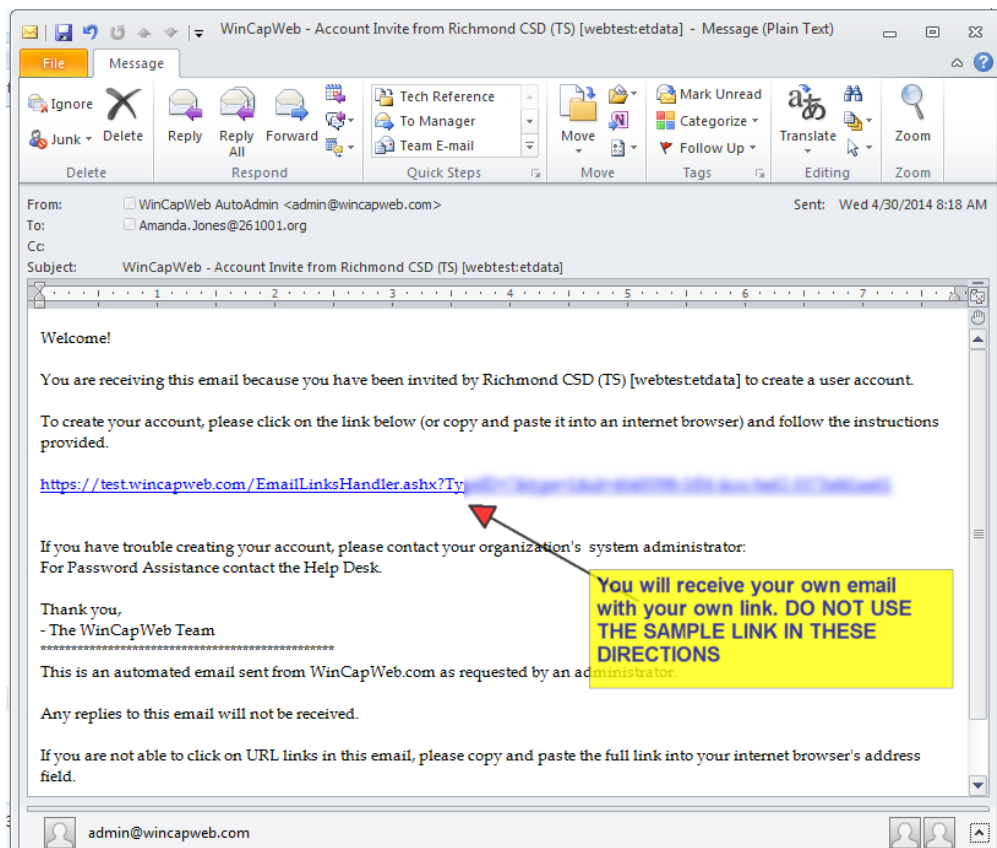
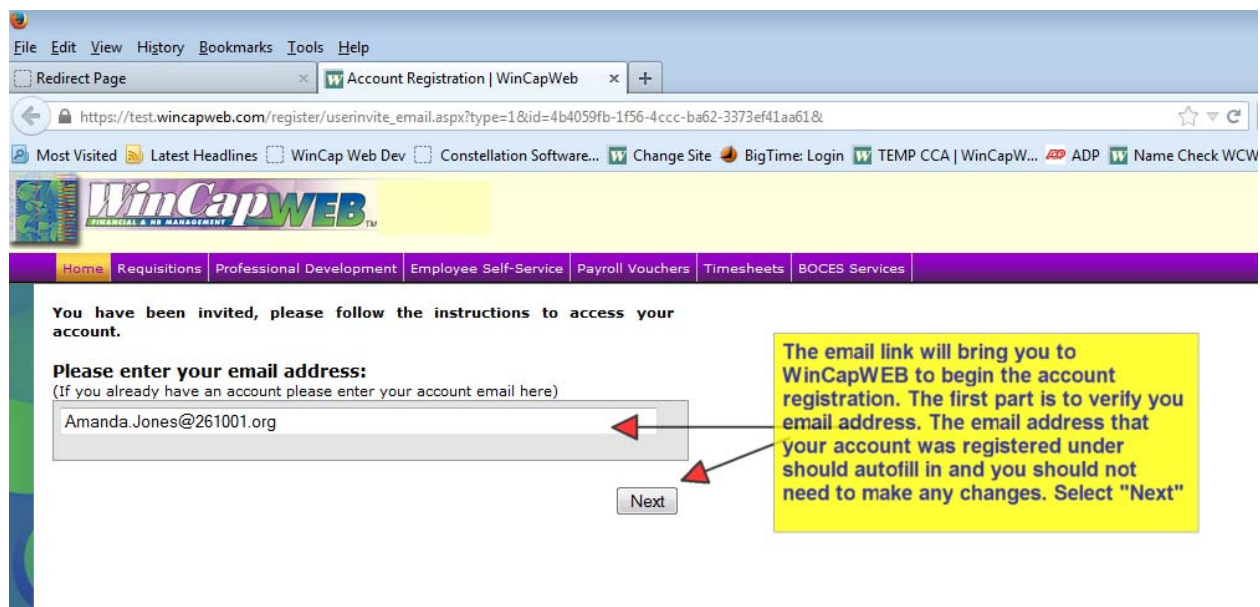


## WinCapWEB- New User Account Registration

As an employee of Franklin Essex Hamilton BOCES you will receive an email from WinCapWEB asking you to create an account. Below is a sample email you will receive to create your account. Once you receive the email to create your own account you will want to click on the link or copy and paste the link into your web browser and complete the user account registration.



Upon selecting the link in the email your default web browser will open up to WinCapWEB in order for you to begin the account activation. The first screen will display your email and require you to select "Next"



The next screen will require you to set a password and a security question for your *WinCapWEB* account. Your password must conform to the requirements of at least 1 of each of the following, Letters, Numbers and Symbols and most total 8 characters. As you type into the “new password” section, a bar will appear in red. Once your password has met all of the requirements a green bar will appear. You must confirm the password on the second line to verify that both match.

The Password Question will require you to select from the questions available. After selecting the applicable question you will need to type the answer to the question twice to verify that both answers match. Should you ever forget your password in the future, this security question will be used in order to reset your password.

When you are done with both sections select “Next.”

**Welcome to the 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.)

Username: **Amanda.Jones@261001.org**

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: What is your mother's maiden name?

Password Answer

Confirm Answer

The next page will require you to first set a password. This password has certain requirement outlined in the box above. You are required to meet the required password strength and re-type in the "confirm password" box.

The next section will be to establish a security question. This section will require you to type the answer to your security question twice. After completing both sections successfully, select "Next" to proceed with the account activation process.

The next screen will display all of your employee demographics as they appear in WinCap on your employee record. If any of the demographics require changes you will want to reach out to the proper contacts in the HR department to request changes. Select "Next" to continue.

**Welcome to the account registration process:**

First Name	Middle Name	Last Name
<input type="text" value="Amanda"/>	<input type="text" value="U"/>	<input type="text" value="Jones"/>

Home Address 1

Home Address 2

City

State/Province

Zip

Home Phone

Work Phone

Phone Other

**If this information is incorrect please continue with the registration and contact your Payroll or H/R Department to notify them of inaccuracies.**

Your demographic data will appear as what is recorded in the WinCap software that your district or BOCES maintains. If something is incorrect you will need to contact your HR department to follow the necessary internal procedures for requesting changes.

Select "Next" to proceed with the account activation

The last screen will require you to select “Create Account” in order to complete the account activation process.



After the account activation is complete you will be able to access WinCapWEB from any internet browser by navigating to [www.wincapweb.com](http://www.wincapweb.com).

In order to access WinCapWEB after the initial account activation you will first want to open your Internet Browser and navigate to [www.wincapweb.com](http://www.wincapweb.com). In order to log in you will need to input your email as your username and the password that was chosen during account activation. Once complete select “Login.”



If you have trouble logging into WinCapWEB, type your username and select the “forgot password?” link below the login button. A prompt will appear, enter in your email and then select “continue”



**Forgot Password? - Have it reset:**

[Need Help? Contact Support](#)

Please enter your email to begin the password reset process.

Email:

The second prompt will ask you to answer your security question. You must enter the exact answer to the question that you had setup on the initial account activation. Hit “Submit” once completed and you will receive a message that you must go to your email to complete the password reset process. *(If you do not remember the answer to your security question or WinCapWEB is not accepting your answer you will need to contact your Web System Manager in order to have your WinCap Web account reset. The Web System Manager will send you a “forgot password” email in order to complete the rest of the process.)*

**Forgot Password? - Have it reset: (Step 2)**

[Need Help? Contact Support](#)

Answer the following question to continue with your password reset:

What is your mother's maiden name?

A message has been sent to your email address, please follow the instructions.

You will receive an email where you must select the link within the email to reset your password

Dear Valued User,

Someone has requested that the password for your account, username [Timothy.Quigley@webtest.com](mailto:Timothy.Quigley@webtest.com), be reset.

If you did not make this request, please simply disregard this email; it is sent only to the address on file for your account.

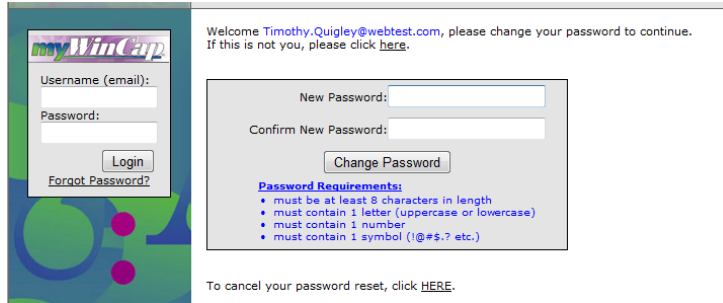
To choose a new password, please go to the following URL:

<https://test.wincapweb.com/loginresult.aspx?id=dd28b95d-e9cd-4208-9466-a325d4d8d11c>

Your request originated from 66.195.66.72.

Sincerely,  
Capital Computer Associates

The link will bring you to *WinCapWEB* where you must choose a new password. Once complete, select “change password.” This will automatically log you into *WinCapWEB*.



myWinCap

Welcome [Timothy.Quigley@webtest.com](mailto:Timothy.Quigley@webtest.com), please change your password to continue.  
If this is not you, please click [here](#).

Username (email):

Password:

[Forgot Password?](#)

New Password:

Confirm 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.)

To cancel your password reset, click [HERE](#).