

WinCapWeb Guest Account Creation and Activity Enrollment for End User

1. Go to www.cves.org, under the Instructional Services Center tab, select ISC Upcoming Professional and Program Development Workshops. To view the catalog, click the WinCapWeb PD Catalog button at the top of the page. (Note: Once a user has successfully registered for an activity, they can go directly to the catalog by logging in at www.wincapweb.com to register for future offerings.)
2. Select Enroll to register for a desired activity.
 - a. Enter Email Address (if user already has an existing WinCapWeb account skip to step 7 after typing in user password)
3. Enter New Password and Security Question Answer
4. Enter User Contact Information
5. Select or Search for School District
6. Check User's E-mail for an email from WinCapWeb containing Activation link
7. Type in a Reason for Attending, and enter the email address of the user's supervisor for notification and acknowledgement
8. User may enroll in more activities via the Activity Catalog

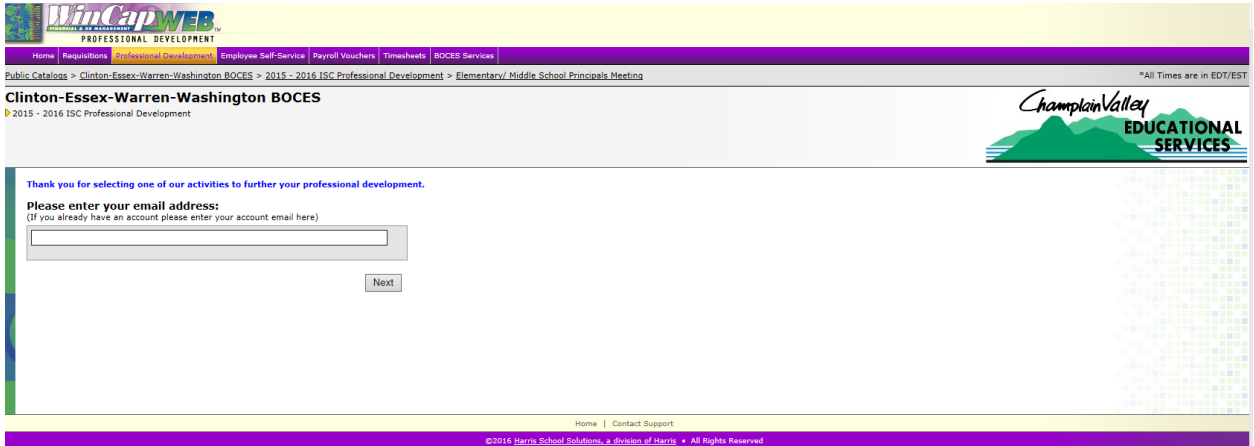
Detailed Process:

1. Go to www.cves.org, under the Instructional Services Center tab, select ISC Upcoming Professional and Program Development Workshops. To view the catalog, click the WinCapWeb PD catalog button at the top of the page. (Note: Once a user has successfully registered for an activity, they can go directly to the catalog by logging in at www.wincapweb.com to register for future offerings.)
2. Select Enroll to register for a desired activity.

The screenshot displays the WinCapWeb Professional Development registration interface. At the top, there is a navigation menu with options like Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. Below the menu, the page title is "Clinton-Essex-Warren-Washington BOCES" and "2015 - 2016 ISC Professional Development". A search bar is present with a dropdown for "Provider" set to "(all)", a search button, and a clear button. Below the search bar, there are tabs for "Activities: All | Upcoming/Ongoing Activities | Past Activities". The main content area is titled "2015 - 2016 ISC Professional Development" and contains a table of activities. The table has columns for Activity Name, First Class Date, Seats, Instructor(s), and First Meeting Time Loc. Each row includes an "ENROLL" button with a right-pointing arrow. The activities listed include various meetings and workshops, such as "Elementary/ Middle School Principals Meeting", "High School Principals Meeting", "Instructional Skills Level I - 5 Days", "Instructional Skills Level II - 3 Days", "Instructional Skills Refresher Workshop (1 day)", "Rigorous Multiple Choice Questions-Elementary", "Rigorous Multiple Choice Questions-Secondary", and "TCIS:Two Day Update-Designing Refresher Training".

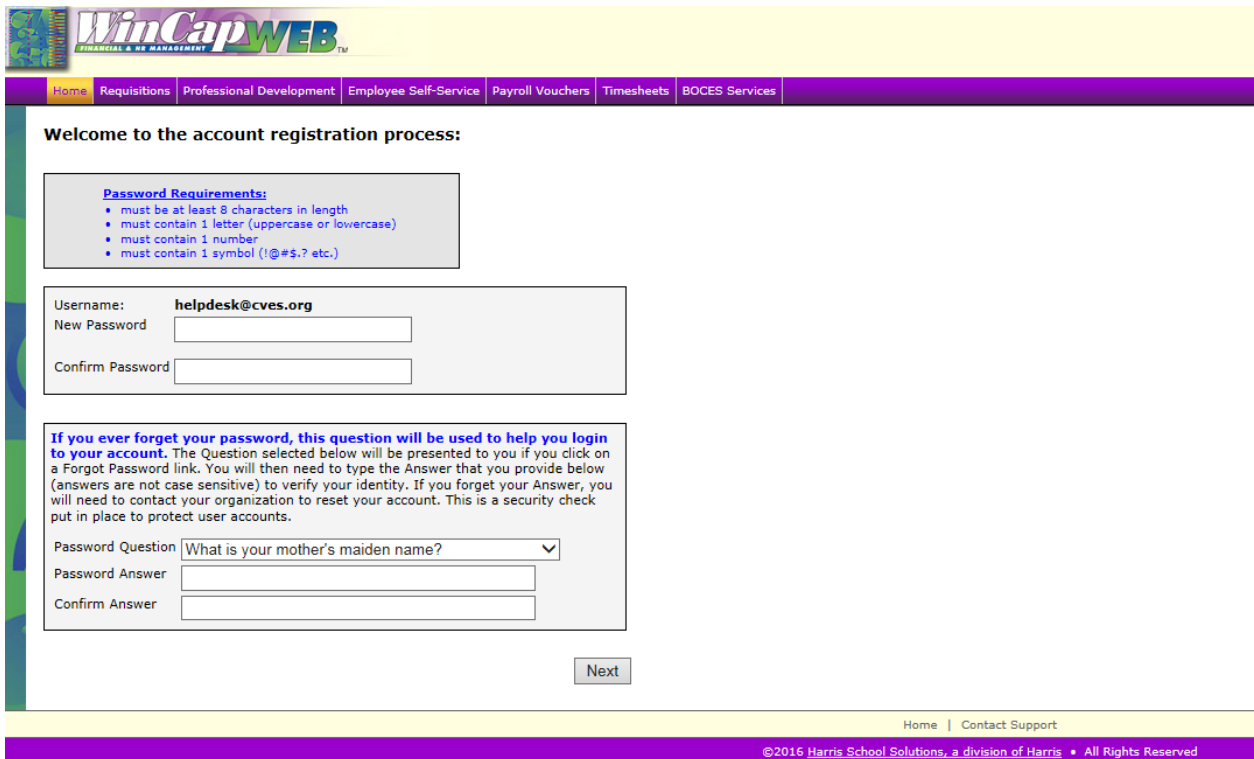
Activity Name	First Class Date	Seats	Instructor(s)	First Meeting Time Loc.	Action
Elementary/ Middle School Principals Meeting	02/09/2016 08:30 AM	Open Seats	JANE LANDRY	Warren Room (CVES Instructional Services Center)	ENROLL >
Elementary/ Middle School Principals Meeting	03/31/2016 12:00 PM	Open Seats	JANE LANDRY	Warren Room (CVES Instructional Services Center)	ENROLL >
Elementary/ Middle School Principals Meeting	05/24/2016 12:00 PM	Open Seats	JANE LANDRY	Warren Room (CVES Instructional Services Center)	ENROLL >
High School Principals Meeting	02/24/2016 12:30 PM	Open Seats	MICHELE FRIEDMAN	Culinary Arts Room (CVES Plattsburgh Main Campus)	ENROLL >
High School Principals Meeting	03/24/2016 12:30 PM	Open Seats	MICHELE FRIEDMAN	Culinary Arts Room (CVES Plattsburgh Main Campus)	ENROLL >
High School Principals Meeting	04/20/2016 12:30 PM	Open Seats	MICHELE FRIEDMAN	Culinary Arts Room (CVES Plattsburgh Main Campus)	ENROLL >
High School Principals Meeting	05/25/2016 12:30 PM	Open Seats	MICHELE FRIEDMAN	Culinary Arts Room (CVES Plattsburgh Main Campus)	ENROLL >
Instructional Skills Level I - 5 Days	03/08/2016 08:30 AM	Open Seats	Jean Anastasio & David Perry-APL Associates	Clinton & Essex (CVES Instructional Services Center)	ENROLL >
Instructional Skills Level II - 3 Days	03/31/2016 08:30 AM	Open Seats	Jean Anastasio & David Perry-APL Associates	Essex Room (CVES Instructional Services Center)	ENROLL >
Instructional Skills Refresher Workshop (1 day)	03/10/2016 08:30 AM	Open Seats	Jean Anastasio & David Perry (APL Associates)	Essex Room (CVES Instructional Services Center)	ENROLL >
Rigorous Multiple Choice Questions-Elementary	02/08/2016 08:30 AM	Open Seats	CHERYL DODDS, HOLLEY CHRISTIANSEN, JANE LANDRY	Essex Room (CVES Instructional Services Center)	ENROLL >
Rigorous Multiple Choice Questions-Secondary	03/16/2016 08:30 AM	Open Seats	CHERYL DODDS, HOLLEY CHRISTIANSEN, JANE LANDRY	Clinton Room (CVES Instructional Services Center)	ENROLL >
TCIS:Two Day Update-Designing Refresher Training	04/04/2016 08:30 AM	Open Seats	Cornell University Trainers	Clinton & Warren (CVES Instructional Services Center)	ENROLL >

- a. Enter Email Address (if user already has an existing WinCapWeb account skip to step 7 after typing in user password)



The screenshot shows the WinCapWEB Professional Development registration page. The header includes the WinCapWEB logo and navigation links: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The breadcrumb trail reads: Public Catalogs > Clinton-Essex-Warren-Washington BOCES > 2015 - 2016 ISC Professional Development > Elementary/ Middle School Principals Meeting. The page title is "Clinton-Essex-Warren-Washington BOCES" and the subtitle is "2015 - 2016 ISC Professional Development". The Champlain Valley Educational Services logo is in the top right. The main content area has a message: "Thank you for selecting one of our activities to further your professional development." Below this is a form titled "Please enter your email address:" with a subtext "(If you already have an account please enter your account email here)". There is a text input field and a "Next" button. The footer contains "©2016 Harris School Solutions, a division of Harris • All Rights Reserved".

3. Enter New Password and Security Question Answer



The screenshot shows the WinCapWEB account registration page. The header includes the WinCapWEB logo and navigation links: Home, Requisitions, Professional Development, Employee Self-Service, Payroll Vouchers, Timesheets, and BOCES Services. The main content area has a heading "Welcome to the account registration process:". Below this is a box titled "Password Requirements:" with a list of requirements: must be at least 8 characters in length, must contain 1 letter (uppercase or lowercase), must contain 1 number, and must contain 1 symbol (!@#\$,% etc.). Below the requirements are three input fields: "Username:" with the value "helpdesk@cves.org", "New Password", and "Confirm Password". Below these is a box titled "If you ever forget your password, this question will be used to help you login to your account." with a subtext explaining the security question. Below this is a dropdown menu for "Password Question" with the value "What is your mother's maiden name?", and two input fields for "Password Answer" and "Confirm Answer". There is a "Next" button at the bottom right. The footer contains "©2016 Harris School Solutions, a division of Harris • All Rights Reserved".

4. Enter User Contact Information

WinCapWEB
FINANCIAL & HR MANAGEMENT

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"/>		
District <input type="text" value="peru"/> <input type="button" value="[search]"/> <input type="button" value="[select]"/> <input type="button" value="[clear]"/>		
<input type="checkbox"/> Not a District Employee		

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

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5. Select or Search for School District

WinCapWEB
FINANCIAL & HR MANAGEMENT

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

Welcome to the account registration process:

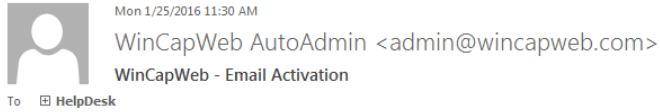
First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Home Address 1 <input type="text"/>		
Home Address 2 <input type="text"/>		
City <input type="text" value="Plattsburgh"/>		
State/Province <input type="text" value="New York"/>		
Zip <input type="text" value="12901"/>		
District <input type="text" value="peru"/> <input type="button" value="[search]"/> <input type="button" value="[select]"/> <input type="button" value="[clear]"/>		
<input type="checkbox"/> Not a District Employee		

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

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6. Check User's E-mail for an email from WinCapWeb containing Activation link



Welcome!

You are receiving this email because your email address needs to be verified. To complete this process please click on this link or copy and paste it into a browser:

<https://wincapweb.com/EmailLinksHandler.ashx?TypeID=6&id=f5cd799e-0114-42d0-a5b9-4e1be0>

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.

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7. Type in a Reason for Attending, and enter the email address of the user's supervisor for notification and acknowledgement

WinCapWEB
PROFESSIONAL DEVELOPMENT

Home > Professional Development > Clinton-Essex-Warren-Washington BOCES > 2015 - 2016 ISC Professional Development > Elementary/ Middle School Principals Meeting

Clinton-Essex-Warren-Washington BOCES

2015 - 2016 ISC Professional Development

Enroll in an Activity

You are not yet enrolled in this activity
Please review the information provided on this form and select enroll at the bottom of this page.

Title:
Elementary/ Middle School Principals Meeting

Description: [show more...](#)

Notes: [show more...](#)
Attendance required to pick-up Scoring materials. No Video Conferencing.

Activity Detail	Location:
Activity Type: Professional Development - Local	Registration: REG0188: 12/22/2015 12:00 AM
Activity Catalog: 2015 - 2016 ISC Professional Development	REG0189: 02/08/2016 03:00 PM
Activity Number: PDLOC.0002.0001	Approval Deadline: 6 day(s) after Enrollment
Professional Development Clock Hours: 3.0000	Class Times: DATE TIME
Renewal Hours: Yes	02/09/2016 08:30 AM - 11:30 AM
Provider: CVES - ISC: School Improvement	Warren Room (CVES Instructional Services Center) *
	* Facility is Handicap Accessible

Enrollment:	Contact Information:
Instructor(s): JANE LANDRY	Name: Angela Jemette
Minimum Enrollment:	Email: jemette_angela@cesvcs.org
Maximum Enrollment:	Phone Number: 518.561.0100 x0
Cost/Fee: Based on Expenses	Fax Number:

Reason for Attending:

Meeting Time Selections

Group	Selection
[no records]	

Supervisor's Email for Notification and Acknowledgement:

Enroll

8. User may enroll in more activities via the Activity Catalog

The screenshot displays the WinCapWEB Professional Development interface. At the top, the WinCapWEB logo is on the left, and the user's account information, "Clinton-Essex-Warren-Washington BOCEA", "helpdesk@cves.org", and "myAccount" is on the right. A navigation bar includes links for Home, MyWinCap, Professional Development, Employee Self-Service, Timesheets, and BOCES Services. Below this, a "Configure" section contains "My Profile" and "Public Catalogs". The "Public Catalogs" dropdown is open, showing "Professional Development Registration Information" and "2015 - 2016 ISC Professional Development". The "2015 - 2016 ISC Professional Development" option is selected, leading to a page with a "My Activities" section and an "Upcoming/Ongoing Activities" dropdown. On the right, an "Activity Catalog" table is visible, containing the following data:

Activity Catalog	Activities
2015 - 2016 ISC Professional Development	15