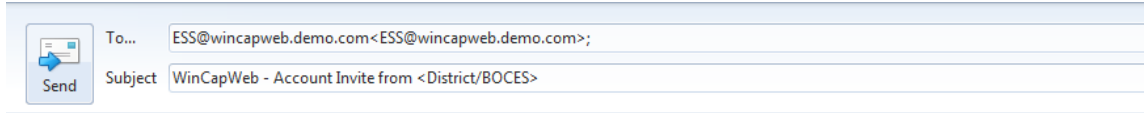


## New user account registration

As an employee of <District/BOCES>, you will receive an email from *WinCapWEB* asking you to create an account. Click on the link or copy and paste the link into your web browser.



Welcome to *WinCapWEB*

You are receiving this email because you have been invited by <District/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.

<http://staging.wincapweb.com/EmailLinksHandler.ashx?TypeID=7&type=1&id=e5beb09c-c4aa-46ab-a9af-a54315ec7465> < DO NOT USE THIS LINK YOU WILL BE GETTING YOUR OWN LINK IN THE EMAIL THAT IS GENERATED TO YOUR EMAIL ACCOUNT.

If you have trouble creating your account, please contact your organization's *WinCapWEB* system administrator:

Frank Fontana  
ffonatna@districtboces.org  
555-121-1234

Thank you,  
- The *WinCapWEB* Team

\*\*\*\*\*

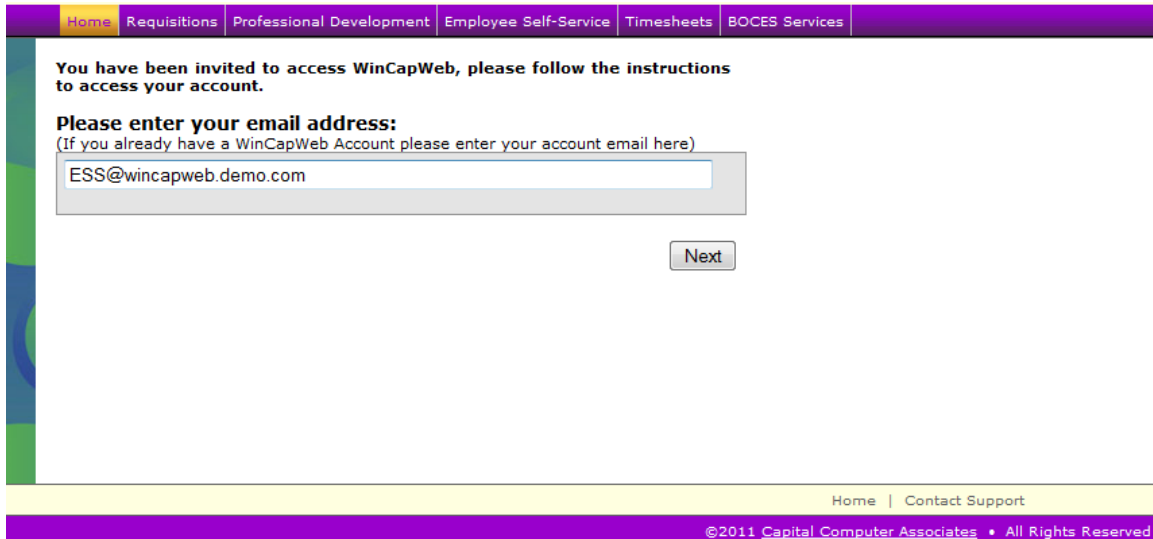
This is an automated email sent from *WinCapWEB.com* as requested by an administrator at <District/BOCES>

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* © 2011 Capital Computer Associates  
\*\*\*\*\*

You will be presented with the following screen; your email should default in. Select next.

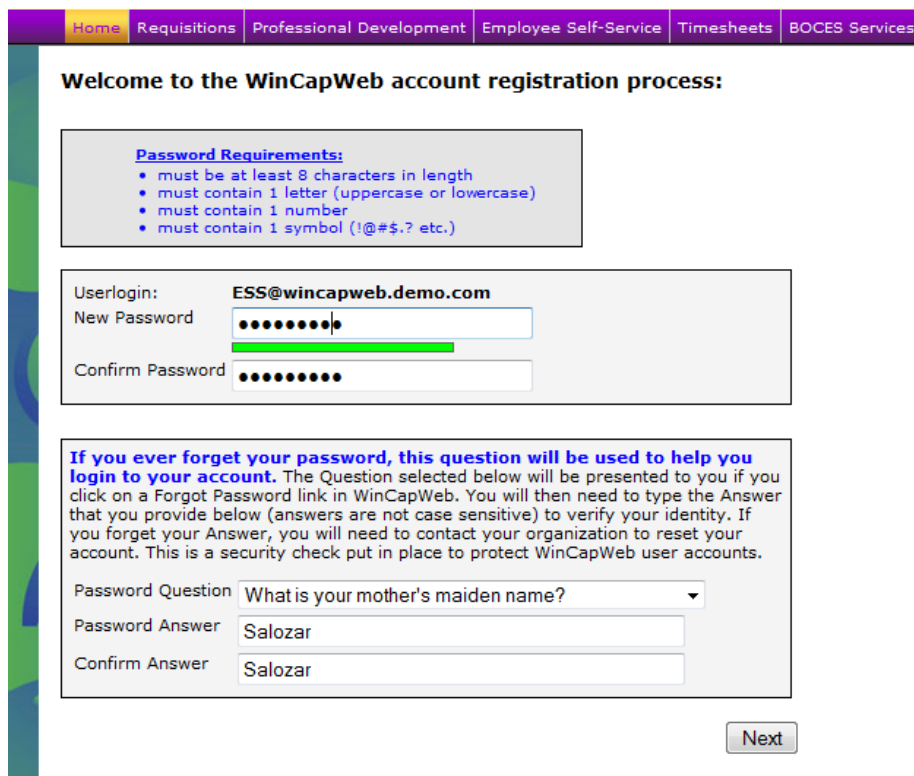


Follow the instructions to complete your account activation.

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. (A green bar will appear when your password conforms)

The password question will help retrieve/change your password should you forget it.

When done select “Next”



Verify Employee Demographic data (report discrepancies to appropriate District/BOCES contact)

[Home](#) [Requisitions](#) [Professional Development](#) [Employee Self-Service](#) [Timesheets](#) [BOCES Services](#)

**Welcome to the WinCapWeb account registration process:**

First Name	Middle Name	Last Name
<input type="text" value="Employee"/>	<input type="text" value="Z"/>	<input type="text" value="Self-Serv"/>
Home Address 1	<input type="text" value="1251 None-Such Lane"/>	
Home Address 2	<input type="text"/>	
City	<input type="text" value="Franklin"/>	
State/Province	<input type="text" value="New York"/>	
Zip	<input type="text" value="14464"/>	

Home Phone	<input type="text" value="555-212-1212"/>
Work Phone	<input type="text" value="555-8421"/>
Phone Other	<input type="text"/>

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

Select Create Account

**WinCapWeb account registration process:**

ESS@wincapweb.demo.com