New User Account Registration

As an employee of Baldwinsville CSD 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. If you currently have access to WinCap Web through an earlier experiment with Professional Development your old password will work. If you are new WinCapWeb please continue.

Welcome to WinCapWeb

You are receiving this email because you have been invited by Capital Computer Associates - TEST 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://test.wincapweb.com/EmailLinksHandler.ashx?TypeID=7&tipo=1&id=5ca0833e-80bc-44d8-9eb3-c18ec90b9c0f

WinCapWeb allows users to:
- register for and track Professional Development activities
- view Paychecks
- view and submit Leave Requests - view and submit Timesheets
- view and initiate purchase Requisitions

Note: your organization may participate in one or all of the functions above.

If you have trouble creating your account, please contact your organization’s WinCapWeb system administrator:
Kevin
kevin@cap-comp.com

Thanks,
- The WinCapWeb Team
You will be presented with the following screen. You will need to select the option on the left hand side “Create a New Account”.

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 must 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”
The next page will be data that resides in the Payroll/Hr system. Any questions/revisions please contact your appropriate representative. Even if the data is not accurate please continue your account activation process.

**Welcome to WinCapWeb account registration process:**

### General Information

- **First Name**
- **Middle Name**
- **Last Name**

- **Home Address 1**
  - 12 Cerone Drive

- **Home Address 2**

- **City / State / Zip**
  - Albany, New York, 12205

- **Home Phone**: 518-665-1212
- **Work Phone**: 518-435-0500 ext 110
- **Phone Other**

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

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**Final Step is select the button to “Create Account”**

**Welcome to WinCapWeb account registration process:**

- **Username (email)**: sss@winsap.com
- **Site**: Capital Computer Associates - TEST

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Create Account