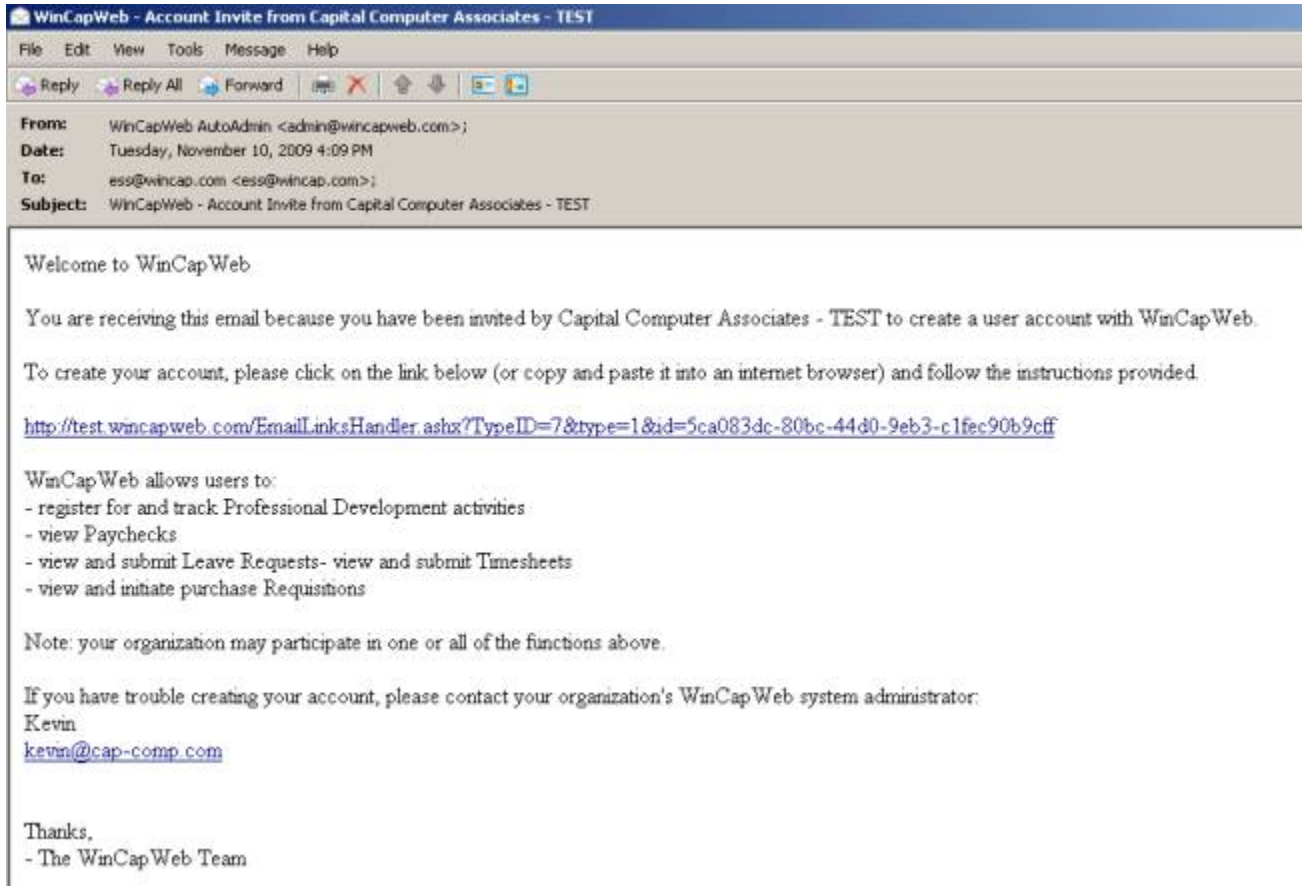


## New User Account Registration

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.



The image is a screenshot of an email client window. The title bar reads "WinCapWeb - Account Invite from Capital Computer Associates - TEST". The menu bar includes "File", "Edit", "View", "Tools", "Message", and "Help". Below the menu bar is a toolbar with icons for "Reply", "Reply All", "Forward", and other actions. The email header shows the following information:

**From:** WinCapWeb AutoAdmin <admin@wincapweb.com>;  
**Date:** Tuesday, November 10, 2009 4:09 PM  
**To:** ess@wincap.com <ess@wincap.com>;  
**Subject:** WinCapWeb - Account Invite from Capital Computer Associates - TEST

The main body of the email contains the following text:

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&type=1&id=5ca083dc-80bc-44d0-9eb3-c1fec90b9cff>

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](mailto: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"

Welcome to WinCapWeb 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.)

Userlogin:	<input type="text" value="ess@wincap.com"/>
New Password	<input type="password" value="••••••••"/>
Confirm Password	<input type="password" value="••••••••"/>

Your password question will be used to verify your identity if you forget your password. Here are several examples of good password questions:  
(Click the [+] to use one of the sample questions)

- What is your mother's maiden name? [+]
- What is your first pet's name? [+]
- Where were you born? [+]

Password Question	<input type="text" value="What is your mother's maiden name?"/>
Password Answer	<input type="text" value="Raggetti"/>
Confirm Answer	<input type="text" value="Raggetti"/>

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.

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**Welcome to WinCapWeb account registration process:**

First Name	Middle Name	Last Name
<input type="text" value="Employee"/>	<input type="text"/>	<input type="text" value="Service"/>
Home Address 1	<input type="text" value="1 Cerone Drive"/>	
Home Address 2	<input type="text"/>	
City / State / Zip	<input type="text" value="Albany"/>	<input type="text" value="New York"/> <input type="text" value="12205"/>

Home Phone	<input type="text" value="518-555-1212"/>
Work Phone	<input type="text" value="518-435-0500 ext 110"/>
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.**

Final Step is select the button to "Create Account"

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**Welcome to WinCapWeb account registration process:**

**Username (email):** ess@wincap.com  
**Site:** Capital Computer Associates - TEST

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Home | [Contact Support](#)

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