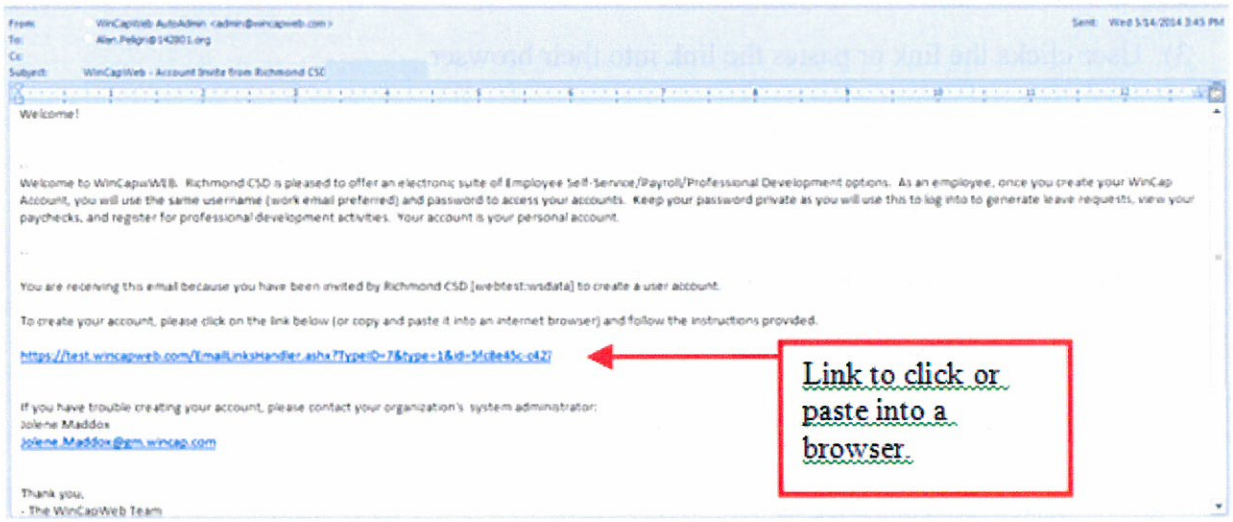
Employee Instructions to Create a *WinCap*WEB Account

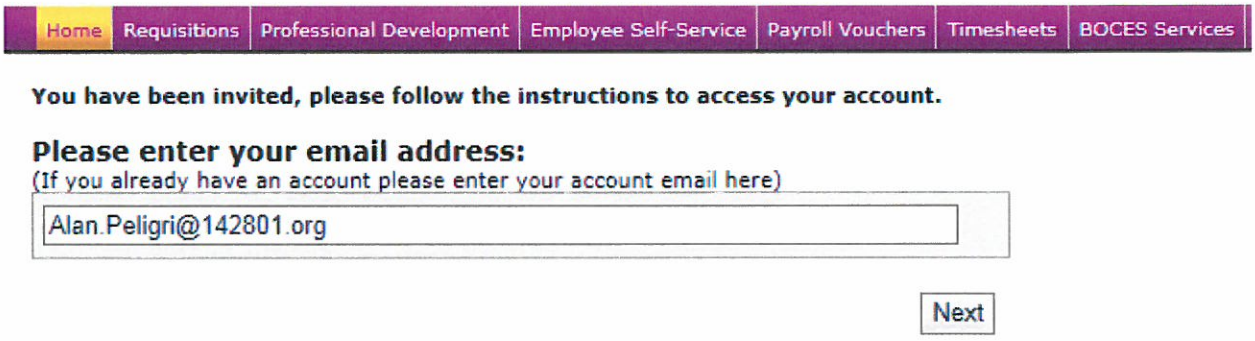
1) User is sent an "Invitation to Create an Account"
2) User receives an Auto Generated email from *WinCap*WEB Auto Admin with a Live link
3) User clicks the link or pastes the link into their browser
4) User reviews their profile information
    a. Any information changes should be reported to the site HR Department
5) At end of the review, the user is asked to "Create an Account"
6) User clicks, "Create an Account"
7) User is granted access to *WinCap*WEB

1) User is sent an "Invitation to Create an Account"

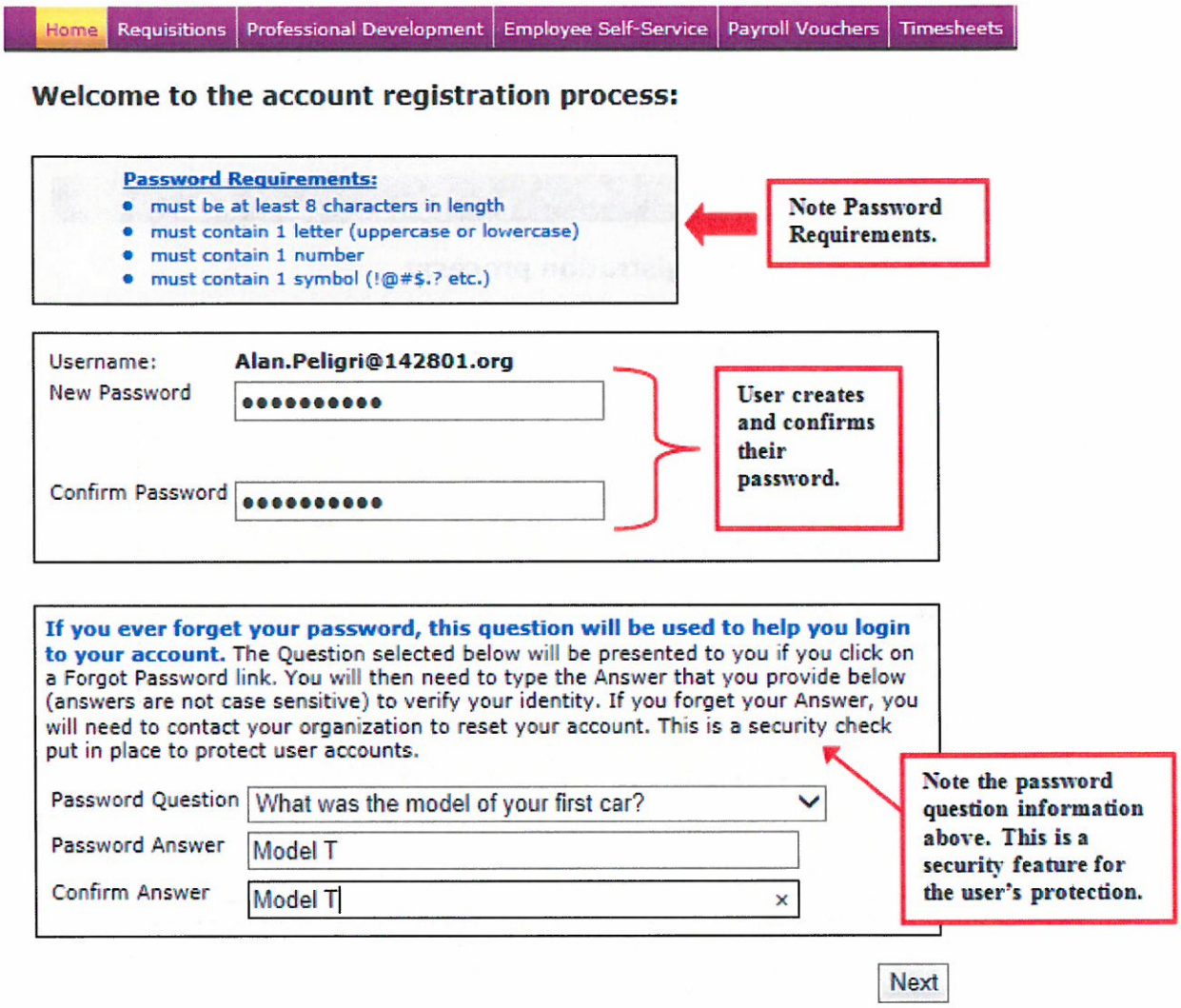
2) User receives an Auto Generated email from *WinCapWEB* Auto Admin with a Live link



3) User clicks the link or pastes the link into their browser

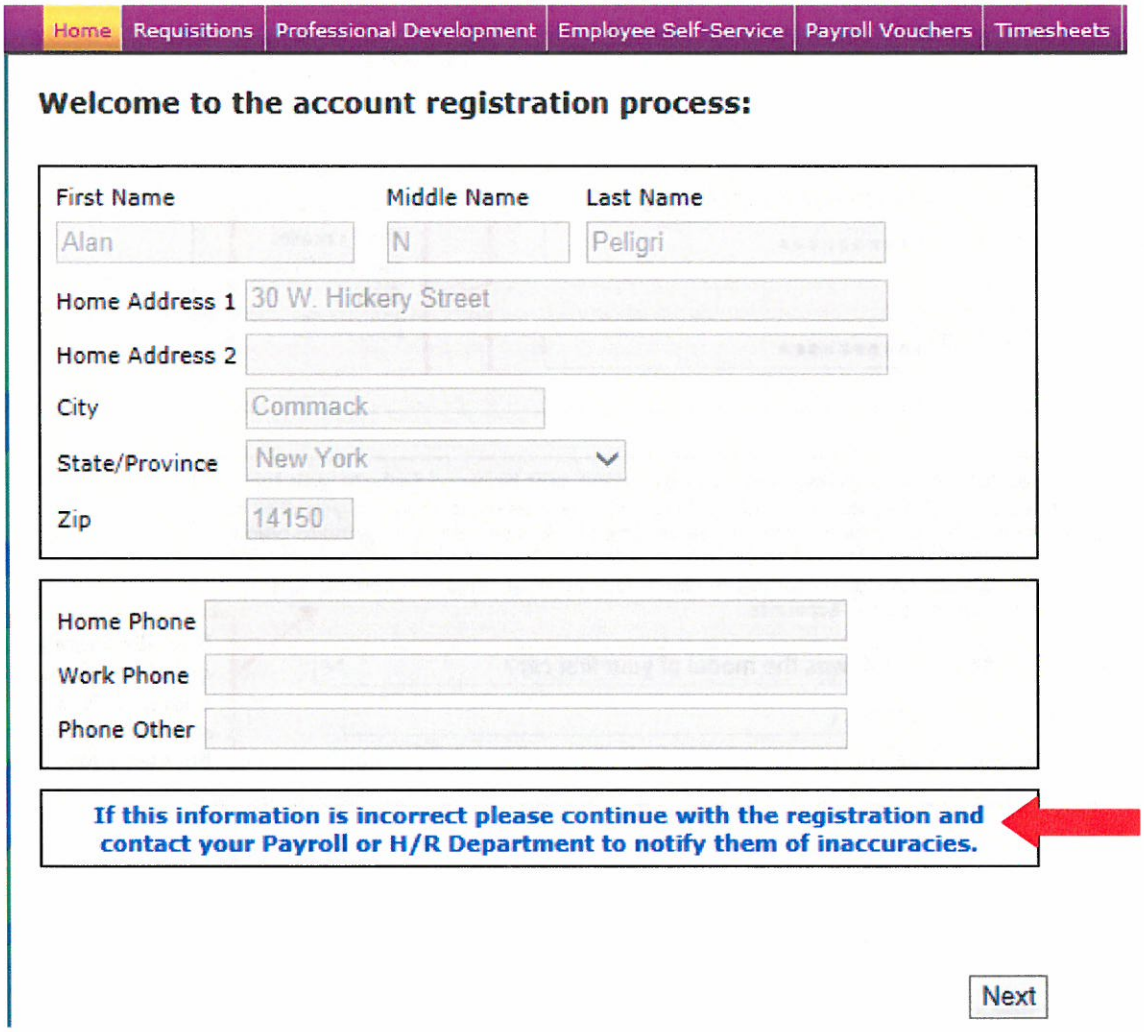


- User clicks "Next"
- User completes and confirms their password
- User selects a security question and notes and confirms the answer
- *Note: *WinCap*WEB/Harris School Solutions does not store user passwords



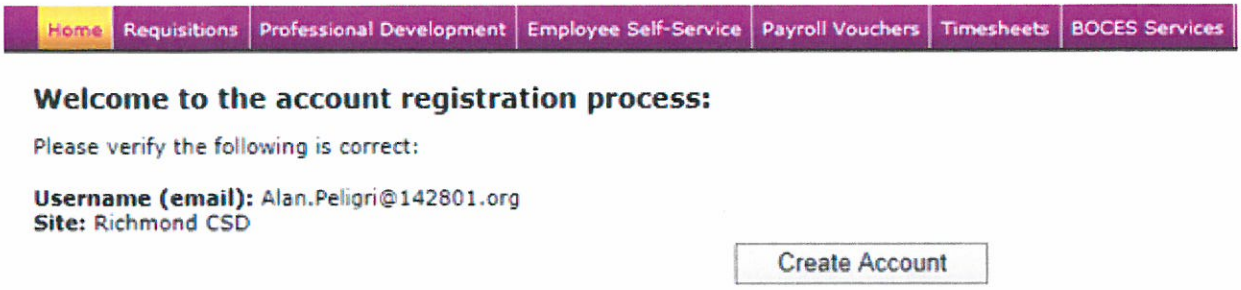
- User clicks "Next"

4) User reviews their information
   a. If any information is incorrect, the user cannot change the information. The user must contact their HR Office and submit the update(s) requested. A Sync must be run to bring the new data from *WinCap* to *WinCap*WEB.

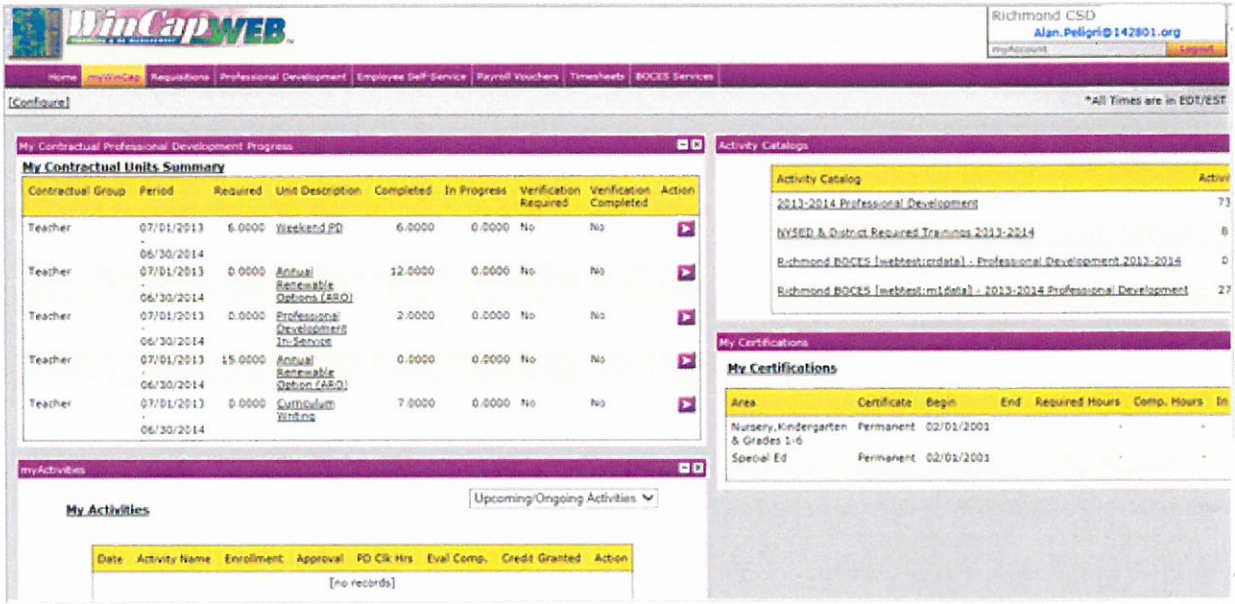


➢ User clicks "Next"

5) At end of the review, the user is asked to "Create an Account"
   a. Review the Username (email) listed
   b. Review the site affiliation



6) User clicks, "Create an Account"



7) Access to *WinCap*WEB
   a. User "lands" on the dashboard for *WinCap*WEB