

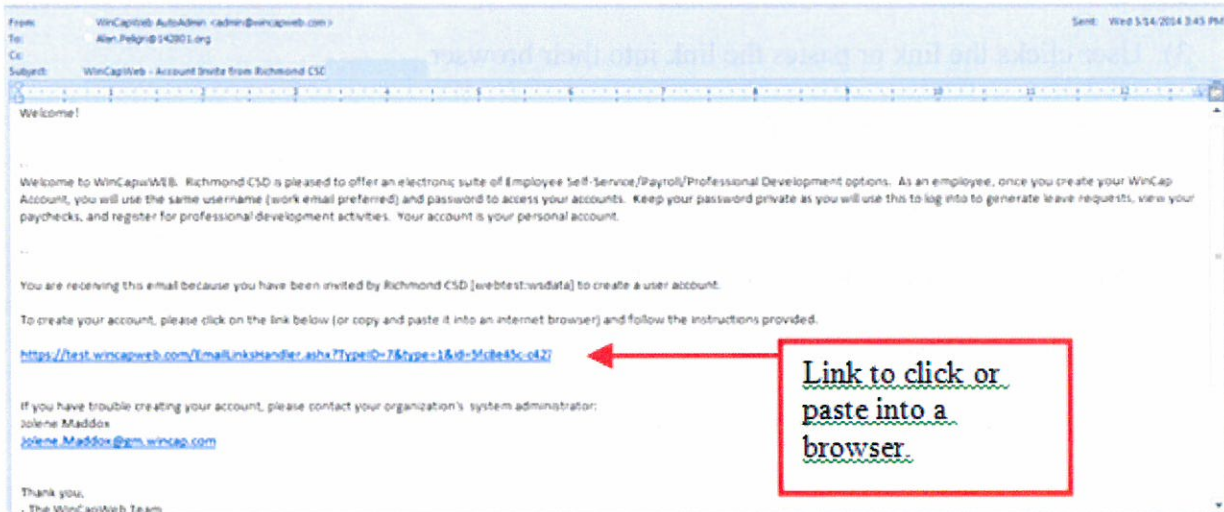


Employee Instructions to Create a *WinCapWEB* Account

- 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
- 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 *WinCapWEB*



- 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



You have been invited, please follow the instructions to access your account.

Please enter your email address:

(If you already have an account please enter your account email here)

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

Welcome to the 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.)

Note Password Requirements.

Username: Alan.Peligri@142801.org

New Password: [password field]

Confirm Password: [password field]

User creates and confirms their password.

If you ever forget your password, this question will be used to help you login to your account. The Question selected below will be presented to you if you click on a Forgot Password link. You will then need to type the Answer that you provide below (answers are not case sensitive) to verify your identity. If you forget your Answer, you will need to contact your organization to reset your account. This is a security check put in place to protect user accounts.

Password Question: What was the model of your first car?

Password Answer: Model T

Confirm Answer: Model T

Note the password question information above. This is a security feature for the user's protection.

Next

➤ 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 *WinCapWEB*.

Home	Requisitions	Professional Development	Employee Self-Service	Payroll Vouchers	Timesheets
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Welcome to the account registration process:

First Name	Middle Name	Last Name
<input type="text" value="Alan"/>	<input type="text" value="N"/>	<input type="text" value="Peligri"/>
Home Address 1 <input type="text" value="30 W. Hickery Street"/>		
Home Address 2 <input type="text"/>		
City	<input type="text" value="Commack"/>	
State/Province	<input type="text" value="New York"/>	
Zip	<input type="text" value="14150"/>	

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

➤ 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

Welcome to the account registration process:

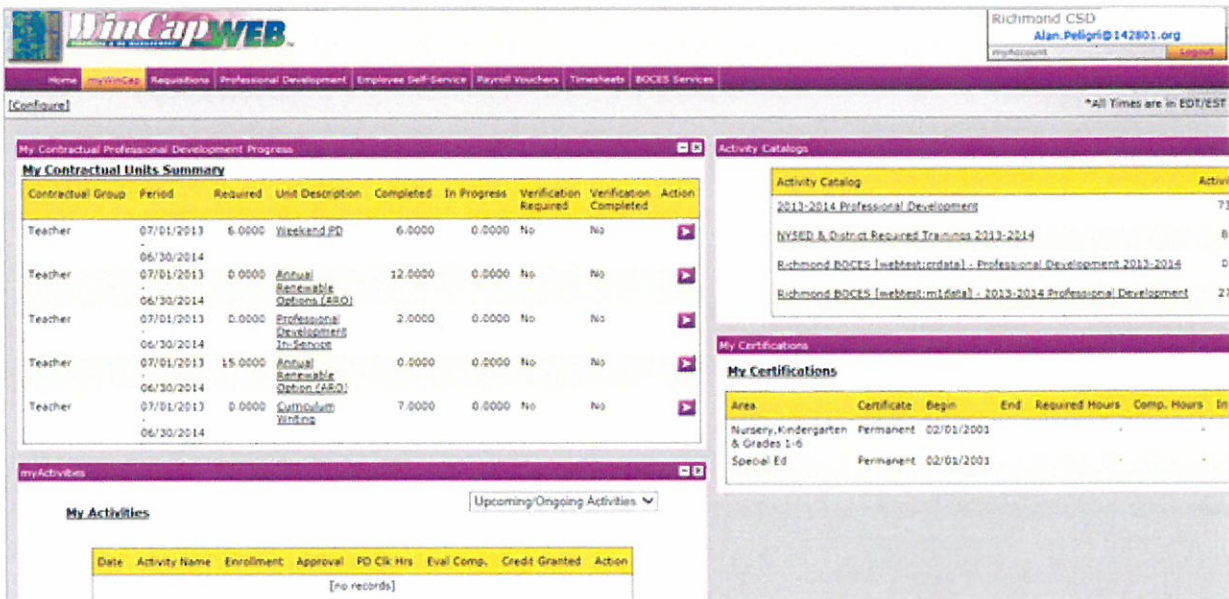
Please verify the following is correct:

Username (email): Alan.Peligri@142801.org

Site: Richmond CSD

Create Account

6) User clicks, "Create an Account"



The screenshot shows the WinCapWEB dashboard for a user at Richmond CSD. The user is logged in as Alan.Peligri@142801.org. The dashboard is divided into several sections:

- My Contractual Professional Development Progress:** This section contains a table titled "My Contractual Units Summary" with columns for Contractual Group, Period, Required, Unit Description, Completed, In Progress, Verification Required, Verification Completed, and Action. The table lists several units for teachers, including Weekend PD, Annual Renewable Options (ARO), Professional Development In-School, Annual Renewable Option (ARO), and Curriculum Writing.
- Activity Catalogs:** This section lists various activity catalogs with columns for Activity Catalog and Action. Items include "2013-2014 Professional Development" (73), "NYSED B District Required Trainings 2013-2014" (8), "Richmond BOCES [webtest:rdatal] - Professional Development 2013-2014" (0), and "Richmond BOCES [webtest:m1data] - 2013-2014 Professional Development" (27).
- My Certifications:** This section lists certifications with columns for Area, Certificate, Begin, End, Required Hours, Comp. Hours, and In. It shows two certifications: "Nursery, Kindergarten & Grades 1-6" and "Special Ed", both permanent and starting on 02/01/2001.
- myActivities:** This section shows a table for "My Activities" with columns for Date, Activity Name, Enrollment, Approval, PD CLK Hrs, Eval Comp., Credit Granted, and Action. It currently shows "[no records]".

7) Access to *WinCapWEB*

a. User "lands" on the dashboard for *WinCapWEB*

