**New Summer School Staff - Creating your WinCapWeb Account (one time setup)**

1. Go to mail.google.com
2. Log into your BOCES email account. User name is: first initial, last name, 9
3. Email Password – (RSS - see folder for password), (SPED – see office staff)
4. Double click on the email from WinCapWebAutoAdmin
5. Click the link in the email to create your WinCapWeb account. This will take you to WinCapWeb.
6. In WinCapWeb, you will see your email address. Click “Next”
7. Create and confirm a password
8. Setup your security code question (this will be used if you forget your password), then click “Next”
9. At the Welcome screen verify your name, address and phone number, then click “Next”
10. Click on “Create Account”
11. After you create your account it will take you back to the home page at the login screen and state “Your session has expired, please log in to continue”. You will now enter your user name (email address) and password. Go to step #3 of the instructions on the other side of this page.

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**Returning Summer School Staff- who only work @ BOCES for Summer School**

1. Go to [www.wincapweb.com](http://www.wincapweb.com)
2. Login in with user name (email address from last year)

User name is: first initial, last name, 9 @ocmboces.org

Ex – Tom Jones Username: [tjones9@ocmboces.org](mailto:tjones9@ocmboces.org)

1. Enter your password from last year. If you can’t remember your password, then click on “Forgot Password?” below the Login button. You will enter your BOCES email address and answer your security code question. If you answer your security code questions correctly, an email will be sent to your BOCES email from [admin@wincapweb.com](mailto:admin@wincapweb.com). Click on the link in the email, login in with your email address and create a new password.

If you do not answer your security code questions correctly, you will need to email Sheri Kershner at [skershne@ocmboces.org](mailto:skershne@ocmboces.org) and ask her to send you a Forgot Password email. Once you receive an email from admin@wincapweb.com, click on the link in the email, login with your email address and create a new password.

**WinCapWeb Electronic Timesheets Quick Instruction Guide**

1. Go to [www.wincapweb.com](http://www.wincapweb.com)
2. Login in with user name (email address) and password
3. On the top purple toolbar, left click on the word “Timesheets”
4. On the left hand side of your screen select “Time Card” from the menu
5. A time card will appear on the right hand side of the screen.
6. Go to the bottom of the time card and make sure the “Expand all Dropdowns” and “Show Hours Summary” checkboxes are checked.
7. Go to the top right of the time card and make sure the “Date Range” includes the dates you need to enter time for. If it does not, click on the date field and select the correct start and end date from the calendar. Note: If you change the date range, you must click on **“Refresh”** to set the new date range. Make sure your **start date is July 1, 2018 or after**.
8. On the left hand side of the time card, click on “Add New Time”
9. In the field that appears:
10. Select the date you need to enter time for from the drop down menu.
11. Enter the start time in the “In” box. Make sure you enter either an “a” for am or a “p” for pm. (Ex 9:30 AM should be entered 930a). Only enter start and end times in 15 minute increments.
12. Tab over the description field. You do not need to enter anything in this field.
13. Enter the end time in the “Out” box. Make sure you enter either “a” or “p”
14. Tab over the description field. You do not need to enter anything in this field.
15. Check the “Job/Duty” listed. If you are getting paid for a different job (i.e. Professional Development Hours) you will need to select the job from the drop down.
16. Hit **“Save”** on the lower right hand corner of the time card.
17. **Review the total hours reported** on the line you entered the time for. If correct, **check the “APPR” box** next to the hours box. This is your electronic certification approval that you worked this time. If it is not correct make the appropriate changes.
18. Hit **“Save”** on the lower right hand corner of the time card.
19. To logout of WinCapWeb, go to the upper right hand corner of the screen and click on the “Logout” button that is highlighted in yellow.