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| Lansing Central School District Wincap Web  Instructions for New Hires | | |
| |  |  |  |  | | --- | --- | --- | --- | | Wincap Web | Use this information to enter Wincap Web to request time-away from work. | user name: | @lcsd.k12.ny.us | | password: |  | | | |
| Establishing Your Wincap Web Account  *Follow these instructions only once. Go to the next section for subsequent logins.* | | |
| 1. Login to your LCSD E-Mail account and look for a message with the subject:  Wincap Web Invitation   * Open and read the message. * You will be instructed to click on a link in the message which will take you to Wincap Web automatically. * Follow the prompts to establish your Wincap Web account and create a password of your choosing. * Please record and store this password in a safe location. |  | message subjects |
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| Login to Wincap Web *(AFTER account has been established)*  *This can be done from any computer with an Internet connection at:* www.wincapweb.com | | |
| 1. From any computer, click the Internet Explorer icon to open a browser window.    It may be found somewhere on the desktop or on the taskbar at the bottom of the screen. |  |  |
| 2. Opening Internet Explorer on any LCSD computer will take you to the LCSD home page.  *(If you are not on campus, navigate to* [*www.wincapweb.com*](http://www.wincapweb.com) *and skip to Step 4.)*  Position your mouse over the Staff tab on the center banner to open the menu and click Web Links. |  |  |
| 3. Scroll\* to the bottom of the Web Links page and click on Wincap Web.  \*To scroll, click-and-hold the scroll bar while you drag the mouse down. |  |  |
| 4. Type your Wincap Web user name\* (listed at the top of page 1) here.  &  Type your Wincap Web password (that you created when you established your account) here.  \*After your initial login, it is not necessary to type the full e-mail address. For example, if your user name is James.Smith@lcsd.k12.ny.us you need only type James.Smith in the user name field.  *PLEASE NOTE:* Always close your browser window before leaving the computer to protect your account. |  |  |