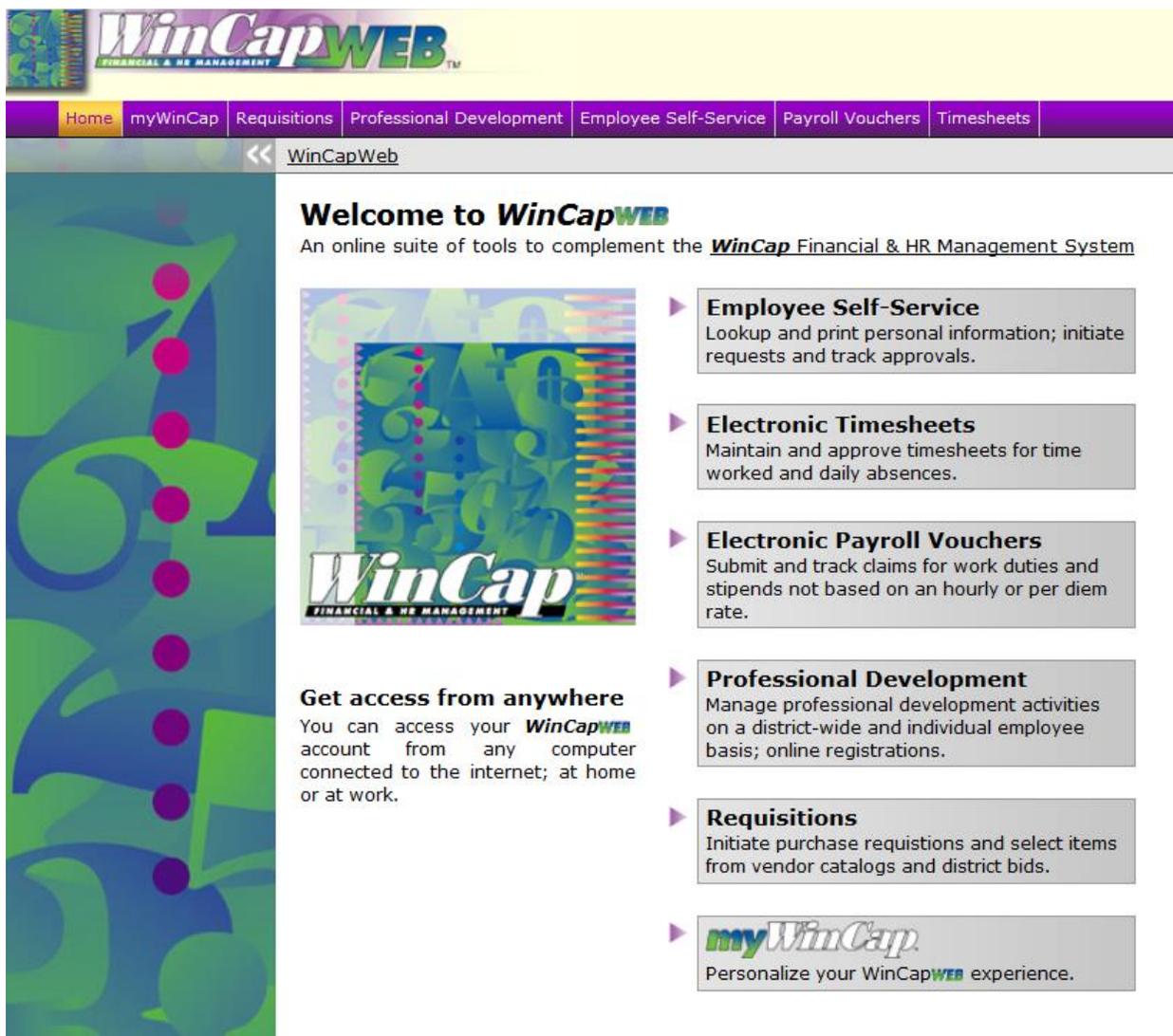


# Professional Development User Guide with WinCapWeb.



**WinCapWEB**  
FINANCIAL & HR MANAGEMENT

Home myWinCap Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets

<< WinCapWeb

## Welcome to **WinCapWEB**

An online suite of tools to complement the **WinCap** Financial & HR Management System



**Get access from anywhere**  
You can access your **WinCapWEB** account from any computer connected to the internet; at home or at work.

- ▶ **Employee Self-Service**  
Lookup and print personal information; initiate requests and track approvals.
- ▶ **Electronic Timesheets**  
Maintain and approve timesheets for time worked and daily absences.
- ▶ **Electronic Payroll Vouchers**  
Submit and track claims for work duties and stipends not based on an hourly or per diem rate.
- ▶ **Professional Development**  
Manage professional development activities on a district-wide and individual employee basis; online registrations.
- ▶ **Requisitions**  
Initiate purchase requisitions and select items from vendor catalogs and district bids.
- ▶ **myWinCap**  
Personalize your WinCapWEB experience.

Christine Starks  
Building/Program Administrator  
W.T. Hoag Educational Center

As of the 2016-2017 School Year records for Professional Development will now be found within WinCapWeb. This guide will help you navigate this feature.

First! Log In. Use the **Forgot Password** button if you need help. Every Lake Shore LSCTA member has a WinCapWeb account using their email address as the Username.

https://wincapweb.com

**WinCapWEB**  
FINANCIAL & HR MANAGEMENT

Home Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets BOCES Services

WinCapWeb

**myWinCap**

Username (email):  
Password:  
Login  
Forgot Password?

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This is what you will see once you are logged in. Notice the top-right corner; it should say **Lake Shore (Evans-Brant)**. If it does not, click the **Change Site** button and choose **Lake Shore (Evans-Brant)**.

**WinCapWEB**  
FINANCIAL & HR MANAGEMENT

Home myWinCap Requisitions Professional Development Employee Self-Service Payroll Vouchers Timesheets

Lake Shore (Evans-Brant)  
cstarks@lakeshorecsd.org  
Change Site | myAccount | Logout

Configure] \*All Times are in EDT/EST

My Contractual Professional Development Progress

**My Contractual Units Summary**

Contractual Group	Period	Required	Unit Description	Completed	In Progress	Verification Required	Verification Completed	Action
[no records]								

Activity Catalogs

Activity Catalog	Activities
2016-2017_PD_Catalog	32

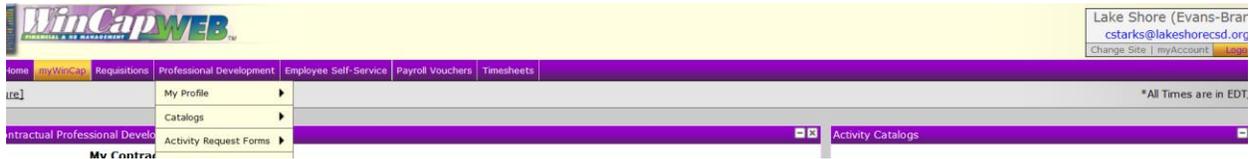
myActivities

**My Activities** Upcoming/Ongoing Activities ▾

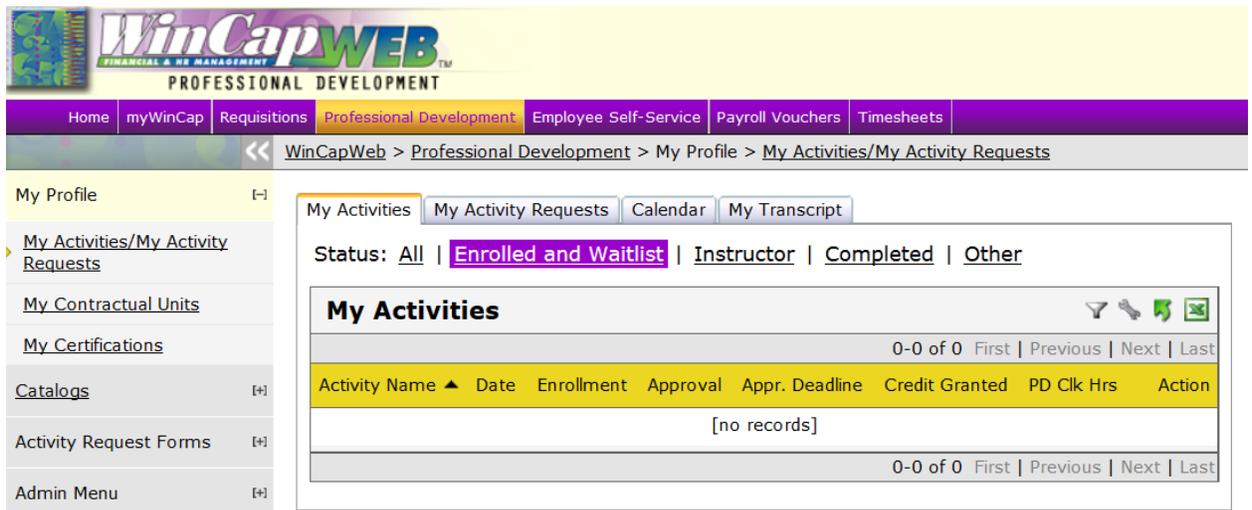
Date	Activity Name	Enrollment	Approval	PD Clk Hrs	Eval Comp.	Credit Granted	Action
[no records]							

Shown above are upcoming Activities that you are (or were at one point) enrolled in (up to five are displayed).

There is a drop down menu for the *Professional Development Tab*, just like the others you already had access to.



Under My Profile you will see your planned activities, requests, a calendar view and your history in transcript format.



The catalog can be viewed as a list and sorted by name or date. It is easy to enroll! Just click on the **ENROLL** button and follow the prompts. You can also view it as a calendar and easily link to the enrollment page.

WinCapWeb > Professional Development > Catalogs > 2016-2017\_PD\_Catalog

Activity Catalog | Calendar

Provider: (all)

Activities: All | **Upcoming/Ongoing Activities** | Past Activities

**2016-2017 PD Catalog** Go To

1-25 of 27 [First](#) | [Previous](#) | [Next](#) | [Last](#)

Activity Name	First Class Date	Seats	Instructor(s)	First Meeting Time Loc.	Action
Using Number Talks	07/26/2016 12:15 PM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	<a href="#">ENROLL</a>
Using Number Talks	07/28/2016 09:00 AM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	<a href="#">ENROLL</a>
Using Number Talks	07/28/2016 09:00 AM	0 (20)	Kerry Buell	Classroom 119 (WT Hoag Educational Center)	<a href="#">ENROLL</a>
Preparing and Reviewing IEP's 2016/2017	08/08/2016 02:45 PM	11 (25)	DARLENE ZWAWA	Media Center (Lake Shore Middle School)	<a href="#">ENROLL</a>
Ga Ga for Google	08/10/2016 08:30 AM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	<a href="#">ENROLL</a>
Ga Ga for Google	08/17/2016 08:30 AM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	<a href="#">ENROLL</a>
Preparing and Reviewing IEP's 2016/2017	08/24/2016 09:00 AM	3 (25)	MICHAEL BRINKERHOFF	Classroom 102 (Lake Shore Senior High School)	<a href="#">ENROLL</a>
Using PXL Data in the Classroom	08/25/2016 09:00 AM	5 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	<a href="#">ENROLL</a>
Niagara Frontier Council for the Social Studies Conference 2016	08/30/2016 04:00 PM	0 (-)			<a href="#">ENROLL</a>
Elementary Math Module Meetings	09/14/2016 03:45 PM	5 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	<a href="#">ENROLL</a>
Assistive Listening Devices and Systems in the Classroom	09/20/2016 03:45 PM	3 (25)	Katherine Pogorzelski	Library (JT Waugh Elementary)	<a href="#">ENROLL</a>
Ga Ga for Google	10/12/2016 03:30 PM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	<a href="#">ENROLL</a>
Using Picture Books Across the Curriculum	10/17/2016 03:50 PM	1 (25)	Susan Walterich	Library (Highland Elementary School)	<a href="#">ENROLL</a>
Sign Language: Signs for the Classroom and Therapy Setting	10/18/2016 03:45 PM	1 (25)	Katherine Pogorzelski	Media Center (Lake Shore Middle School)	<a href="#">ENROLL</a>
Ga Ga for Google	10/19/2016 03:30 PM	0 (25)	DEANN POLEON	Media Center (Lake Shore Senior High School)	<a href="#">ENROLL</a>
Elementary Math Module Meetings	10/19/2016 03:45 PM	4 (25)	JENNIFER PHILAROM	Classroom 114 (Highland Elementary School)	<a href="#">ENROLL</a>
Overview of the Wechsler Individual Achievement Test III	10/19/2016 03:45 PM	0 (25)	DOLORES ARMBRUST		<a href="#">ENROLL</a>

**Enroll in an Activity**

**You are not yet enrolled in this activity**  
Please review the information provided on this form and select enroll

**Title:**  
**Using Number Talks**

**Description:** [show more...](#)

**Notes:** [show more...](#)  
Using Math Reviews to help ALL Students Succeed in Math

**Activity Detail**

Activity Type:   
 Activity Catalog:   
 Activity Number:   
 Professional Development Clock Hours:   
 Certification Maintenance:   
 Provider:

**Enrollment:**

Instructor(s):   
 Minimum Enrollment:   
 Maximum Enrollment:   
 Cost/Fees:

**Reason for Attending:**

**Meeting Time Selections**

Group  Selection

If you would like to be Pre Approved to attend something that Lake Shore is not offering; complete the form online. It is under the [Activity Request Forms](#) menu. Simply fill in the text boxes and follow the prompts. You will receive an email when it is approved. As in the past, send proof of attendance to Christine Starks at W.T. Hoag, for credit to be granted.

The screenshot shows the 'Pre-Approval Request Form' page on the W.T. Hoag Professional Development website. The page has a purple header with navigation links: Home, myWTCap, Registration, Professional Development, Employee Self-Service, Family Vouchers, and Timebased. The breadcrumb trail is: WTCapWeb > Professional Development > Activity Request Forms > Pre-Approval Request Form. On the left, there is a sidebar with links for My Profile, Catalogs, Activity Request Forms, Pre-Approval Request Form, and Admin Menu. The main content area is titled 'Pre-Approval Request Form' and includes a 'hide description' link. Below this, there are two paragraphs of text: the first paragraph discusses the current Board of Education's L.S.C.T.A. agreement regarding Saturday and summer recess programs, and the second paragraph states that teachers must be approved by the administration in writing before participating in programs not offered by the District. The 'Activity Detail' section contains a form with fields for Activity Name, Description, LHI for description, Provider (with a dropdown menu currently set to 'other'), and Location Details.

As always, if you have questions, please call ext. 2480. We are happy to help!!