

WinCapWeb – Initial Account Setup

Upon being hired for a full time or part time position, an email will be sent from WinCapWeb to your VCS email address so that you can set up your account. This invite does expire so you will want to set your account up ASAP.

Click on the blue hyperlink in the body of the invite email. This will bring you to WinCapWeb.com.

The first step is to verify your email address which is automatically filled in.

Next you will need to create a password and enter it twice. The rules for the password that need to be met are listed. Before going to the next page, complete the security question too.

The last part is a chart with your demographic information already filled in. You cannot change this info but if you need to make edits, please let HR know.

After completing the steps above, your account and password have been set up and you can now sign in to WinCapWeb.com.

If you need assistance logging in to your VCS email address, please contact Joanne Thomas, Technology Dept Secretary, at extension 1112.

If you need assistance with WinCapWeb, please contact Patty Chapman, Human Resources Clerk, at extension 1417.