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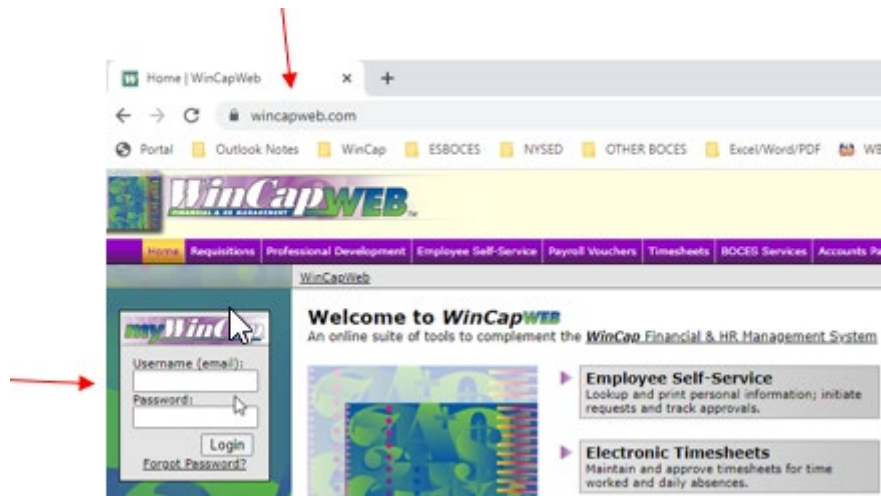
## Signing Up For 2024-25 Shared Services WinCapWEB Instructions

To access WinCapWEB online, please go to: <https://wincapweb.com>

1. Log in with Username and Password:

\*Username is your email address up to but **not including** the “@” symbol (**not** your full email address).

\*If you need a **password reset** or **new user added**, please email your request to [siaccari@esboces.org](mailto:siaccari@esboces.org) .



**Please Note:** To add a new user to your district profile, we will need an email from the District Superintendent requesting a new user be added with the following information:

- New user first and last name
- New user district email address
- School district address
- New user district telephone number
- New user title/position
- If the new user will be certifying for your district on behalf of the District Superintendent, then this must be stated in the email from the District Superintendent.

## DISTRICT VIEW

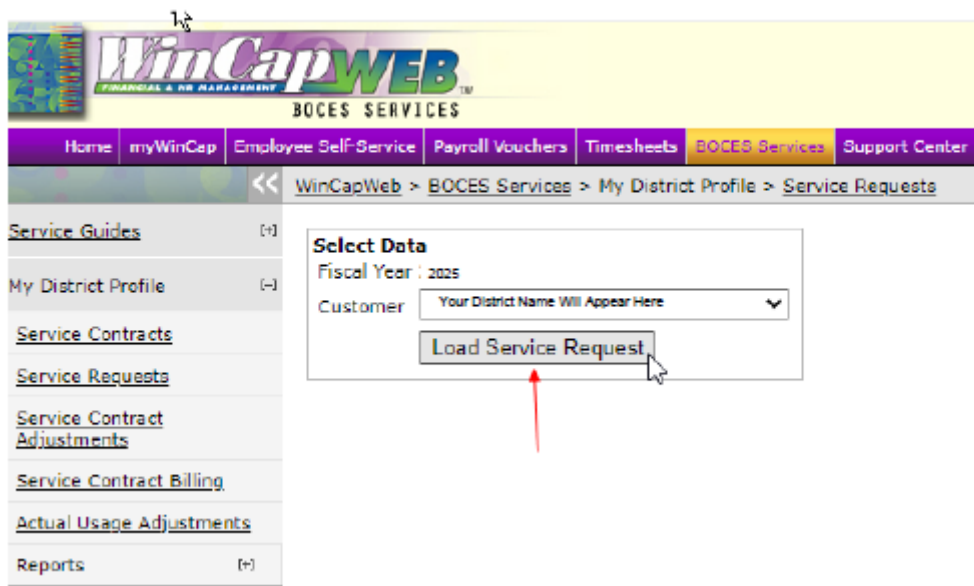
2. To sign up for 2024-25 Shared Services, follow the prompts below:

**BOCES Services > My District Profile > Service Requests**



3. The next screen will have your district's name and fiscal year 2025.

**Click "Load Service Request." \*\*\* It will take a few seconds for the data to load. \*\*\***



# DISTRICT VIEW

4. Once the Service Request page has loaded, you will see the following screen:

Service Request

**Filter Data**

Search For:  in: [All fields listed in dropdown] ▼

Purchase Status: [Any] ▼

Contract Status: [Any] ▼

Service Status: [Any] ▼

Provider: [(all)] ▼

Unread Notes from District (0)

Records Preventing Certification

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**Service Request - [REDACTED]**

Fiscal Year: 2025 | Customer: [REDACTED] **1-25 of 1574**

Service Code ▲	Service Name	2023-24 Current Contract	2024-25 Fixed Cost	2024-25 Quantity	2024-25 Unit Cost	2024-25 Cost	2024-25 Request	2024-25 Unit Basis	Fee Notes	Purchase Service	Submitted By	Verified On	Action
001.030	District Superintendent	0.00	0.00	0.0000	0.0000	0.00	0.00			Required	<input type="checkbox"/>		
001.100	Administration	147,324.00	153,853.00	0.0000	0.0000	153,853.00	153,853.00	Actual Usage		Required	<input type="checkbox"/>		

**Please Note:** In the example above there are 1,574 rows of service codes, however, there are filters you may use to narrow this down. **See Next Page - Step 5**, to help make this process quicker and easier.

## DISTRICT VIEW

5. In the **Filter Data** section, we recommend filtering data by:

**Purchase Status “Unspecified” and Contract Status “Current or Proposed Contract > 0.”**

Service Request Instructions

**Filter Data**

Search For:  in: [All fields listed in dropdown]

**Purchase Status:** Unspecified

**Contract Status:** Current or Proposed Contract > 0

Service Status: [Any]

Provider: (all)

Unread Notes from BOCES (0)

Records Preventing Certification

**Filter** **Clear**

This will **fast-track** the process of signing up for your 2024-25 services as it will only show services that your district currently has contracts for in 2023-24 and any “proposed” contracts for 2024-25 that ESBOCES has prepopulated for your district. In most cases, this will be less than 250 rows of service codes. The picture below shows how using this filter has now narrowed the service request to 124 rows for this district. Much more manageable!

Service Request - [Filtered]

Fiscal Year: 2025 | Customer: [Redacted]




1-25 of 124 First Previous Next Last

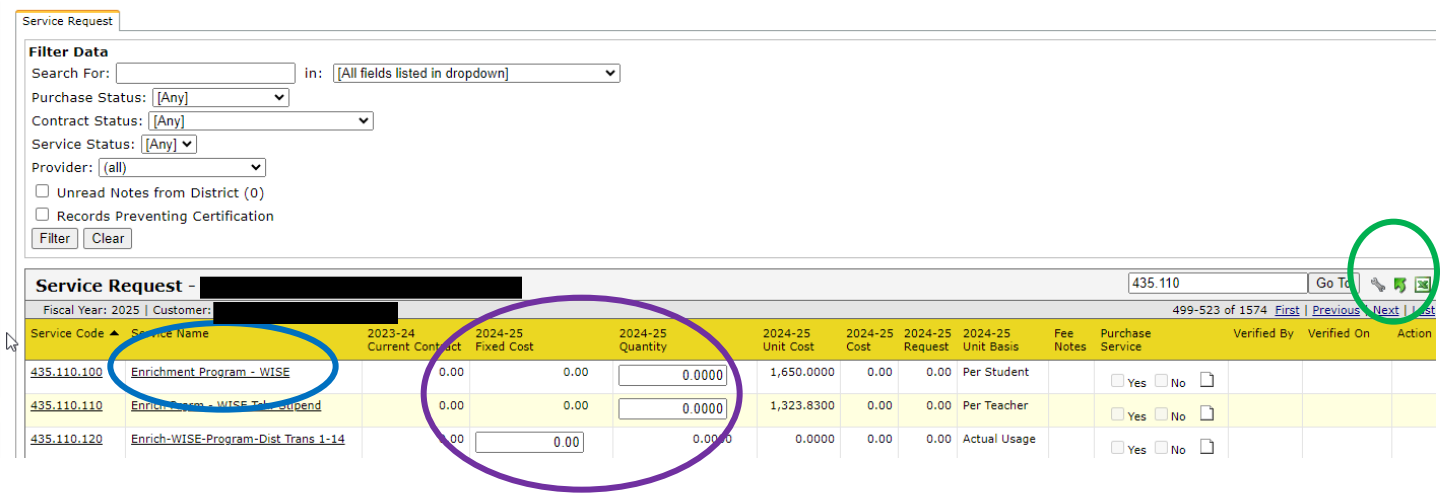
Service Code	Service Name	2023-24 Current Contract	2024-25 Fixed Cost	2024-25 Quantity	2024-25 Unit Cost	2024-25 Cost	2024-25 Request	2024-25 Unit Basis	Fee Notes	Purchase Service	Verified On	Action
103.110	Special Career Education 12-1-1	105,664.00	0.00	0.0000	27,100.0000	0.00	0.00	Annual		<input type="checkbox"/> Yes <input type="checkbox"/> No		

- If applicable, fill in any quantities/fixed costs for services you are continuing in 2024-25 and **click “Yes.” Please note**, for some services, quantities/fixed costs have been prepopulated for you and some service costs are non-negotiable and you only need to click either “Yes or No.”
- If you will not continue participating in a service – click “No.”
- **Click “Update”** at the bottom of the page to save your changes before continuing to the next page. Then **reload** your Service Request page and again filter by **Purchase Status “Unspecified” and Contract Status “Current or Proposed Contract >0.”** Do this step until all the filtered services have been marked either “Yes or No.”
- You are now ready to begin the certification process. Please refer to **“Certifying 2024-25 Shared Service Request”** instructions.

# DISTRICT VIEW

## Helpful Tips

- **If you need more information about a service**, you may **click** on the underlined service name in the Service Name column. This will take you to our Shared Services Guide for additional information about the service and the name of a contact person in that program.
- **You may modify quantity/fixed cost** any place you see an open box in the “Quantity” or “Fixed Cost” fields.
- **You may change the order of the columns on your Service Request page**, reset screen display to default settings and export the data to Excel:
  - Gray Wrench  - Clicking on the “wrench” allows you to customize the format of your screen. It is recommended to view 25 rows of services per page. Please note, the more lines you view per page, the longer it will take to load the next page.
  - Green Upward Curved Arrow  - Clicking on the “green arrow” changes the screen back to the default settings.
  - Excel Icon  - Clicking on the Excel icon allows you to export the Service Request page to Excel.



The screenshot shows the 'Service Request' interface. At the top, there is a 'Filter Data' section with dropdown menus for 'Search For:', 'Purchase Status:', 'Contract Status:', 'Service Status:', and 'Provider:'. Below these are checkboxes for 'Unread Notes from District (0)' and 'Records Preventing Certification', along with 'Filter' and 'Clear' buttons. The main area is a table titled 'Service Request' with columns: Service Code, Service Name, 2023-24 Current Contract, 2024-25 Fixed Cost, 2024-25 Quantity, 2024-25 Unit Cost, 2024-25 Cost, 2024-25 Request, 2024-25 Unit Basis, Fee Notes, Purchase Service, Verified By, Verified On, and Action. Three rows are visible, each with input boxes in the 'Fixed Cost' and 'Quantity' columns. Annotations include a blue circle around the 'Service Name' column header, a purple circle around the 'Fixed Cost' and 'Quantity' input boxes, and a green circle around the 'wrench', 'green arrow', and 'excel' icons in the top right corner.

Service Code	Service Name	2023-24 Current Contract	2024-25 Fixed Cost	2024-25 Quantity	2024-25 Unit Cost	2024-25 Cost	2024-25 Request	2024-25 Unit Basis	Fee Notes	Purchase Service	Verified By	Verified On	Action
435.110.100	Enrichment Program - WISE	0.00	0.00	0.0000	1,650.0000	0.00	0.00	Per Student		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
435.110.110	Enrichment Program - WISE Total Suspend	0.00	0.00	0.0000	1,323.8300	0.00	0.00	Per Teacher		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			
435.110.120	Enrich-WISE-Program-Dist Trans 1-14	0.00	0.00	0.0000	0.0000	0.00	0.00	Actual Usage		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>			

- **Your selections are not saved** and your costs are not updated until you **click** the **“Update”** button at the bottom of the Service Request page. It is strongly recommended that you **“Update” before proceeding to the next page as this is how your work is saved.**

### Validate and Update Data

After making updates to Services/Subservices above, use the Update button to validate and save data.

## DISTRICT VIEW

- For services purchased through another BOCES, you may enter an estimated cost for budgetary purposes, however, please note that we will require a completed Cross Contract form signed by your District Superintendent or board approved “designee”. **If a board approved “designee” will be signing on behalf your District Superintendent, please print their name below the signature line and indicate “as designee.”**
- To view the **ESBOCES Shared Services Guide**, go to the purple menu bar: **BOCES Services > Service Guides > ESBOCES Shared Services Guide 2024-2025.**



- To view available Reports:  
**BOCES Services > My District Profile > Reports > Service Request**  
This report shows all the services you have signed up for.

### **BOCES Services > My District Profile > Reports > Service Contract Status**

This report shows all the services you have signed up for with any adjustments for services that were added, reduced or removed for your district via a Contract Modification Request form or Cross Contract form.



**\*\*\* Important Reminder \*\*\***

Click “Update” frequently as the system tends to “timeout” if you sit idle for any length of time.

**For questions or support, please contact:**

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