

Forgot Password

- 1) On www.wincapweb.com, enter your email address and select “Forgot Password”



- 2) Complete “Reset Password” prompt; enter your email

Forgot Password? - Have it reset:

[Need Help? Contact Support](#)

Please enter your email to begin the password reset process.

Email:

To help you recall your password, remember...

Password Requirements:

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)

- 3) Answer your security question (self-selected during initial account set up)

Forgot Password? - Have it reset: (Step 2)

[Need Help? Contact Support](#)

Answer the following question to continue with your password reset:

What is your mother's maiden name?

4) Correct Answer: receive message to check your email



A message has been sent to your email address, please follow the instructions.

5) Select link in email

From: admin@winweb.com
 To: ajohn@webtest.com
 Cc:
 Subject: WinCapWeb - Password Reset

Sent: Thu 1/30/2014 10:01 AM

Dear Valued User,

Someone has requested that the password for your account, username ajohn@webtest.com, be reset.

If you did not make this request, please simply disregard this email; it is sent only to the address on file for your account.

To choose a new password, please go to the following URL:

<https://test.winweb.com/Logon/reset.asp?tid=321903cd>

Your request originated from 66.195.66.72.

Sincerely,
 Harris School Solutions, a division of Harris

6) Enter new password and confirm the password.



Welcome ajohn@webtest.com, please change your password to continue.
 If this is not you, please click [here](#).

New Password:

Confirm New Password:

Password Requirements:

- must be at least 8 characters in length
- must contain 1 letter (uppercase or lowercase)
- must contain 1 number
- must contain 1 symbol (!@#\$.? etc.)

7) Select "Change Password"