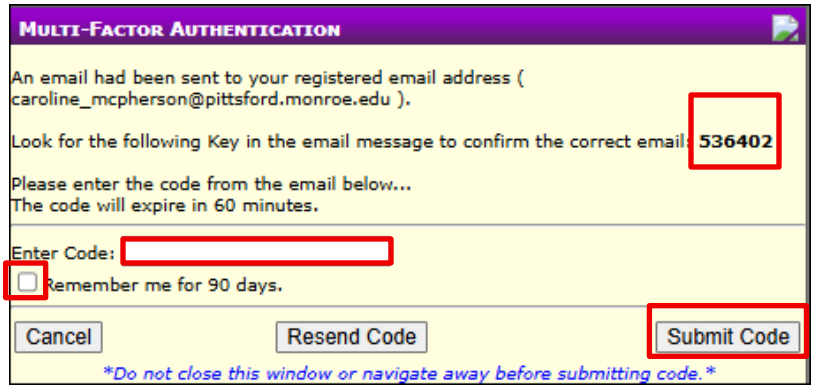
WinCap Web ESS
Multi-Factor Authentication (MFA) Instructions

1. Input Login credentials and click *Login.*

2. The Multi-Factor Authentication (MFA)screen will open and will not allow users to proceed without entering the required code. The required 6-digit numerical code is sent directly to your district email from admin@WinCapWEB.
   Verify you have the correct email by confirming the key in the email matches the key in the MFA screen

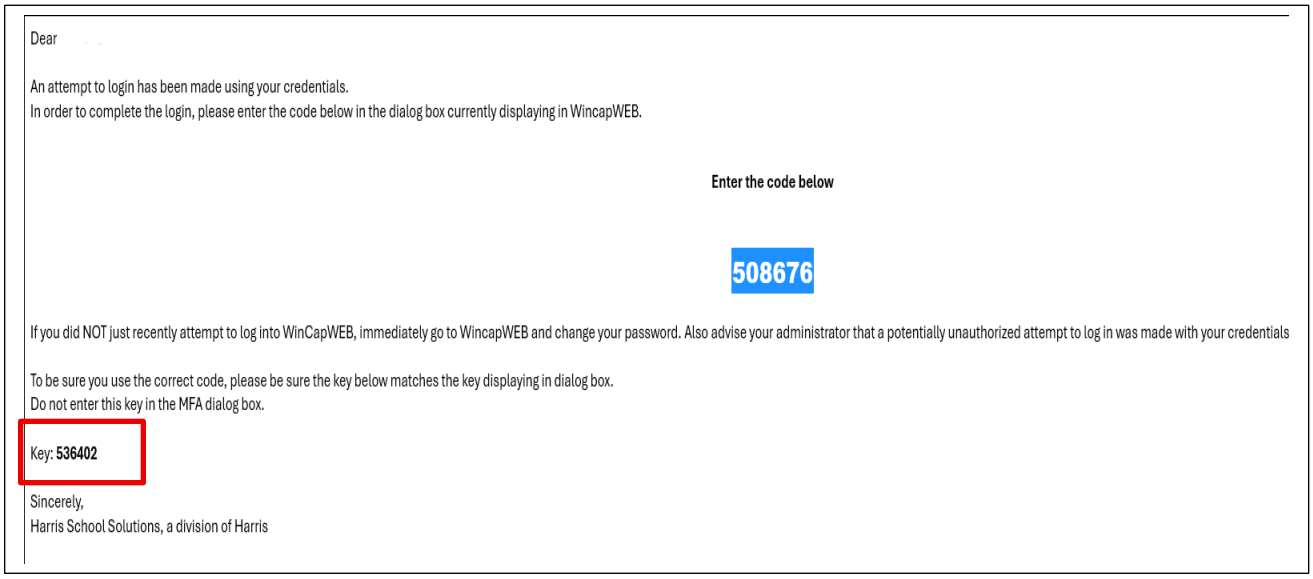
Enter the required 6-digit numerical code sent directly to your district email address.
The code will expire in 60 minutes.

Check the "*Remember me*" box to authenticate every 90 days. If you choose not to check this box, you will be required to authenticate at every login.



3. If the code expires, select *Cancel*. You will be directed to the main login screen and will receive the error message, "*The code you submitted is incorrect. Please login again*"
   Login to generate a new MFA Code**.**

The MFA code sent via email will be sent from admin@WinCapWEB with WinCapWEB -Authorization Code in the subject line.



Dear

An attempt to login has been made using your credentials.
In order to complete the login, please enter the code below in the dialog box currently displaying in WincapWEB.

Enter the code below

508676

If you did NOT just recently attempt to log into WinCapWEB, immediately go to WincapWEB and change your password. Also advise your administrator that a potentially unauthorized attempt to log in was made with your credentials

To be sure you use the correct code, please be sure the key below matches the key displaying in dialog box.
Do not enter this key in the MFA dialog box.

Key: **536402**

Sincerely,
Harris School Solutions, a division of Harris