Eastern Suffolk BOCES
Educational Services That Transform Lives

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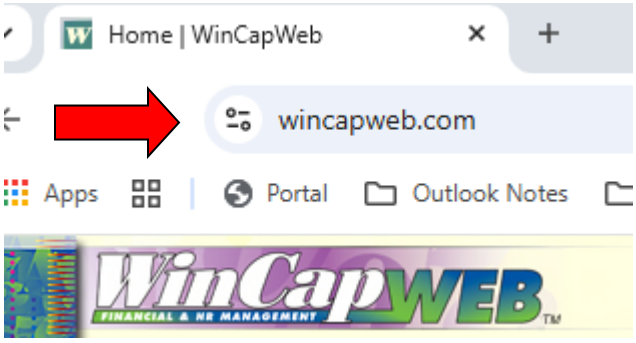
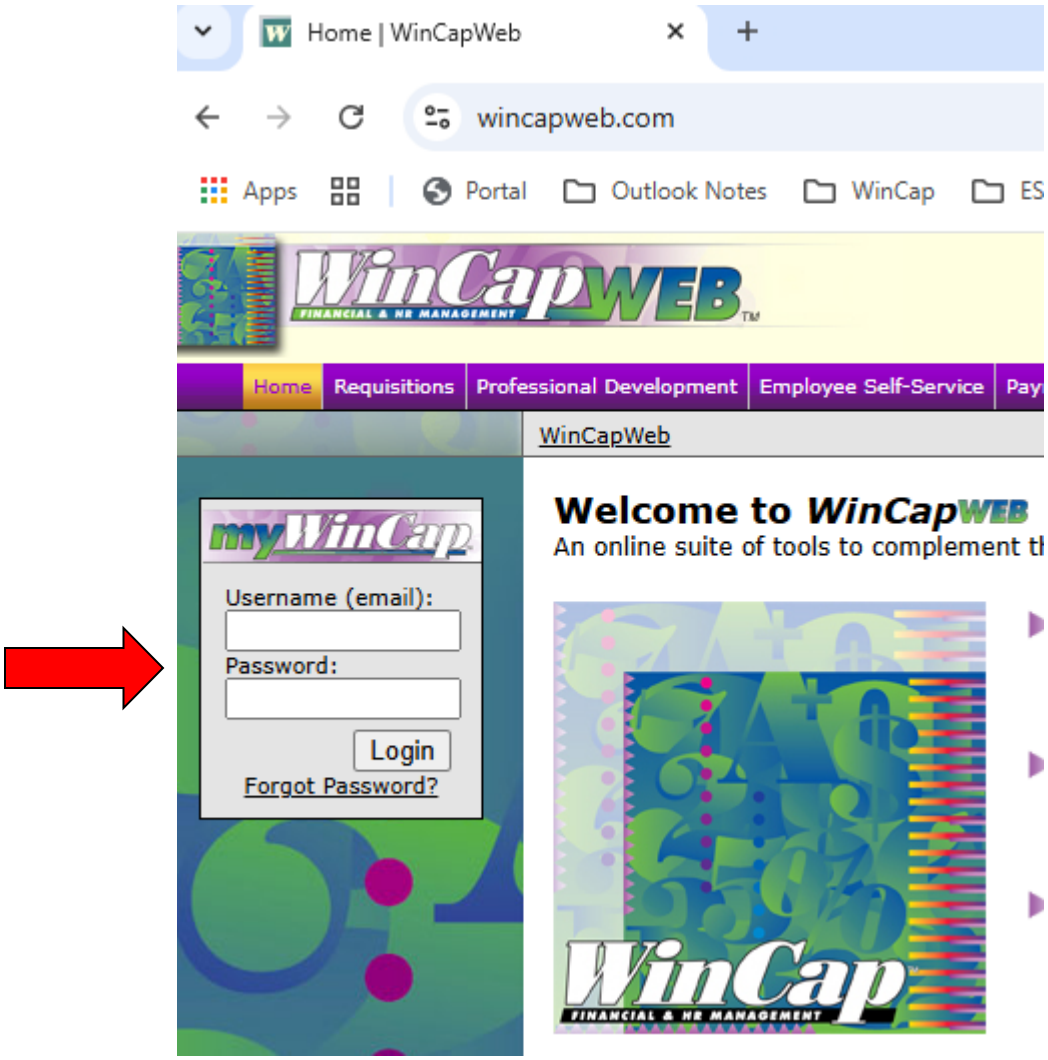
Signing Up For 2026-27 Shared Services

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 .

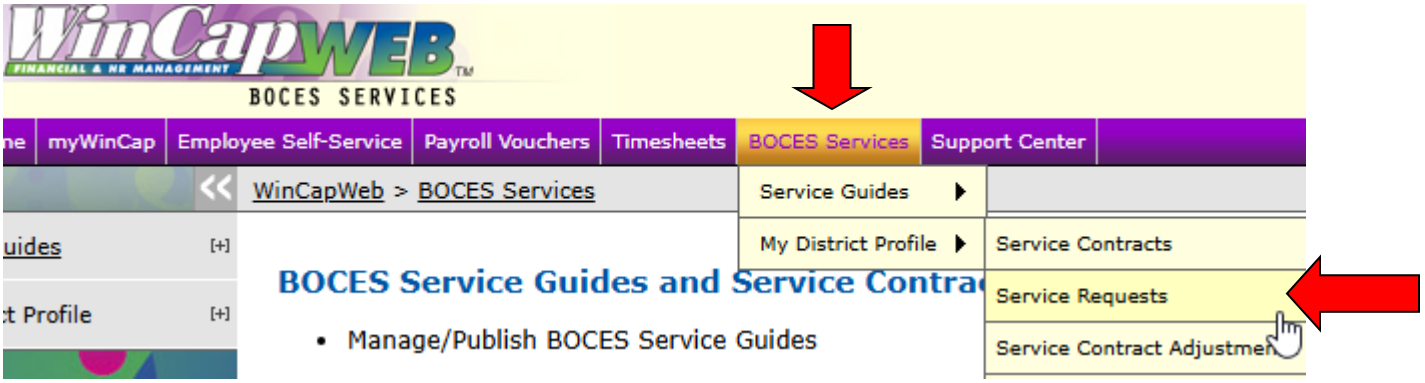


Please Note: **To add a new user to your district profile**, we will need an email from the District Superintendent requesting a new user be added with the following information:

- 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.

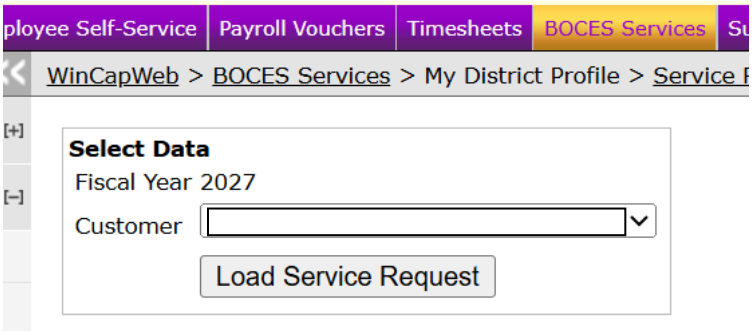
2. To sign up for 2026-27 Shared Services, follow the prompts below:

   BOCES Services > My District Profile > Service Requests

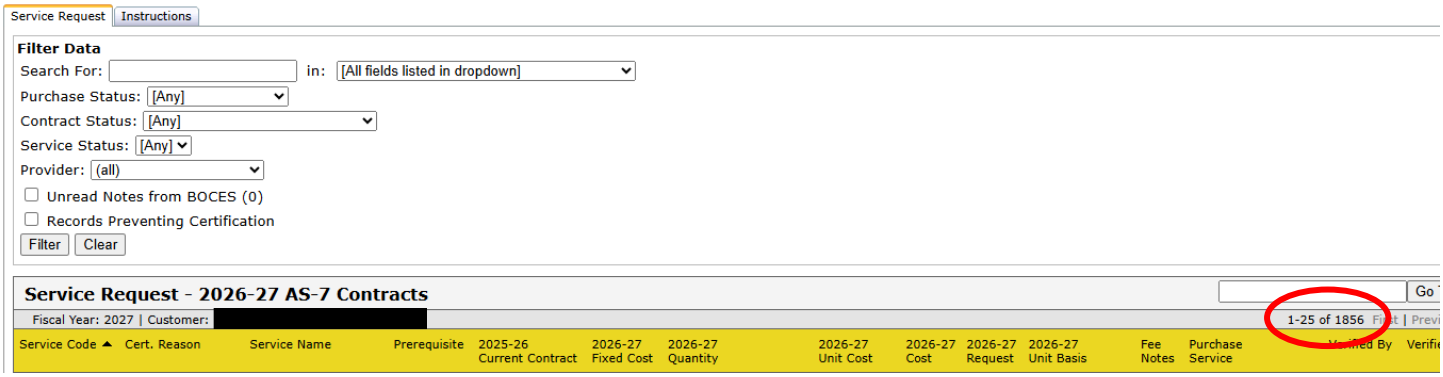


3. The next screen will show Fiscal Year 2027 and your district name will appear in the Customer box.

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



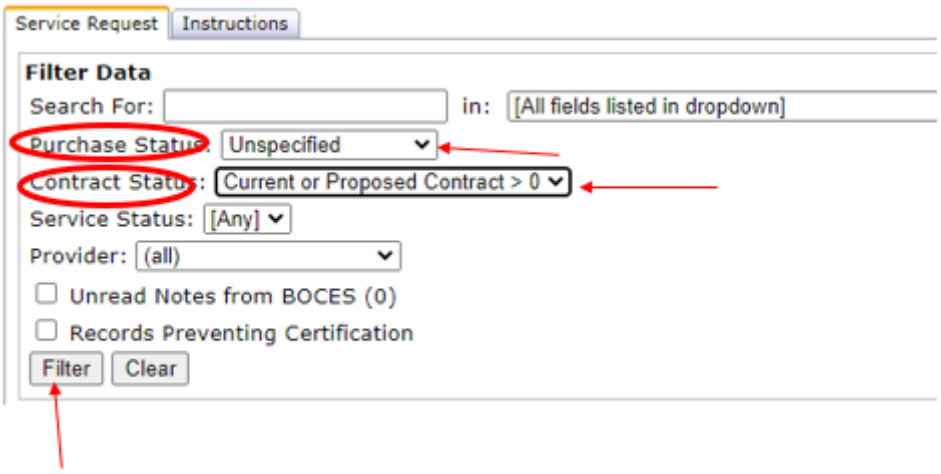
4. Once the Service Request page has loaded, you will see the following screen:



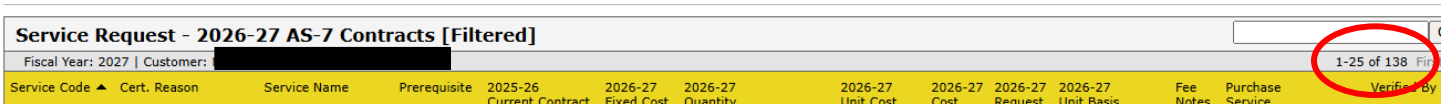
Please Note: In the *example* above there are 1,856 rows of service codes, however, there are filters you may use to narrow this down. **See Next Page - Step 5,** to help make this process quicker and easier.

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

   Purchase Status "Unspecified" and Contract Status "Current or Proposed Contract > 0."



This will **fast-track** the process of signing up for your 2026-27 services as it will only show services that your district currently has contracts for in 2025-26 and any "proposed" contracts for 2026-27 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 138 rows for this district. Much more manageable!



- If applicable, fill in any quantities/fixed costs for services you are continuing in 2026-27 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."

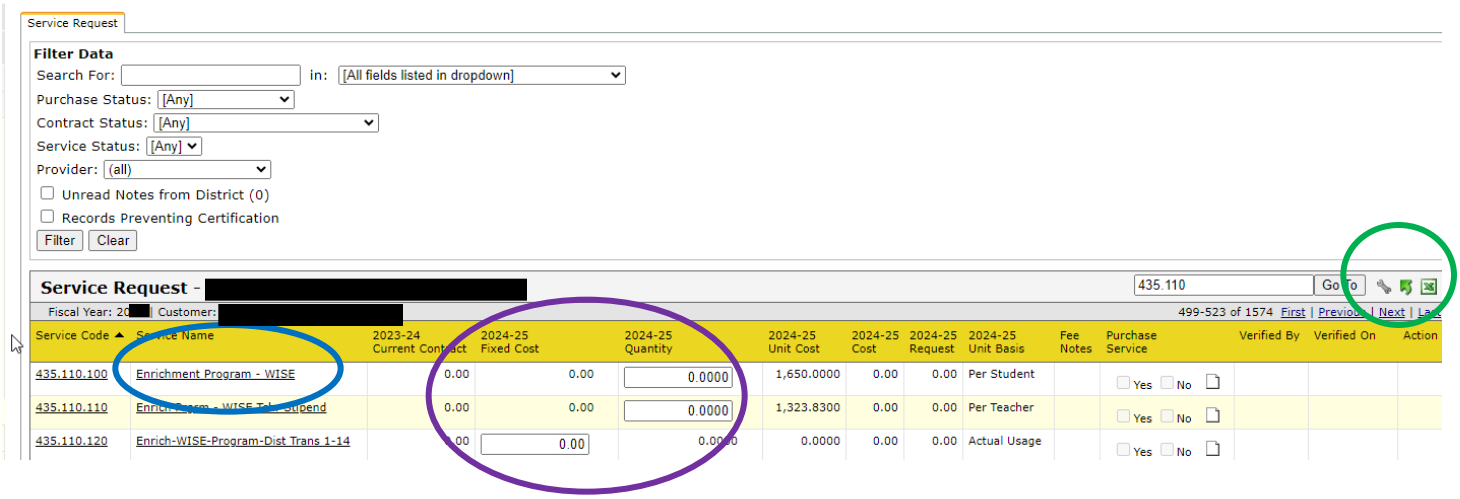
- You are now ready to begin the certification process. Please refer to **"Certifying 2026-27 Shared Service Request"** instructions.

Helpful Tips

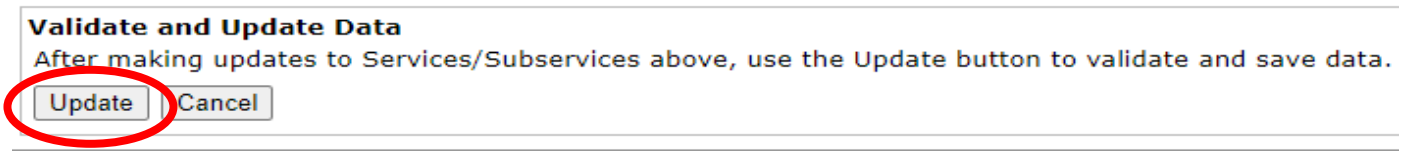
- **If you need more information about a service**, you may **click** on the underlined service name in the Service Name column. This will take you to our Shared Services Guide for additional information about the service and the name of a contact person in that program.

- **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.

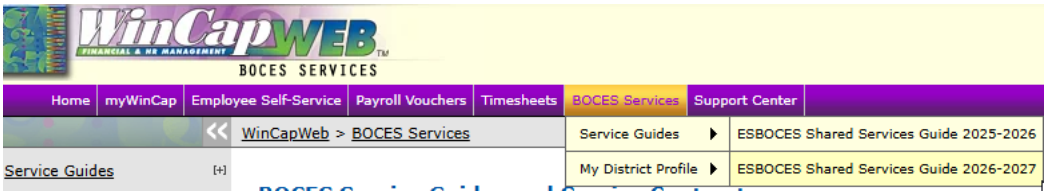


- **Your selections are not saved** and your costs are not updated until you **click** the **"Update"** button at the bottom of the Service Request page. It is strongly recommended that you "**Update" before** proceeding to the next page as this is how your work is saved.



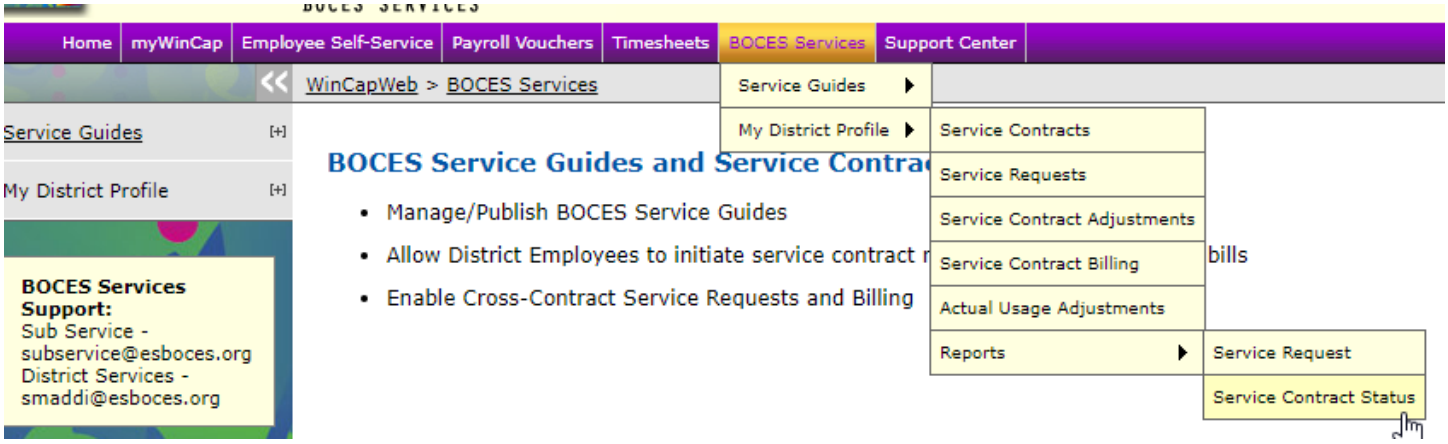
- **For services purchased through another BOCES**, please note that we will require a completed Cross Contract form signed by your District Superintendent or board approved "designee." **If a board approved "designee" will be signing cross contracts on behalf of your District Superintendent, please 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 2026-2027.



- **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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631-687-3042