



# Air Force ROTC Detachment 450 WINGS Guide

(Updated April 2021)



## WINGS REGISTRATION

WINGS is our online portal where your records will be maintained. Once you register, you'll provide some preliminary information that will help to build several of your required forms and will also build your profile in the system so that we will know you are an applicant for our program.

Browser Requirements: WINGS works best with Internet Explorer (IE). If you have any issues completing your registration using Chrome/Firefox/Safari, switch to a current version of IE.

To register:

1. Go to either <https://wings.holmcenter.com/> or <http://www.afrotc.com/> and click "LOG IN" at the top of the screen
2. Once re-directed to the portal, select "Apply for AFROTC"
3. Read the disclosure and select "YES" if you agree to the terms
4. Enter your preferred email address, a smart password and a security question
5. Use the activation code sent to your email address to finalize your registration
6. After your account is created, you will be directed to the WINGS Portal site. Click on the Sign In Tile and use your User ID (email address) and password to access your account.

Maintaining Your Credentials: You will utilize WINGS throughout your cadet career, so it is important to maintain your login credentials. There are several ways to store and protect your usernames and passwords, but a simple and free way is to create an encrypted Word or Excel document that contains login information for all of your accounts. To do so, just create your document or spreadsheet then: Click File > **Info** > **Protect Workbook/Document** > **Encrypt with Password** (just be sure that your encryption password isn't one you may forget!)

## ROTC Prospect To Do List

### **Complete My Profile**

- Be sure to enter your Middle Initial (if you have one)
- Your current residence will be your permanent residence (likely your parents' address)
- Once your profile has been completed the account profile will be saved in the WINGS database, and will be reviewed by a cadre member within 5 work days.

### **Complete Application Checklist**

- You will login to WINGS as explained previously (<https://wings.holmcenter.com/>)
- Click on the **My AFROTC Application tile**
- Select "Yes" for your intent to apply for the AFROTC Program to commission. NOTE: You are not required to complete the entire checklist at once. You may sign out and return to the checklist at a later time.



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## Education

- Follow the instructions/prompts
- If you are entering our program in the spring, amend your enrollment answer to your status for the upcoming Spring semester
- To update your Preferred Colleges/Universities:
  1. Select the state of the institution (WINGS will auto-populate associated institutions)
  2. Select "View All" if your preferred institution isn't on the first page
  3. Select your institution and submit
  4. Add/Remove additional schools as necessary
  5. Select SAVE

## Acknowledgements

Answer each prompt according to your understanding; if you agree/understand, select YES; if you disagree, select NO. Note that some answers will be YES and some will be NO—there is no "right" answer.

Some prompts may require additional information if you select YES. If an additional dialogue box appears, enter the information exactly as requested.

## Citizenship

If you have any questions regarding your citizenship, consult your parents or closest relative.

## Review & Submit

- Validate all of your info/answers and re-enter your Date of Birth and SSN
- Answer the final disclosure and submit

***We're done with WINGS for now, let's move on to paperwork...***

**DO NOT COMPLETE THE FORMS IN WINGS!**

**DET 450 has Detachment specific forms. An electronic signing process is currently being developed. More information will follow.**

**\*Exception – AFROTC FORM 28, Pre-Participatory Sports Physical**

***INSTRUCTIONS AFTER PRINTING: Take **this** form to the Health Center on campus or to your family doctor; we **cannot** accept similar forms that your doctor may utilize. This form must be signed and name stamped by a physician. This must be returned BEFORE participation in any AFROTC physical training.***