

AFROTC WINGS Account Creation Guide

Please follow this guide to create a mandatory account in WINGS; it should take approximately 30 minutes.

Create a WINGS account

Go to: <https://wings.holmcenter.com>

Signon

User ID

Password



**Jeanne M. Holm Center
for Officer Accessions
and Citizen Development**

[Fact Sheet](#)

[Website](#)

CAC Signon

Insert your CAC
to begin login



**Reserve Officer Training
Corps (ROTC)**

[Fact Sheet](#)

[Have a recruiter contact me](#)

[Website](#)

[Apply for AFROTC](#)

[Current ROTC Cadet registration](#)

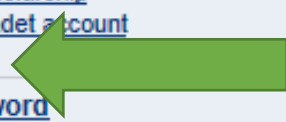
Quick Links

Related Websites
[HolmCenter.com \(public site\)](#)
[AFROTC.com](#)
[Air University Website](#)

Register to . . .
[Become an AFJROTC Instructor](#)
[AFROTC 4 year scholarship](#)
[Create AFROTC Cadet account](#)
[Apply for AFROTC](#)

[Reset User Password](#)

Click
"Apply for
AFROTC"



Create Username / Password

Account Creation (eMail addr will be your userid)

*E-Mail

Use your University E-mail when you create your account, this will also be your User ID

Confirm E-Mail

*Password

*Confirm Password

Min. Password Len: 12 Containing Min... 2 Special Chars 2 Numbers 1 Upper Case 1 Lower Case

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

*Question:

*Response:

Submit

* indicates required field

After you click submit close this window and wait for the activation email

You must safeguard your username/password as you will continue to use this account until your commissioning

Activate Account

An activation code was sent via e-mail to `jdoue123@umn.edu`. Enter that code below to activate this account. **NOTE: Please check your spam/junk folder if you do not see the e-mail in your Inbox.**

After verification, sign on to continue your application.

Resend Code

*Activation Code:

SUBMIT

Enter activation code from your e-mail.

Email may take a few minutes.

Prospect To Do List

Quick Links
Related Websites
[AFROTC.com](#)
[Air University Website](#)
Self Service
[My Application To Do List](#)
Manage My Account
[Change My Password](#)

ROTC Prospect To Do List
My To Do List
Click Here to start

Intend to Commission	Last Update Date/Time
My Profile	<input type="checkbox"/> Start here
Education	<input type="checkbox"/> Your profile must be completed before starting Education
Acknowledgements	<input type="checkbox"/> Optional if not pursuing a commission
Citizenship	<input type="checkbox"/> Optional if not pursuing a commission
Review & Submit	<input type="checkbox"/>

Now that your account is created, complete your ROTC prospect to do list.

Create Profile

Contact Profile

My Profile

User ID [REDACTED]@gmail.com

Personal

*First Name

Middle Name

*Last Name

*Gender Suffix

*Date of Birth

Current Residence

*Country *State

*City

*ZIP Code

Primary Phone Number

Phone #

Intend to Commission

Yes, I want to be an Air Force Officer

No, I just want to take an Air Force ROTC class

OK Cancel Apply

Provide Full middle name if applicable

Provide suffix if applicable

Preferably your cell phone number

Select **NO** if you do not want to join the program and only want to take Air Force classes.

Fill in your information, click Apply to save and OK to continue

Education Preferences

Answer questions

Education Background & Preferences

Age on December 31st between 17 and 26?:

Highest Diploma/Degree Conferred

Will you complete High School (or equivalent) by Fall 2018?

Will you enroll in college Full-Time during the Fall 2017?

Will you enroll in college Full-Time during the Fall 2018?

Preferred Colleges, Universities & Detachments

- Historically Black College
- Hispanic Serving Institution
- Minority Institution
- Military Institution
- Private School
- Show All

State

Checkbox Y/N	Enroll At	AF ROTC Classes At
<input type="checkbox"/>	Anoka-Ramsey Community College, MN	University Of Saint Thomas (Minn) (Detachment 410), MN
<input type="checkbox"/>	Augsburg College, MN	University Of Saint Thomas (Minn) (Detachment 410), MN
<input type="checkbox"/>	Bethel University, MN	University Of Saint Thomas (Minn) (Detachment 410), MN
<input type="checkbox"/>	Century College, MN	University Of Saint Thomas (Minn) (Detachment 410), MN
<input type="checkbox"/>	College Of Saint Scholastica, MN	University Of Minnesota, Duluth (Detachment 420), MN
<input type="checkbox"/>	Concordia College - Moorhead, MN	North Dakota State University Of A&As (Detachment 610), ND
<input type="checkbox"/>	Concordia University - St Paul, MN	University Of Saint Thomas (Minn) (Detachment 410), MN

Select Mississippi

Preferred Colleges, Universities & Detachments

- Historically Black College
- Hispanic Serving Institution
- Military Institution
- Private School

You can select multiple schools of interest

Checkbox Y/N	Enroll At	AF ROTC Classes At
<input type="checkbox"/>	Troy University, AL	University of Arizona (Detachment 020), AZ
<input type="checkbox"/>	Arizona State University, AZ	Arizona State University (Detachment 025), AZ
<input type="checkbox"/>	Coconino Community College, AZ	Northern Arizona University (Detachment 025), AZ
<input type="checkbox"/>	Embry Riddle Aeronautical University (AZ), AZ	Embry Riddle Aeronautical University (AZ)
<input type="checkbox"/>	Embry Riddle Aeronautical University (AZ), AZ	Embry Riddle Aeronautical University (AZ) (Detachment 020), AZ
<input type="checkbox"/>	Embry Riddle Aeronautical University (AZ), AZ	Embry Riddle Aeronautical University (AZ) (Detachment 145), FL
<input type="checkbox"/>	Embry-Riddle Aeronautical University (AZ), AZ	Rutgers University (Detachment 485), NJ
<input type="checkbox"/>	Estrella Mountain Community College, AZ	Arizona State University (Detachment 025), AZ

Ensure you select University of Southern Mississippi option that says Detachment 432

Click to update selections

OK Cancel Apply

Click apply to save and OK to continue

AFROTC Screening

ROTC Screening Answers

< Previous

Next >

Screening

First 1-5 of 5 Last

Category ACCEPTANCE

Item 1

Question

Are you a conscientious objector?

Help

A conscientious objector is defined as: one who has or had a firm, fixed and sincere objection to participation in war in any form or to bearing of arms because of religious training or belief, which includes solely moral or ethical beliefs.

Answer

Use the drop down options to answer questions and acknowledge statements

Category ACCEPTANCE

Item 2

Question

Are you now or have you ever been affiliated with any organization or movement that seeks to alter our form of government by unconstitutional means, or sympathetically associated with any such organization, movement, or members thereof?

Answer

Additional info may be requested based on your answers.

Category ACCEPTANCE

Item 3

AFROTC Screening – Drug & Alcohol

Category DRUG AND ALCOHOL

Item 1

Question

I have read and understand the definition of terms below.

ADVERSE ADJUDICATION: An adverse adjudication (adult or juvenile) is a finding, decision, sentence, or judgment, other than unconditionally dropped, dismissed, or acquitted. If the adjudicating authority places a condition or restraint that leads to dismissal, dropped charges, or acquittal, the adjudication is adverse. Suspension of sentence, pardon, not processed, or dismissal after compliance with imposed conditions is adverse adjudication.

AIR FORCE: Includes active Air Force, Air Force Reserve, Air National Guard, and Air Force Academy.

ALCOHOL ABUSE: Alcohol use confirmed by competent medical authority that the individual is emotionally, mentally, or physically dependent on alcohol.
NOTE: When not confirmed by medical authority, self-admitted alcohol use that leads to a person's misconduct or unacceptable behavior; to the impairment of work performance, physical or mental health, financial responsibility or personal relationships; must be reported during the medical examination for determination of alcohol abuse.

DRUG ABUSE: The illegal, wrongful, or improper use of marijuana, any narcotic substance, hallucinogens, or any illegal drug.

ILLEGAL DRUGS: Any drug or narcotic that is habit forming or has a potential for abuse because of its stimulant, depressant, or hallucinogenic effect. Includes, but not limited to: cocaine, crack, hallucinogens, (to include lysergic acid diethylamide (LSD), phencyclidine (PCP), tetrahydrocannabinol (THC) in non-marijuana form, and others), opium, morphine, heroin, dilaudid, codeine, Demerol, inhalants (paint, glue, and others), amphetamines (speed), methamphetamines (ice), barbiturates (downers) and anabolic steroids.

MARIJUANA: Any intoxicating organic or synthetic cannabis or tetrahydrocannabinol (THC) type substance. Organic forms from the hemp plant include marijuana, hashish and all derivatives of cannabis sativa. Synthetically, in the form of an herbal and chemical product which, when consumed mimics the effects of cannabis, includes salviadinorum or salvinorum or any product known under such names as "Spice", "Genie", "DaScents", "Zohia", "K-2", and "KO Knockout 2" or variant thereof by whatsoever name it may be called.

Acknowledge

Read these terms carefully and acknowledge you understand them, you will be asked questions referencing these terms next.

AFROTC Screening - Citizenship

Citizenship

*Citizenship

Social Security #

Do you have citizenship
in multiple countries?

Enter your full SSN here, we will still need to see the original of your Social Security Card and original birth certificate during "Zero Week". They will be scanned and returned to you during check in.

OK

Cancel

Apply

Click apply to save and OK to continue

Citizenship

*Citizenship

Social Security #

Do you have citizenship
in multiple countries?

Are you willing to renounce
all non-US citizenships?

Do you intend to obtain
US citizenship?

Expected Citizenship Date

Status of becoming US citizen

If you are not a US citizen, please provide all the information requested

AFROTC Screening – Review & Submit

Review Submit

Personal

First Name K
Middle Name A
Last Name F
Gender M
Date of Birth 00

Current Residence

Country USA State DE
City City
ZIP Code 80841

Primary Phone Number

Phone # 456/321-9874

Intend to Commission

Yes, I want to be an Air Force Officer
 No, I just want to take an Air Force ROTC class

Education Background

Age on December 31st between 17 and 26?:

Highest Diploma/Degree Conferred None

Will you complete High School (or equivalent) by Fall 2018? Yes

Will you enroll in college Full-Time during the Fall 2017? No

Will you enroll in college Full-Time during the Fall 2018? Yes

Citizenship

Citizenship Birth - US
Social Security # *****

Do you have citizenship in multiple countries? No
Are you willing to renounce all non-US citizenships? Yes
Do you intend to obtain US citizenship? Yes

Status of becoming US citizen

Total Questions: 23 Total Questions Answered: 23

Acknowledgements Find View All First 1 of 23 Last

Are you a conscientious objector?
Response NO

Click to view all questions answered



Review & submit your prescreening application

SUBMIT

AFROTC Application To Do List

ROTC Application To Do

My AFROTC Application To Do List

Intend to Commission Yes

Last Update Date/Time 08/16/2017 2:21:28PM

Addresses Please complete Home of Record (HOR) Address...add others as

Phone Numbers

Email Addresses

Demographics

Military

Experience

Dependents

Medical

Releases & Forms

Civil Involvements

Your application to do checklist will be loaded for you to complete w/in 24 hours of submitting your "Prospect To Do List". Contact us if it has not been loaded.

Update Addresses and Phone numbers listed

!NOTE! This portion of the process is still under construction. Please provide and click apply to save your answers. Some checklist items may not be check marked as you complete them, but we will still be able to see the information.

DO NOT PRINT THE FORMS MADE AVAILABLE IN WINGS. THE DOCUMENTS ATTACHED IN THE EMAIL WE SENT ARE WHAT YOU WILL PRINT, REVIEW AND SIGN. WE WILL GO OVER ALL YOUR SIGNED DOCUMENTS DURING ORIENTATION.

Addresses/Phone Numbers/Email Addresses

Addresses (Primary Address displayed)
Edit Address
Address
Address 1
Address 2
Address 3
City Prescott
State AZ Postal 86315
Country USA
Save

Phone Numbers (Primary Phone Number displayed)
Edit Phone Numbers
Phone 928/777-3863
Type Home
Save

Email Addresses (Primary email address displayed)
Edit Email Addresses
Email markeseb@hotmail.com
Type
Save Cancel

Address Find First 1-2 of 2 Last
 Primary Type: HOR + -
Address 1: 123 Road
Address 2:
Address 3:
City: Glendale
State: CA Postal: 91206
Country: USA

Primary Type: School + -
Address 1: 3700 Willow Creek Rd Box 1
Address 2:
Address 3:
City: Prescott
State: AZ Postal: 86301
Country: USA

OK Cancel

Click to edit info

Click "+" to add multiple addresses/email/phone numbers

HOR – Home of Record


Please list ERAU email address as primary.


OK Cancel

Application To Do List - Demographics

Demographics

Birth Place

Birth Country 

Birth State 

Birth City

Race

American Indian/Alaska Native

Black or African American

Native Hawaiian/Other Pac Isl

White

Asian

Decline to Respond

Ethnicity

Hispanic or Latino

Not Hispanic or Latino

Decline to respond

Save & Close

Cancel

Ensure that your birth place matches your birth Certificate.

As a reminder, we will still need to see the original of your Social Security Card and original birth certificate during “Zero Week”. They will be scanned and returned to you during check in.

Application To Do List - Military

Military Background

Military Service: Yes No
AFOQT Taken: Yes No

Selective Service Number

Military Service

*Branch of Military: Currently In

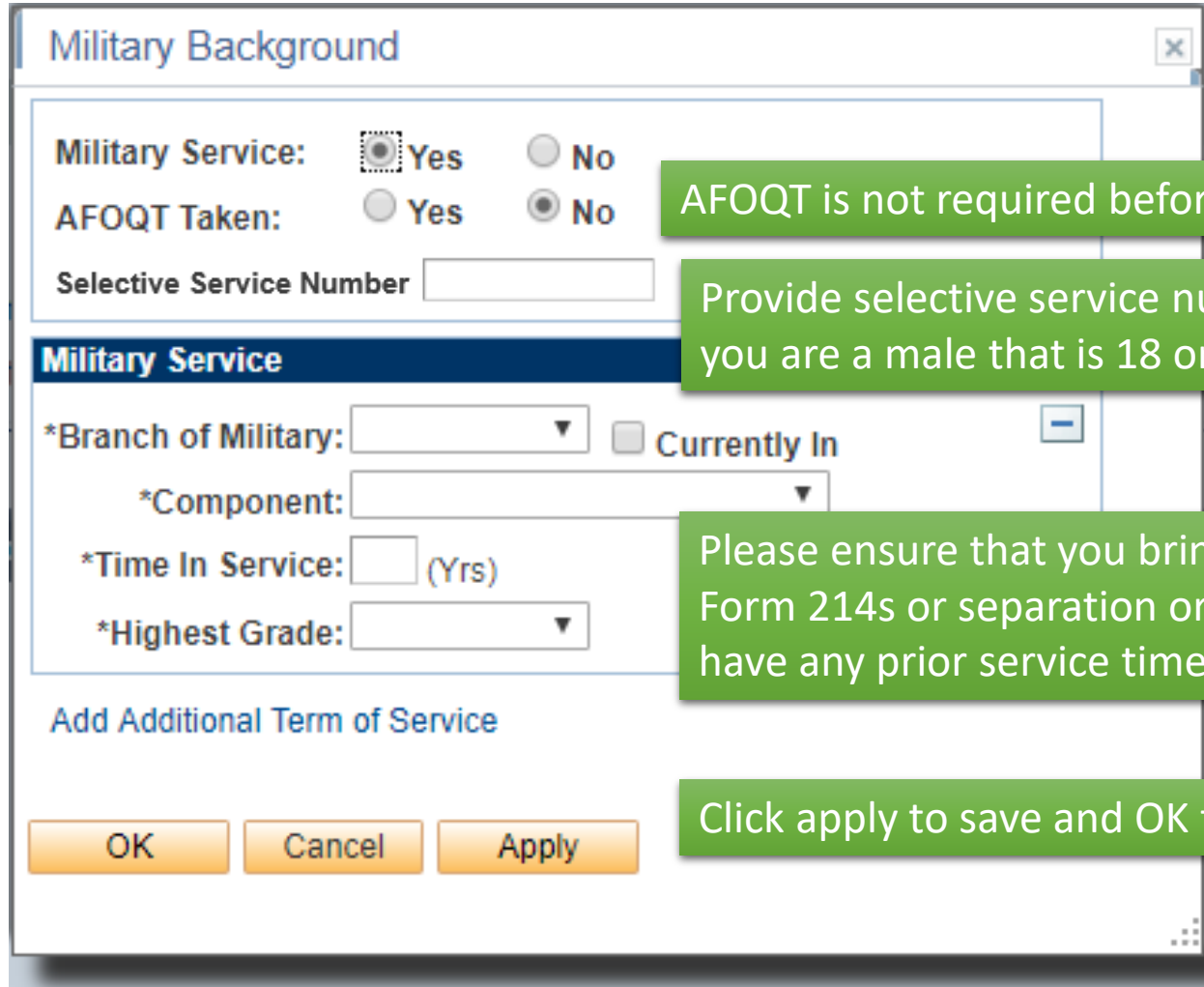
*Component:

*Time In Service: (Yrs)

*Highest Grade:

Add Additional Term of Service

OK Cancel Apply



AFOQT is not required before arrival

Provide selective service number if you are a male that is 18 or older

Please ensure that you bring any DD Form 214s or separation orders if you have any prior service time.

Click apply to save and OK to continue

Application To Do List - Experience

Experience & Youth Programs

JROTC Experience

JROTC Experience Yes ▾

Air Force 0 ▾ Army 0 ▾ Marine Corps 0 ▾ Navy 0 ▾

Total Years

Awards & Accomplishments

Scout Experience ▾

Civil Air Patrol ▾

Private Pilot's License No ▾

Save Cancel

Please ensure that you bring copies of certificates/transcripts documenting JROTC experience and any awards/accomplishments received

This module is still under construction. You may receive the below error when answering "NO" for JROTC Experience. Click ok and close the experience window.

Message

You indicated you have participated in JROTC. Please indicate how many years you participated in the Air Force, Army, Marine Corps, and/or Navy JROTC program(s).

The PeopleCode program executed an Error statement, which has produced this message.

OK

Private Pilot's License No ▾

Application To Do List - Dependents

Marital Status

Are you married? Yes No

Number of Dependents

Read question 1 for a definition of what a dependent is.

Questions/Acknowledgements

First 1-6 of 6 Last

Category DEPENDENT / DEPENDENT CARE Item ID 1

Question

I understand my eligibility is based on my marital and dependency status and failure to claim all my dependents may result in my involuntary separation from the Air Force. I have read and understand the following definitions the Air Force considers a dependent for accession purposes. 1. A spouse. 2. Any person under the age of 18 for whom the applicant or spouse has legal or physical custody, control, care, maintenance, or support. Includes children from a previous marriage, a relative by blood or marriage and stepchildren or adopted children of the applicant or spouse. 3. Any unmarried natural children of the applicant or spouse regardless of current residence. For male applicants, the term natural child includes those born out of wedlock. 4. Any person who is dependent upon the applicant or spouse for their care, maintenance, or support regardless of age. 5. FOR MALE APPLICANTS ONLY. An unborn child of the spouse or one claimed by or a court order determines is his.

Acknowledge

Click save & close after completion

Category DEPENDENT / DEPENDENT CARE Item ID 2

Question

Applicant To Do List - Medical

Physical Fitness

Contact

Only HSSP recipients that have a qualified DoDMERB DO NOT require a sports physical. Everyone else must have a completed sports physical no later than 2 weeks after the start of the term.

Questions/Acknowledgements

First 1 of 1 Last

Category PARTICIPATORY PHYSICAL

Item ID 1

Question

Have you ever had a physical for entry into

Help

ie. DODMBERB (Department of Defense)

Answer

YES

Only answer YES if you have previously completed a DoDMERB. We will request transfer of your case to our detachment upon your arrival. You are still required to complete a sports physical.

AFROTC requires cadets who do not have a certified military medical physical on file to obtain a sports physical from their primary care doctor. Please obtain documentation of the sports physical or print the attached AFROTC Form 28 and have your primary care doctor complete and certify BEFORE arriving at the detachment.

ROTC Physical Fitness Form



Physical Fitness Form

If you do not have a current physical form which was completed for entry into the U.S. armed forces, download this form and have it completed by a physician.

Click save & close

Save & Close

Applicant To Do List – Releases & Forms

ROTC Releases and Forms

ROTC Releases and Forms

Contact ID 00000305660

Instructions Print and complete the following release forms, making sure you follow the instructions on each form. Bring these forms with you when you in-process at

Drug Demand Reduction Release
HQ AFROTC executes the Department of the Air Force's Zero Tolerance policy on illicit drug use. Therefore, all cadets pursuing a commission are subject to random drug testing any time after program entry.

Health Care Records Release
This form outlines the purposes and policies for medical and other personal information which AFROTC may need to collect from you. Read the form and sign it to acknowledge that you have been advised of its content.

Mail Access Authorization Release
Release authorizing Detachment personnel to open official USAF mail.

Request for Release of Student Records
Release of Student Records to ROTC.

DD Form 93-Record of Emergency Data
This form is used to collect contact information of people you want the military to notify in case of an emergency while in ROTC.

Close Finished Printing

DO NOT PRINT THESE FORMS. THEY WILL BE ATTACHMENTS IN OUR EMAIL YOU RECIEVE

Applicant To Do List – Civil Involvements

Civil Involvements

Volek, Daniel J.

[Physical Fitness Assessment \(PFA\)](#)

Physical Fitness Assessment (PFA) form and instructions.

READ before providing information. Involvements that occurred prior to program entry must be reported.

A. The Detachment Commander must know if you have ever been arrested, convicted, involved with law enforcement officials or authorized personnel for him/her to determine if you meet the character requirements for membership in Air Force ROTC. It is necessary for you to report any involvement with civil, military, or school authorities/law enforcement officials REGARDLESS OF ITS INSIGNIFICANCE, disposition, or finding on the certification provided below. Include traffic violations and any incidents which resulted in your being judged a juvenile offender. A finding of not guilty or advice by an attorney, court official, or anyone else to consider your record as clear DOES NOT constitute authority to leave the program.

B. In the future, you must be present for a minimum of 16 HOURS for attendance to the institution.
C. Concealment of information is considered a serious violation of ROTC program rules. Privacy Act

Involvement History

Find First 1 of 1 Last

C.I. 1 Status: Unreported Involvement

*Date of Involvement 08/01/2017

Involvement Type

Civil

Brief Summary of the Incident (<=120 chars)

speeding 35/25

*Detained, Confined, Probation?

Yes No

*Drugs or Alcohol Cited?

Yes No

[Statement](#) Required

Supporting Documents

(Opt.) Police/Incident Report

Add Attachment

(Opt.) Court Disposition Docs

Add Attachment

Submit

Please provide the following in your description:

1. Type of Involvement (Example: Speeding: 45mph in a 25mph zone)
2. Name of Arresting Authority/Court (If known)
(Example: Yavapai County Courts - Bradshaw Mountain HS)
3. Disposition/Finding and Sentence (Example: \$225 fine paid – detention)

Attach copy of ticket/citation if available (not required)

There is no further action needed if you have nothing to report.

There is no submit button for the application to do list. Ensure that you have saved all your answers.

Cancel