

Step 1—Getting Started

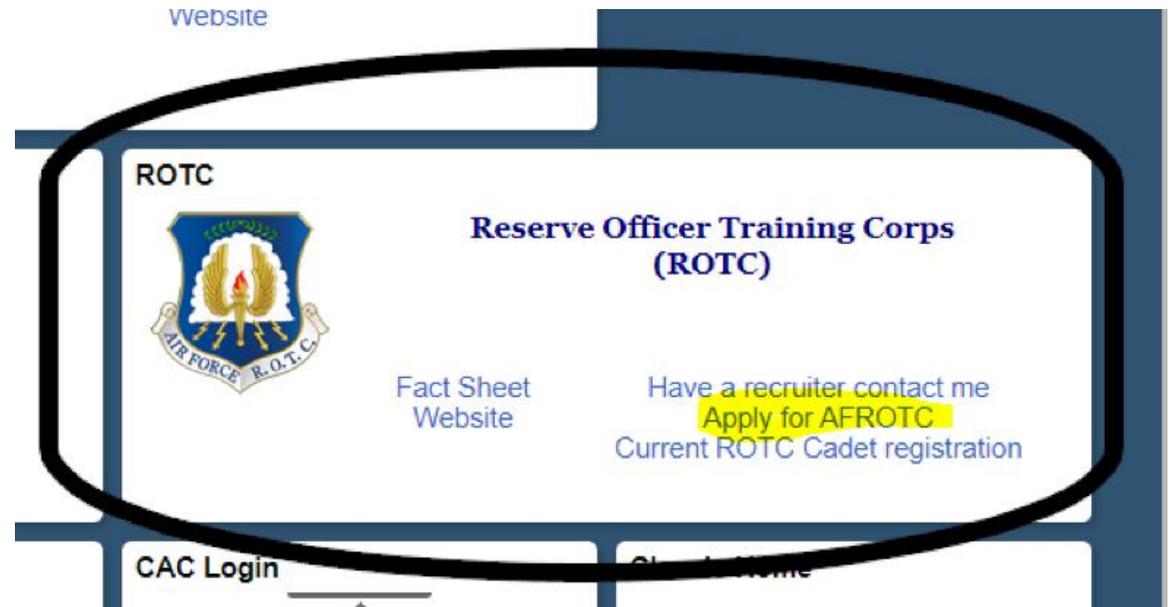
- Open Internet Explorer or Chrome, and add a second tab
 - In one tab, open UWYO Web Mail (or other email account)
 - In second tab, enter:
<https://wings.holmcenter.com/>

The screenshot shows a navigation menu for the wings.holmcenter.com website. The menu is organized into several sections:

- Configuring your browser**: Includes an icon of a browser window.
- Holm Center**: Features the Holm Center logo and the text "Jeanne M. Holm Center for Officer Accessions and Citizen Development" with a link to the "Fact Sheet Website".
- OTS (Officer Training School)**: Includes the OTS logo and a link to the "Website Information for Inbound Cadets".
- ROTC (Reserve Officer Training Corps)**: This section is highlighted with a black oval. It includes the ROTC logo and links for "Fact Sheet Website" and "Have a recruiter contact me Apply for AFROTC Current ROTC Cadet registration".
- JROTC (Junior Reserve Officer Training Corps)**: Includes the JROTC logo and links for "Fact Sheet Website", "Create JR Cadet Account", "JROTC Flight Academy", "Officer Vacancies", "NCO Vacancies", and "Become an instructor".
- CAC Login**: Includes an icon of a login screen.
- Sign In**: Includes an icon of a sign-in button.

Step 2A—Never applied for AFROTC or AFROTC Scholarship

- Click “Apply for AFROTC” hyperlink



- Read the next page
- Mark “Yes”
- And Submit

DISCLOSURE IS VOLUNTARY: However, failure to furnish information needed to determine your mental, medical and moral qualifications for entry into the US Air Force will result in a denial of application.

Select "Yes" to acknowledge that:

I am 13 years old or older AND

I have read and agree to provide personal information required to fully participate in the Air Force ROTC Program.

Yes

No

SUBMIT

Help

Step 3A—Creating WINGS Account

- Use your **UWYO email address** (or another email address) to complete this page
- Password must include:
 - 12 Characters Minimum
 - 2 Special Characters
 - 2 Numbers
 - 1 Upper-case Letter
 - 1 Lower-case Letter
- Create a security question
- Submit—Do **NOT** Close
- Go to other tab for UWYO Email to get Activation Code

Account Creation (eMail addr will be your userid)

NOTICE: Microsoft is currently rejecting emails from our system. Please do not use emails that end with @hotmail.com @outlook.com @live.com or @msn.com
You will not be able to receive an activation email at these email domains.

*E-Mail

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:

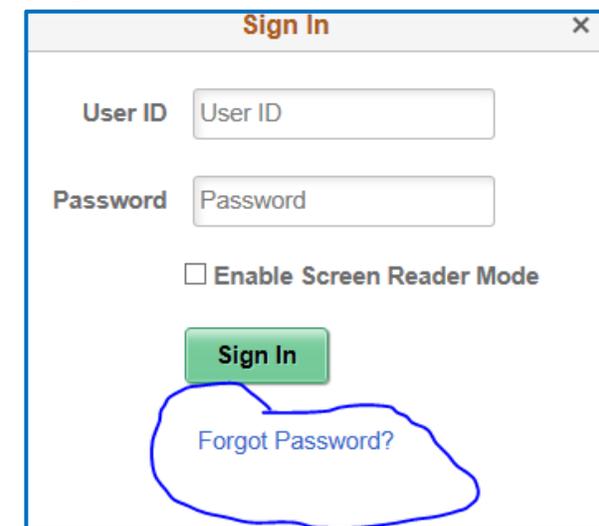
* indicates required field

Step 4A—Activate WINGS Account

- Once you have your Activation Code, as quick as 30 seconds to 15 minutes, return to WINGS and enter it (Case Sensitive) and Submit.
- Click “Log Back In”
- Return to Home Page
- Continue with Steps 2B.

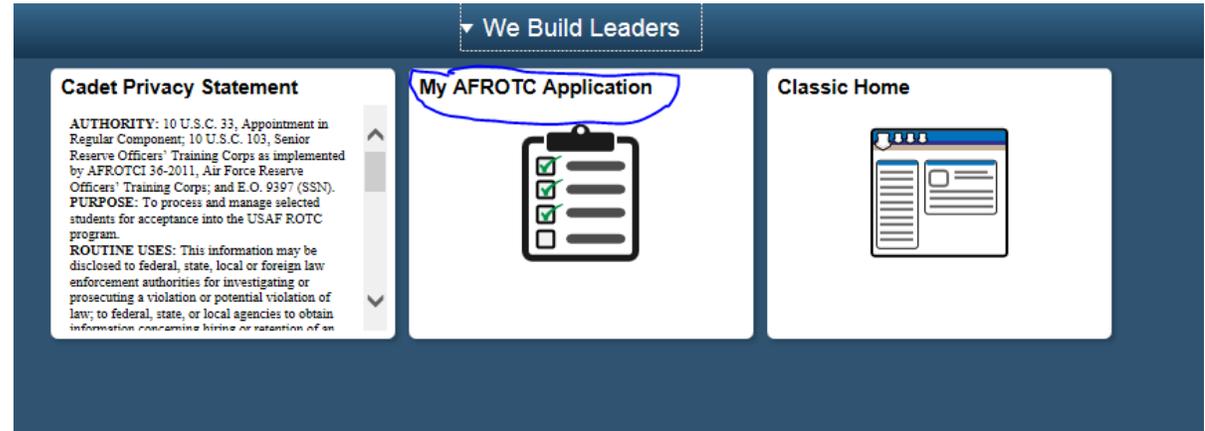
Step 2B—Those who applied for AFROTC or an AFROTC Scholarship

- Click “Sign In” Link
- Enter the FULL email **you used** to create the account to include: @uwyo.edu; @gmail.com or etc.
- Enter your Password and “Sign In”
- If you DO NOT remember your Password, click “Forgot Password?”
- If you forgot Password, enter full User ID as required above and Continue
- Answer Security Question and click “Email New Password”
- Go to that account, and retrieve the new PW

A screenshot of a "Sign In" form. The title "Sign In" is at the top right. There are two input fields: "User ID" and "Password". Below the "Password" field is a checkbox labeled "Enable Screen Reader Mode". At the bottom, there is a green "Sign In" button and a blue "Forgot Password?" link. The "Forgot Password?" link is circled in blue.

Step 5—Creating WINGS Profile

- Click My AFROTC Application
- Enter My Profile Data
- Use Full Middle Name(s)
- Use both last-names
- If you do not know your Social Security Number, you are done, return when you have your number
- Citizenship:
 - Birth –US : Born in the USA
 - Born Abroad—US: Born of USA parents overseas
example, parents were US military and you were born in Germany
 - Naturalized—US: Born Non-USA, full naturalization complete
 - Non-US: Not currently a full US Citizen, to include green card holders and those awaiting naturalization



Step 6—Requesting UWYO

- Click “No” to Apply for AFROTC Scholarship
- Click “Yes” to Join AFROTC
- Click “Select School”
 - Select “Wyoming” from pull-down menu
 - Select the school you will attend

My Profile

Kusek, Tony R.

Appl. Id: 20256

Appl. Date: 08/23/2018

Apply for the AFROTC High School Scholarship Program: Yes No [HSSP Eligibility Info](#)

Join AFROTC: Yes No

Please complete each section. A check mark will appear in box once the section is complete.

NOTE:

- Supporting Documents DOES NOT have a checkbox, but MUST be completed.

- Civil Involvements DOES NOT have a checkbox, but MUST be reviewed/completed if you have involvement(s) to report.

- You may return to each of these sections to add Documents/Civil Involvements if applicable.

My Application To Do List...

Select Schools	<input checked="" type="checkbox"/>
Youth Experience	<input type="checkbox"/>
Contact Information	<input checked="" type="checkbox"/>
Demographics	<input type="checkbox"/>
Military	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Dependents	<input type="checkbox"/>
Questions/Acknowledgements	<input type="checkbox"/>
Releases & Forms	<input type="checkbox"/>

Supporting Documents Upload documents as needed

Civil Involvements You have reported 0 civil involvements. Continue to report additional involvements should they occur.

Step 7—Completing Application

- Click each Blue Link without a Check
- Answer each question, leave no blanks
- Hit “Save and Close”
- If Check-mark, done
- If no Check-mark, you missed a question
 - Males over 18 must provide Selective Service Number, link provided on page
- **Continue until check-marks for every box except:**
 - For Releases & Forms and Supporting Documents
 - Click on the document to generate a blank form
 - Complete the form
 - Scan and upload to proper file (if you take a photo, ensure it is legible)
 - Civil Involvements, add any speeding tickets or other citations, maybe blank

When done, ALL blocks have check-marks,
You are Complete