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/](https://wings.holmcenter.com/)
Step 2A—Never applied for AFROTC or AFROTC Scholarship

• Click “Apply for AFROTC” hyperlink

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