



AFROTC DETACHMENT 880

WINGS In-processing Guide Fall 2022



Welcome to AFROTC Detachment 880!

- This guide will help you create your Air Force ROTC WINGS account.
- WINGS is the online database that AFROTC uses to track all AFROTC cadets and their progress through AFROTC
- You can create your account by following the steps in the following slides



Click on the link below to get started and follow along

- https://wings.holmcenter.com/psp/hcp/LANDING/PORT_HCP/c/W ROTC.W PTL PRESCREEN.GBL?

Step 1 – Account Request

Read the Text that appears on your screen and select “Yes” and submit to certify you are at least 13 years of age and have reviewed the page

If you are 12 years of age or younger select “No”.

Air Force ROTC Account Request

Pre-Screen

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 33, Appointment in Regular Component, 103, Senior Reserve Officers' Training Corps, and 2107, Financial Assistance Program of Specially Selected Members; Air Force ROTC Instruction 36-2011, Air Force Reserve Officer Training Corps; Executive Orders 9897 and 9397 (SSN).

PURPOSE: To identify an AFROTC applicant's intention to either apply, accept, or decline an offer for ROTC membership or scholarship.

ROUTINE USES: As indicated in System of Record Notice (SORN) F036 AETC X, College Scholarship Program Files and for processing the application for membership in the ROTC program. Information will not be released outside of the DoD.

DISCLOSURE IS VOLUNTARY: Failure to provide requested information may hinder processing and may preclude activating a scholarship.

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

[Help](#)

Step 2 – Account Creation

Complete the required fields to create your account

Use the email address provided to you by your university

(for example, xxxx@mail.vmi.edu or xxxx@marybaldwin.edu)

Do **NOT** use a personal email account such as gmail, yahoo, etc.

Write down your password and save it

Account Creation (eMail addr will be your userid)

*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 3 – Account Activation

Check your university email address and enter the activation code in the required box

User ID: YourEmail@mail.vmi.edu

An activation code was sent via e-mail to YourEmail@mail.vmi.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. If you have questions or concerns, you can call 1-866-423-7628 for assistance.**

After verification, sign on to continue your application.

Resend Code



*Activation Code:

SUBMIT

User ID: YourEmail@mail.vmi.edu

Account Activated. Sign in again to start your application.



Continue

Click Continue

Step 4 – Login to Your Account

Click on the “Sign In” tile at the bottom left of your screen

Enter your school email address and password

Your User ID is your email address

NOTICE

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Configuring your browser

Holm Center
Jeanne M. Holm Center for Officer Accessions and Citizen Development
Fact Sheet Website

OTS
Officer Training School (OTS) Website Information for

JROTC
Junior Reserve Officer Training Corps (JROTC) Fact Sheet Website
Create JR Cadet Account JROTC Flight Academy

Reserve Officer Training Corps (ROTC)
Have a recruiter contact me Apply for AFROTC Current ROTC Cadet registration

Classic Home

Sign In

Sign In

User ID: YourEmail@mail.vmi.edu

Password: Password

Enable Screen Reader Mode

Sign In

[Forgot Password?](#)

Step 5 – Begin your AFROTC Application

Click on the “My AFROTC Application” tile

Cadet Privacy Statement


AUTHORITY: 10 U.S.C. 33, Appointment in Regular Component; 10 U.S.C. 103, Senior Reserve Officers' Training Corps as implemented by AFROTCI 36-2011, Air Force Reserve Officers' Training Corps; and E.O. 9397 (SSN).

PURPOSE: To process and manage selected students for acceptance into the USAF ROTC program.


ROUTINE USES: This information may be disclosed to federal, state, local or foreign law enforcement authorities for investigating or prosecuting a violation or potential violation of law; to federal, state, or local agencies to obtain information concerning hiring or retention of an employee, issuance of a security clearance, letting of a contract, or issuance of a license, grant or other benefit; to a federal agency in response to its request in connection with the hiring or retention of an employee, issuance of a security clearance, reporting of an investigation of an employee, letting of a contract, issuance of a license, grant, or other benefit by the requesting agency to the extent that the information is relevant and necessary to the requesting agency's decision on the matter; to a congressional office in response to their inquiry made at the request of the individual; to the Office of Management and Budget in connection with review of private relief legislation as set forth in OMB Circular A-19; to foreign law enforcement, security, investigatory, or administrative authorities to comply with requirements of international agreements and arrangements; to state and local taxing authorities in accordance with Treasury Fiscal Requirements Manual Bulletin 7607; to the Office of Personnel Management (OPM) concerning information on pay and leave, benefits, retirement deductions, and other information necessary for OPM to carry out its functions; to NARA for records management functions; and to the Department of Justice for pending or potential litigation.

DISCLOSURE: Furnishing the information is voluntary. Failure to provide requested information will hinder processing.


My AFROTC Application




Configuring your browser



Quick Links



Classic Home



Step 6 – Create Your Profile

Fill in all of the information required

Use the built in calendar to select your DOB

Provide your home address, not your school address

Provide your cell phone number

(typically we will use your email address to contact you, but we may use your phone number to contact you about matters that are either more urgent or more appropriate to discuss over the phone or in person)

The screenshot shows a web form titled "My Profile" with a close button (X) in the top right corner. The form is divided into three main sections, each with a dark blue header:

- Personal:** This section is titled "Please provide Full Legal Name". It contains the following fields:
 - *First: A text input field.
 - Middle: A text input field.
 - *Last: A text input field.
 - *Gender: A dropdown menu.
 - *Date of Birth: A text input field with a calendar icon (01).
 - *Citizenship: A dropdown menu.
 - *Social Security #: A text input field.
- Current Residence:** This section contains the following fields:
 - *Country: A dropdown menu with "USA" selected and a search icon.
 - *Street Address: A long text input field.
 - *City: A text input field.
 - *State: A dropdown menu with a search icon.
 - *ZIP Code: A text input field.
- Primary Phone Number:** This section contains one field:
 - *Phone #: A text input field.

At the bottom right of the form, there is a yellow "SUBMIT" button. The form is displayed in a window with a scrollbar on the right side.

Step 7 – Verify your Information

Re-enter your Date of Birth and Social Security Number



Please Verify Your Date of Birth and Social Security Number ×

*Date of Birth

Social Security #

OK Cancel

A screenshot of a dialog box titled "Please Verify Your Date of Birth and Social Security Number". The dialog box contains two input fields: "*Date of Birth" and "Social Security #". The "Date of Birth" field is split into three separate input boxes, and the first box contains the number "31". Below the input fields are two buttons: "OK" and "Cancel". The dialog box has a standard window border with a close button (X) in the top right corner and a scrollbar at the bottom.

Step 8 – Email Us

Send an email from your university email address to “afrotc.applications@vmi.edu” with the following subject and text

Subject: “Det 880 WINGS Account”

Text:

“My name is xxxx xxxx and I have followed the Cadet WINGS In-processing guide to create an account. I would like to be added to Detachment 880”

We will need to find your account and add you to Detachment 880’s roster. Once we do, we will send you a response and include the attachment to part 2 of the WINGS In-processing guide.

If you do not email us, we will not receive a notification to add you to our roster.

