

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 H CP/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



Step 2 – Account Creation

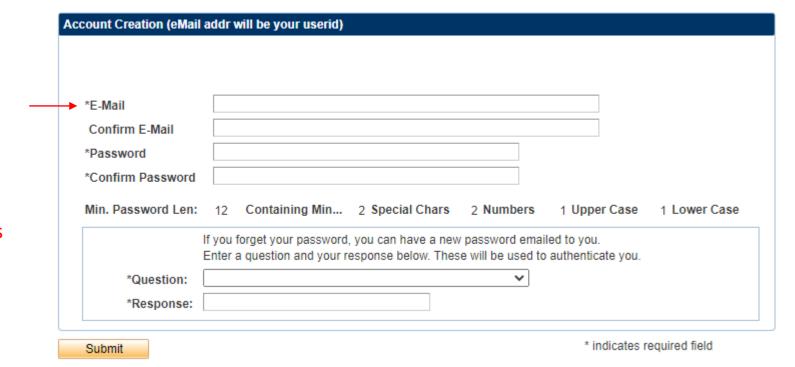
Complete the required fields to create your account

Use the email address provided to you by your university

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

Do <u>NOT</u> use a personal email account such as gmail, yahoo, etc.

Write down your password and save it



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.

SUBMIT

Resend Code

User ID: Your Email@mail.vmi.edu

Account Activated. Sign in again to start your application.

Continue

*Activation Code:

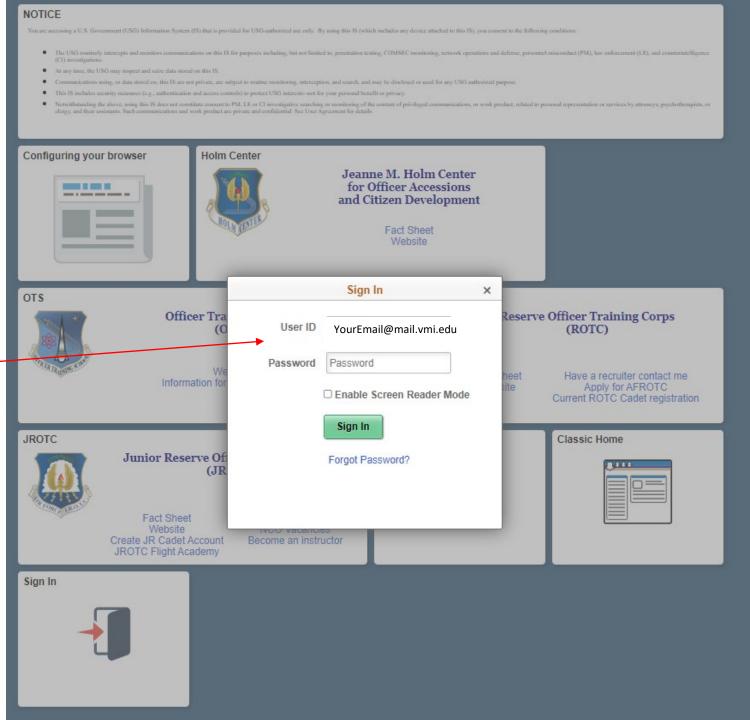
Click Continue

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



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

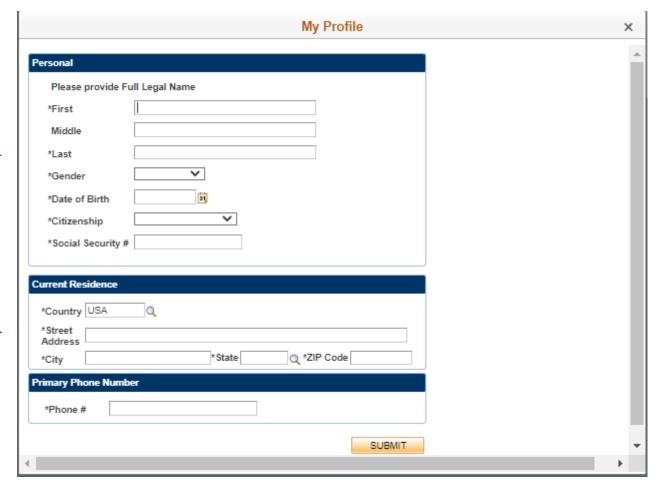
Fill in all of the information required

Use the built in calendar to select your DOB

Provide your home address, not your school address

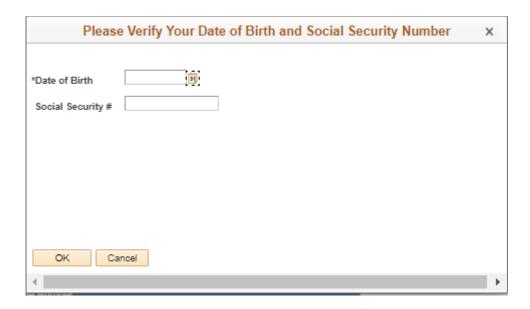
Provide your cell phone number

(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)



Step 7 – Verify your Information

Re-enter your Date of Birth and Social Security Number



Step 8 – Email Us

<u>Send an email</u> 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 Inprocessing guide.

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

My Profile

Account Profile Under Review

Thank you for your interest in AFROTC. Your profile is being reviewed by headquarters staff.

You can expect a resolution within 5 work days, after which you will be able to proceed with your application. If you have questions or concerns, you can call 1-866-423-7682 for assistance.