HQ AFJROTC

JROTC Flight Academy

Cadet Users Guide

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JROTC Flight Academy

Users Guide

Introduction

The JROTC Flight Academy system is a suite of components that enable JROTC cadets to apply for Flight Academy. It also has tools available for cadets that they will be able to use while they are attending the academy. This document will give cadets a brief overview of the system and its capabilities.

Cadets who wish to apply for the Flight Academy will need to do so online. Your instructors will let you know when the application cycle begins. When this process starts, you will need to complete an application online. You will then be required to take an Aircraft Qualification Test (AQT), administered by your instructor. You will also need permission from your parents/legal guardians, as well as a recommendation from your school counselor.

NOTE: To complete the AF JROTC application you will need your WINGS Cadet ID number, which your instructor can provide to you. An example of a Cadet ID number is J0003181134.

In order to apply, you will need to go to the Holm Center Portal 24/7 at https://wings.holmcenter.com.

Creating an Experiential Learning Program (XLP) Account

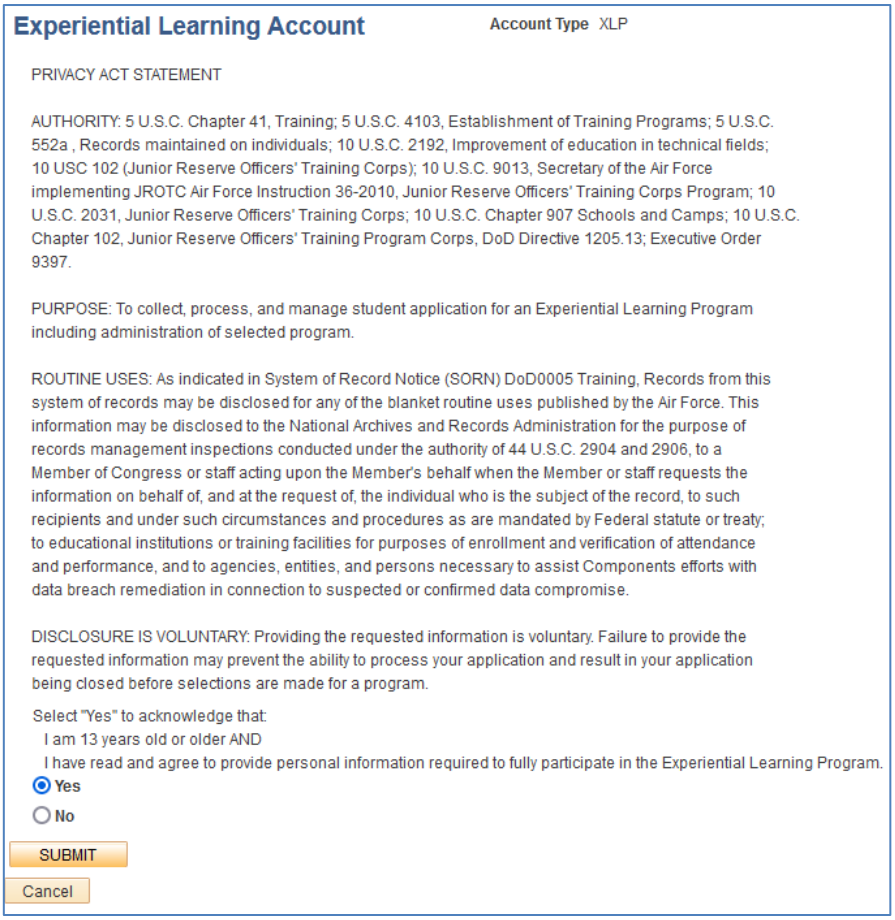
Prior to completing the Flight Academy application, you will be required to create an XLP account and complete a page of demographic questions. To create the XLP account follow the steps below.

1. Within your internet browser, go to https://wings.holmcenter.com.

2. Click the "JROTC Flight Academy" link.



3. Create an Experiential Learning Program (XLP) account by answering the age question at the bottom of the page and clicking the "Submit" button.

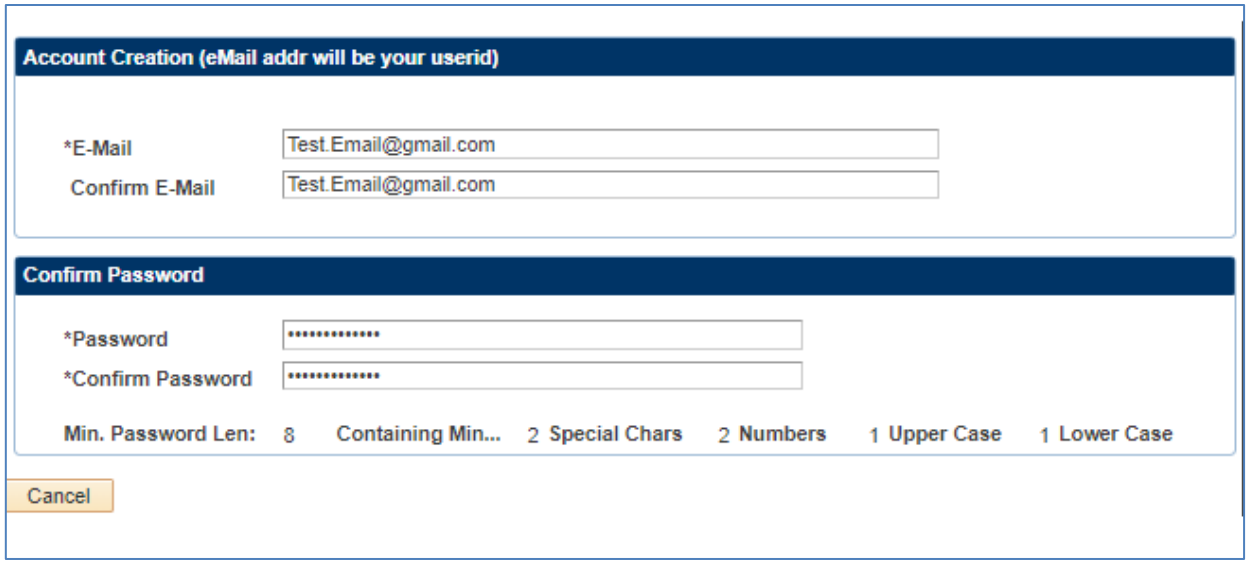


4. Enter your **personal** (non-school) email address and re-enter it to confirm your email address. Press the "Enter" key on your keyboard to continue after you confirm your email address.

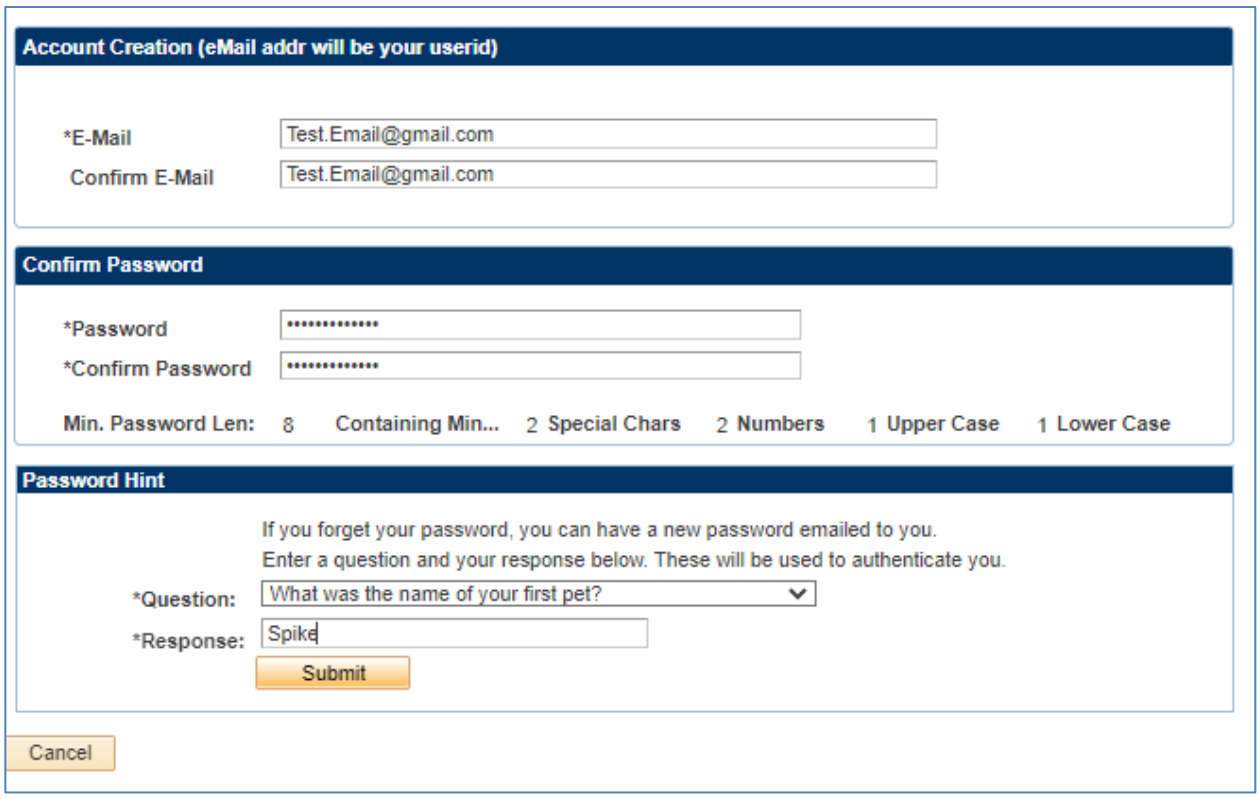
NOTE: The first 30 characters of your email address will be your "User ID" of your XLP account



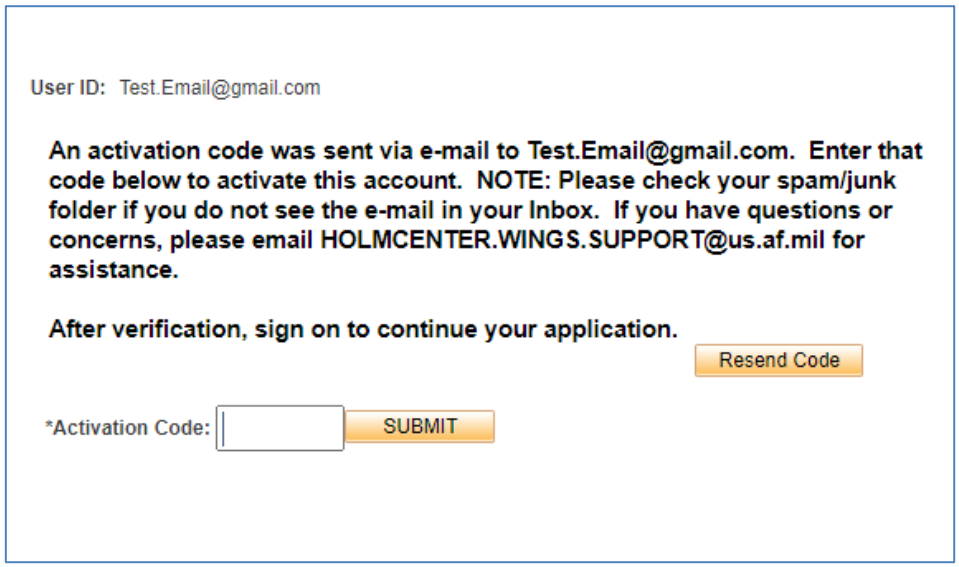
5. Enter and confirm the password you want to use for your XLP account. Press the "Enter" key on your keyboard to continue after you confirm your password.



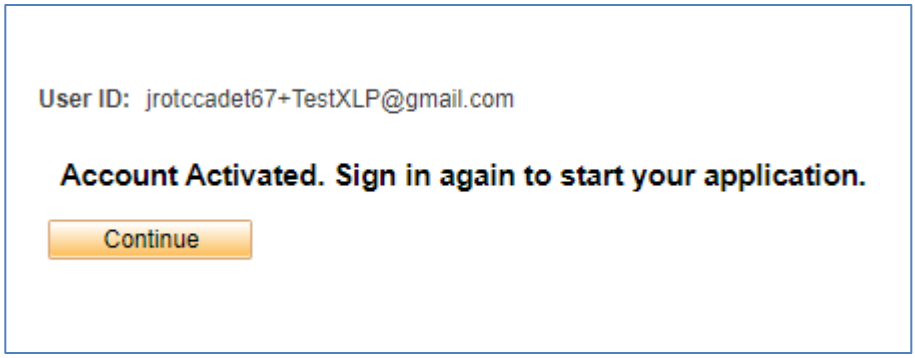
6. Select a "Password Hint Question" and enter your "Response" (answer) to the password hint question. Once complete, click the "Submit" button.



7. You will be directed to a page to verify your email address and to activate your account. Check your Email (inbox and junk/spam folder) for a message with an activation code. Enter the activation code from the Email you receive and click the "Submit" button.



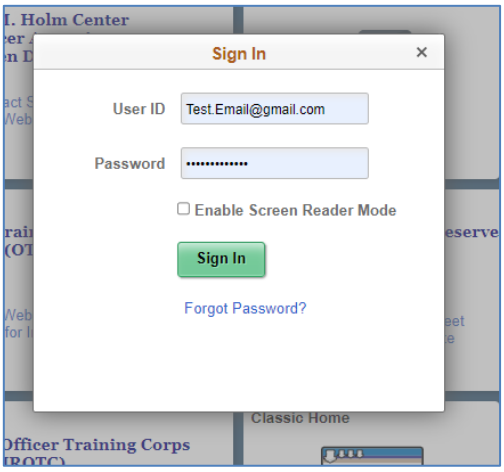
8. You will next see the page below. Click the "Continue" button.



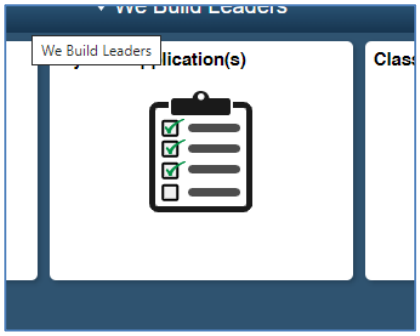
9. At the https://wings.holmcenter.com homepage, click the "Sign In" tile.



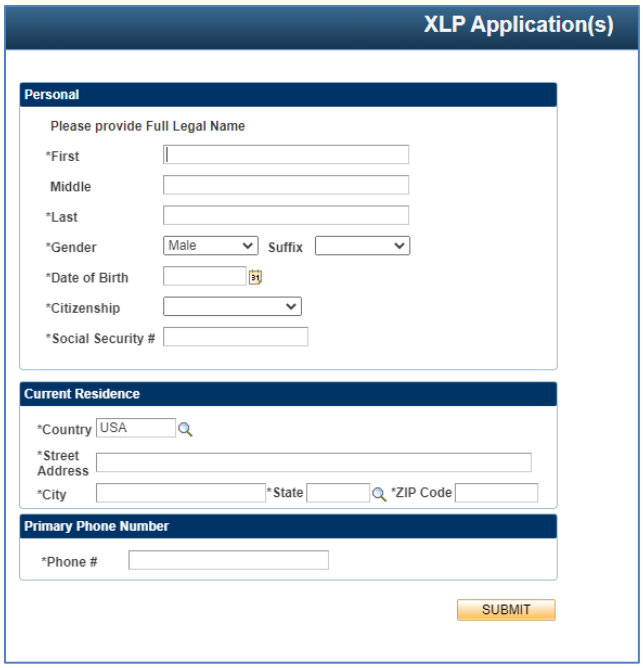
10. Sign in using the User ID and password for the XLP account you just created.



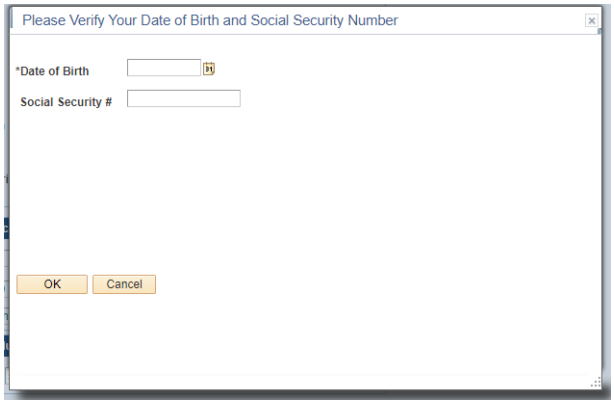
11. After logging in, you will arrive at the XLP homepage. Click the "My XLP Application(s)" tile.



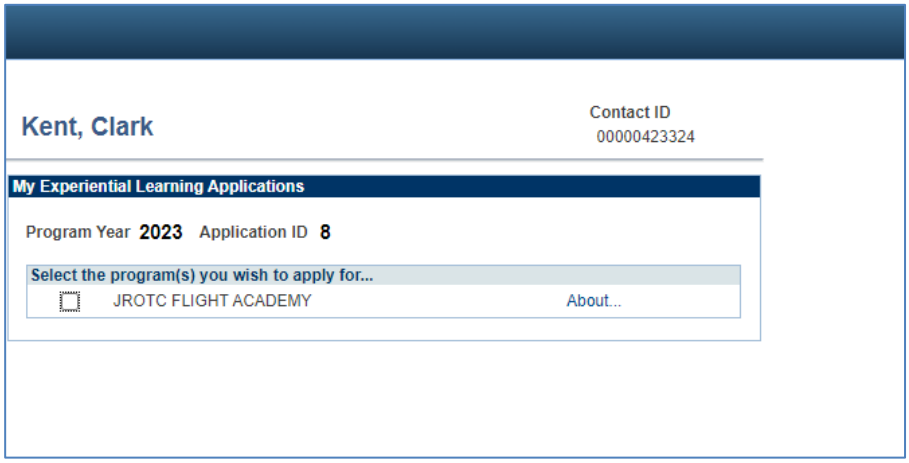
12. Enter your personal and contact information. Click the "Submit" button.



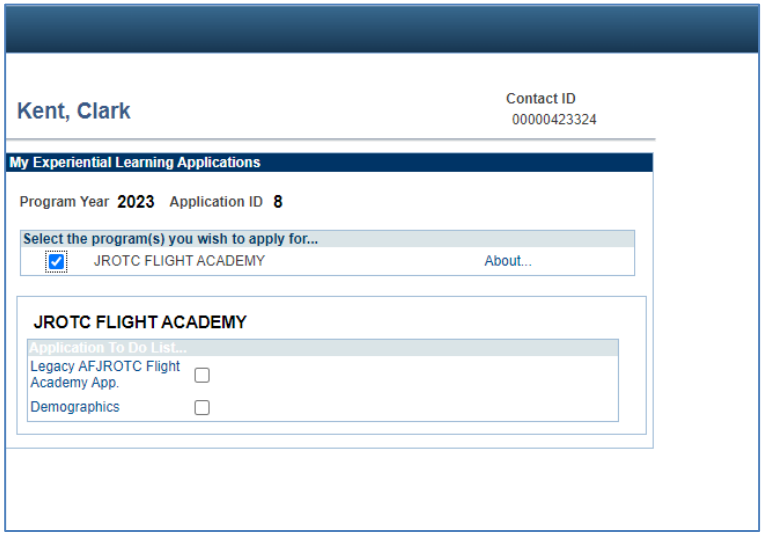
13. You will be prompted to re-enter your Date of Birth (DOB) and SSN. Click the “OK” button to confirm.



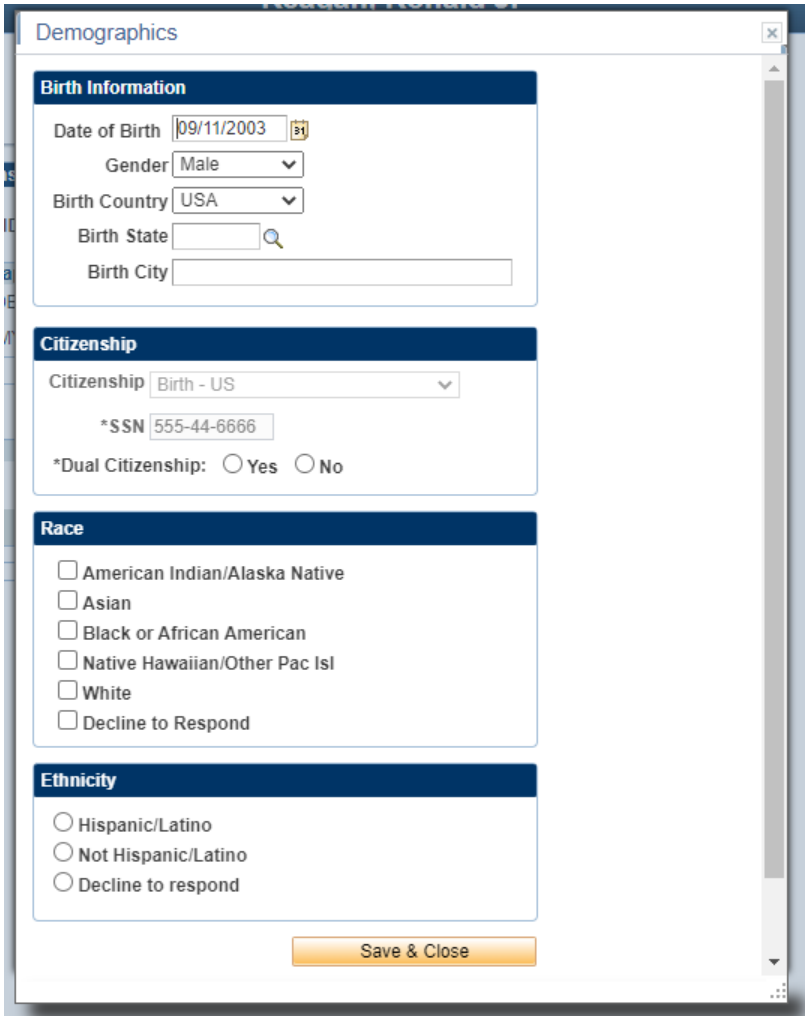
14. After confirming your DOB and SSN on the XLP Application(s) page, check the box next to the JROTC FLIGHT ACADEMY to indicate the program for which you are submitting an application.



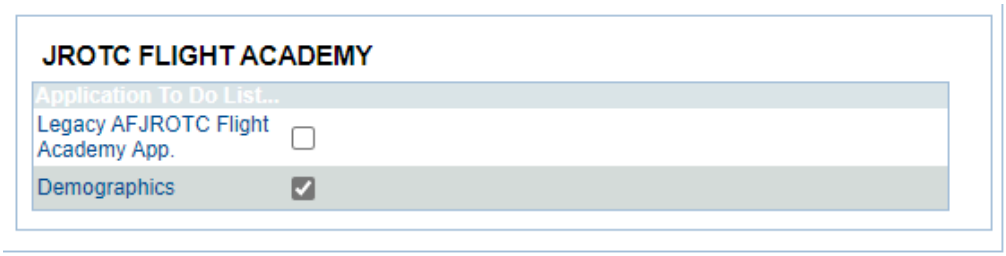
15. Click the “Demographics” link in the JROTC FLIGHT ACADEMY group box.



16. Complete the Demographics questions and click the “Save & Close” button.



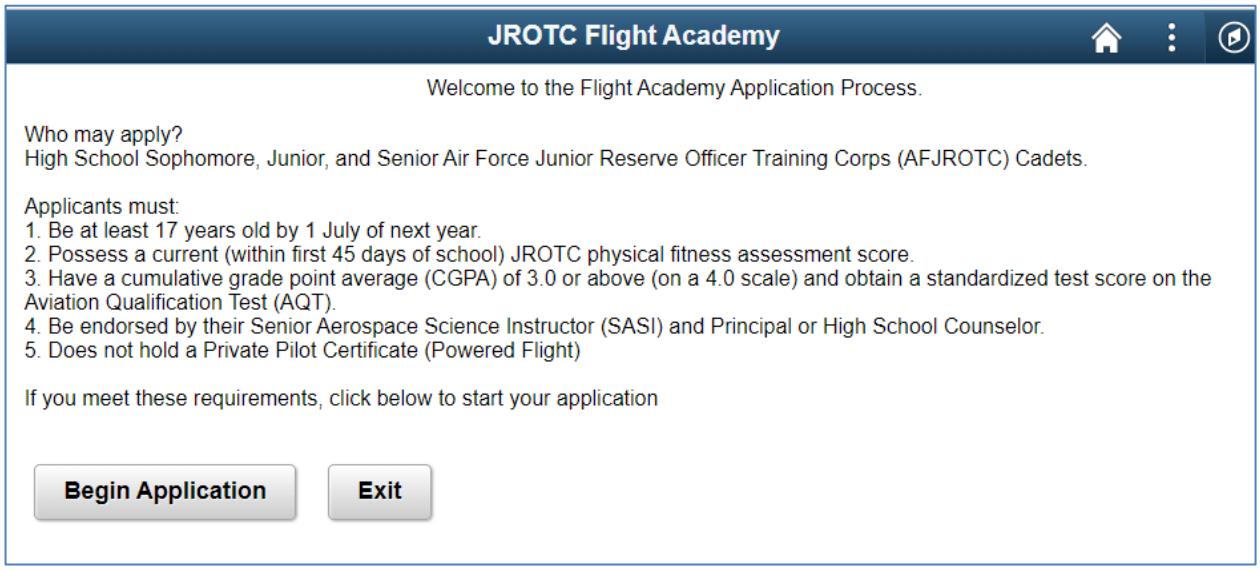
17. Click the “Legacy AFJROTC Flight Academy App” link to start your application.



Application Introduction / Overview

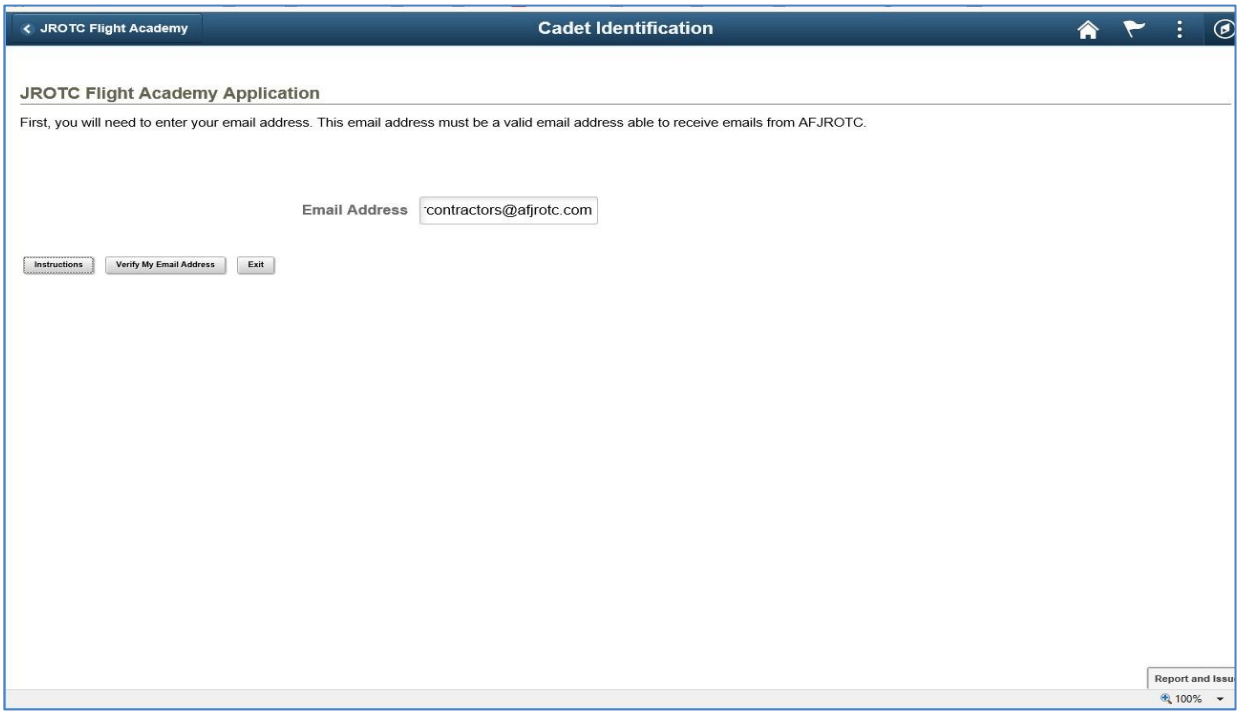
After you have read over the application guidelines, you can select "Begin Application" to get started.

NOTE: To complete the AFJROTC application, you will need your Cadet ID number from WINGS which your instructor can provide to you. An example of a Cadet ID number is J0003181134.



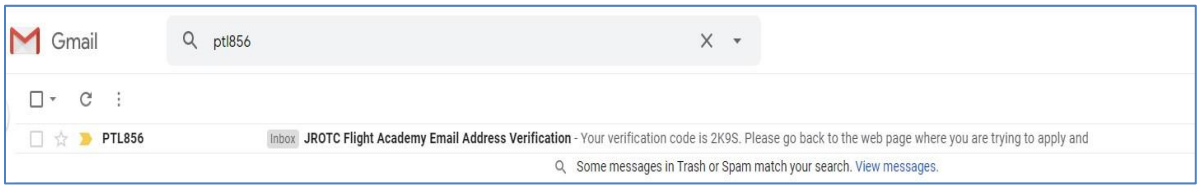
Email Verification

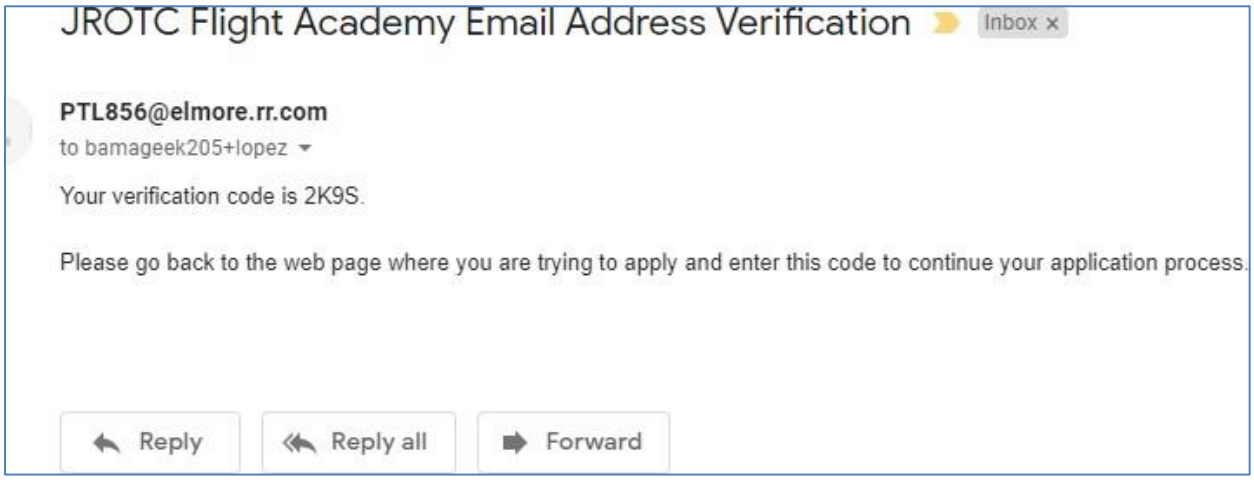
In order to apply, you will need a valid **personal (non-school)** email address. The system will need to validate your email address before you continue.

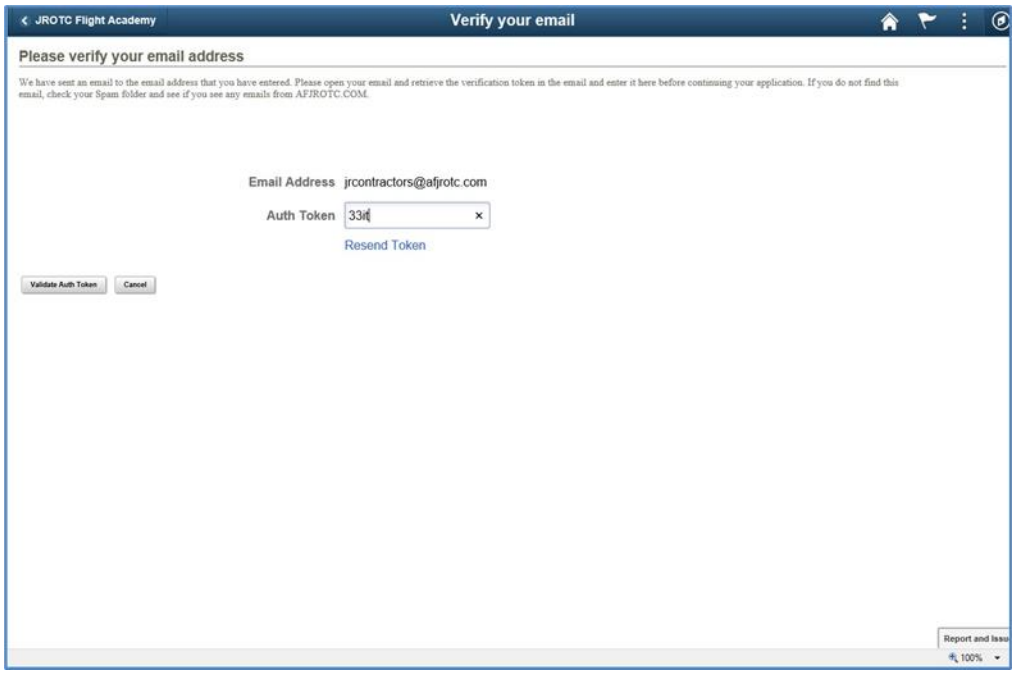


At this point you will need to check your email. You should have an email titled “JROTC Flight Academy Email Address Verification”

***** NOTE: Please check your Email inbox and spam / junk mail folders if the Email is not received.**

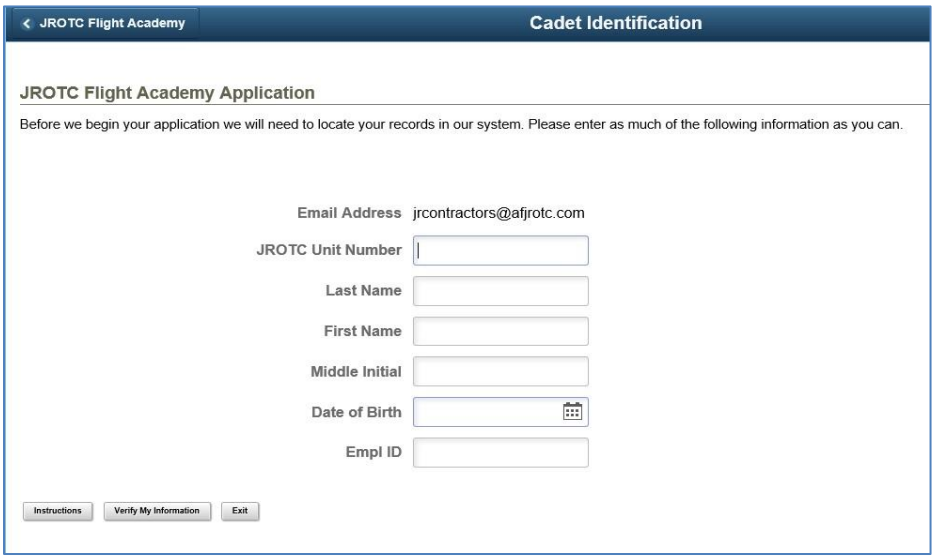


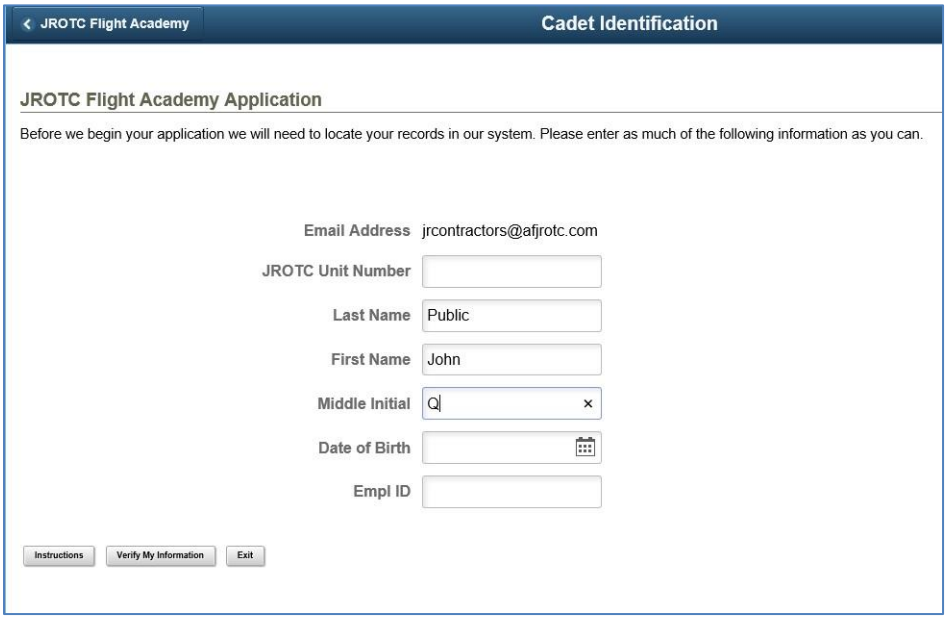




Cadet Identification

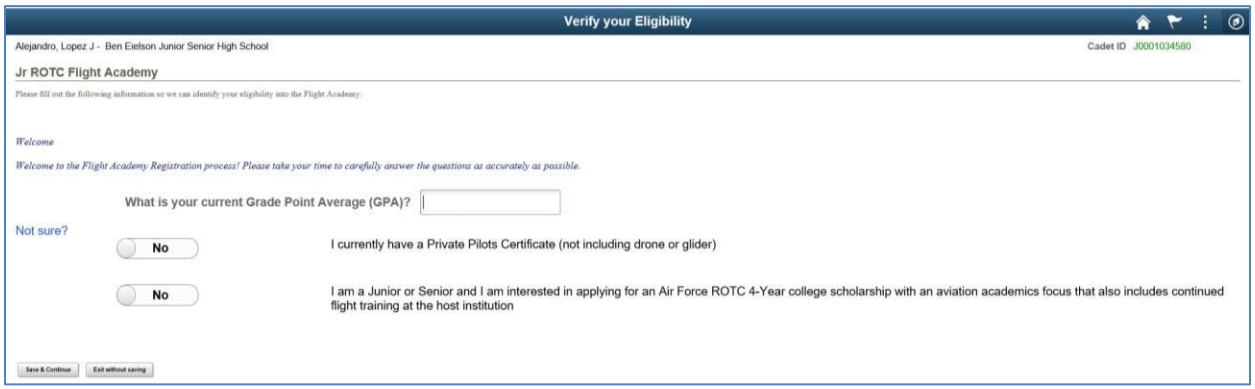
The system will need to verify your JROTC status. To do this, you will be required to enter your first name, last name, and Cadet ID number. Click "Verify My Information" to continue.

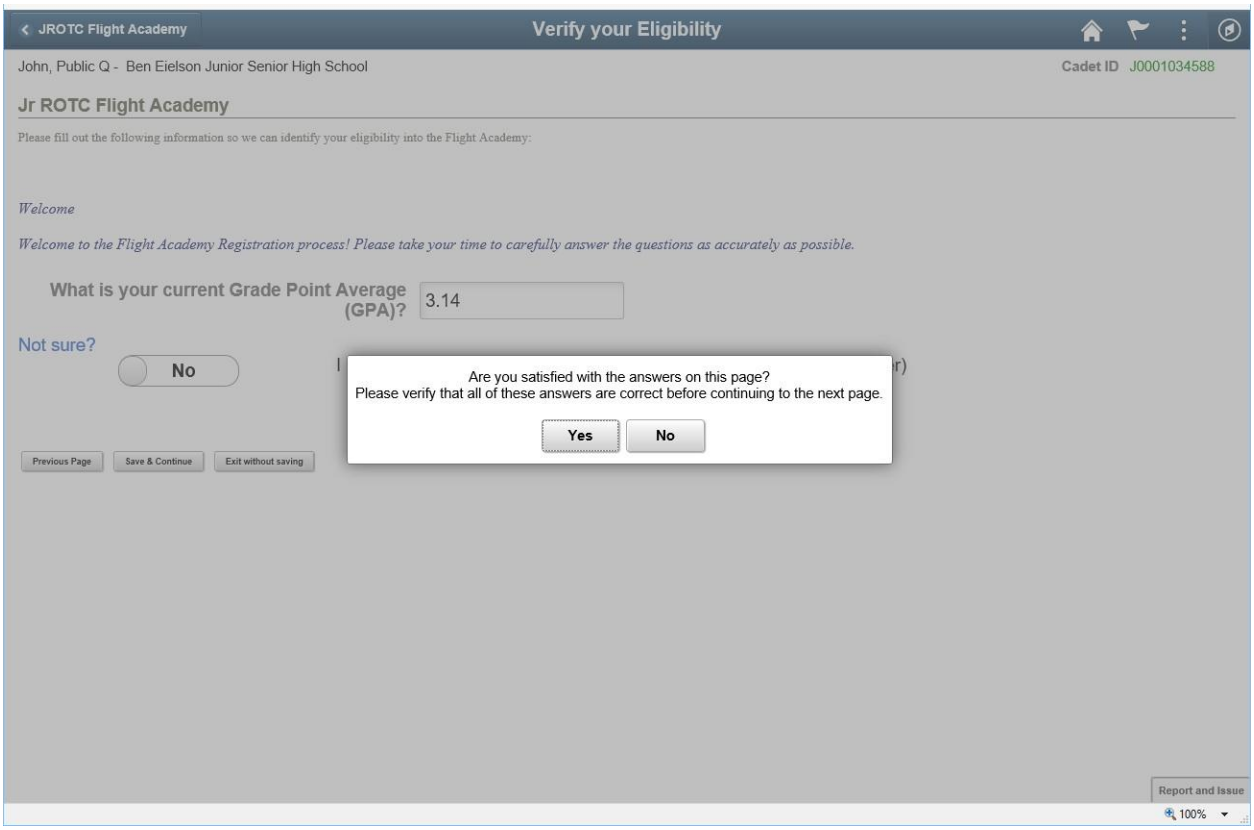




Verify your Eligibility

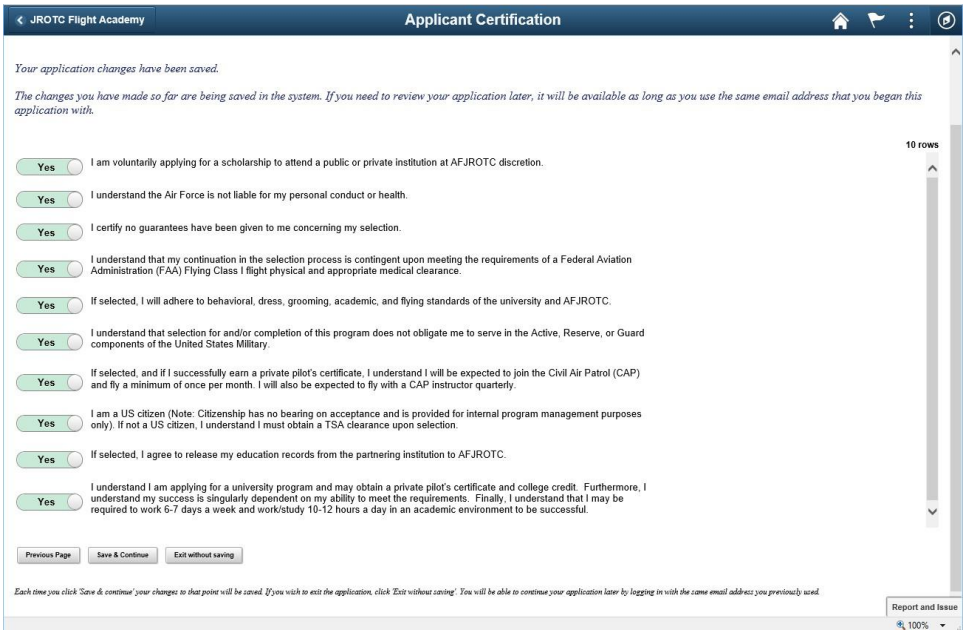
Once the system has identified you, the next page will ask you for information used to verify your eligibility. Please make sure the information is accurate before continuing to the next page. Once you have entered this information, click "Save & Continue".


Verify your Eligibility
Alejandro, Lopez J - Ben Eielson Junior Senior High School
Cadet ID J0001034580
Jr ROTC Flight Academy
Please fill out the following information so we can identify your eligibility into the Flight Academy:
Welcome
Welcome to the Flight Academy Registration process! Please take your time to carefully answer the questions as accurately as possible.
What is your current Grade Point Average (GPA)?
Not sure?
No
I currently have a Private Pilots Certificate (not including drone or glider)
No
I am a Junior or Senior and I am interested in applying for an Air Force ROTC 4-Year college scholarship with an aviation academics focus that also includes continued flight training at the host institution
Save & Continue
Exit without saving


JROTC Flight Academy
Verify your Eligibility
John, Public Q - Ben Eielson Junior Senior High School
Cadet ID J0001034588
Jr ROTC Flight Academy
Please fill out the following information so we can identify your eligibility into the Flight Academy:
Welcome
Welcome to the Flight Academy Registration process! Please take your time to carefully answer the questions as accurately as possible.
What is your current Grade Point Average (GPA)?
3.14
Not sure?
No
Are you satisfied with the answers on this page?
Please verify that all of these answers are correct before continuing to the next page.
Yes
No
Previous Page
Save & Continue
Exit without saving
Report and Issue
100%

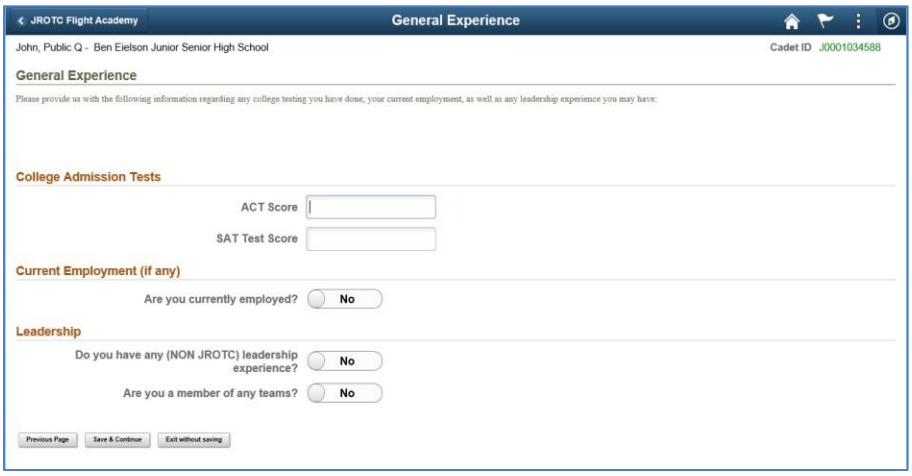
Application Certification

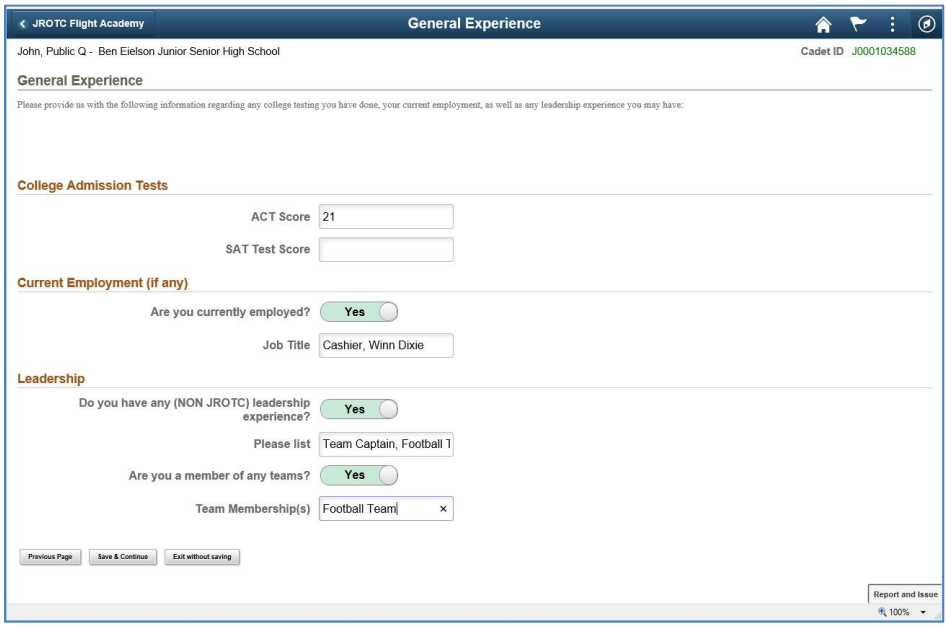
Please read and answer the questions on this screen. When you are finished, click “Save & Continue” at the bottom of the page.



General Experience

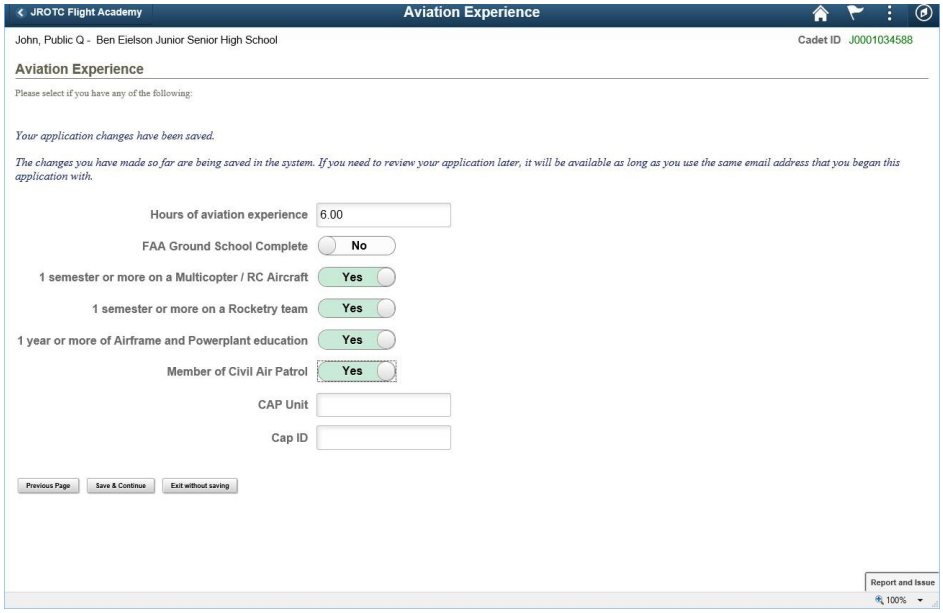
This section will ask for some of your experience. When you are finished, click “Save & Continue” at the bottom of the page.





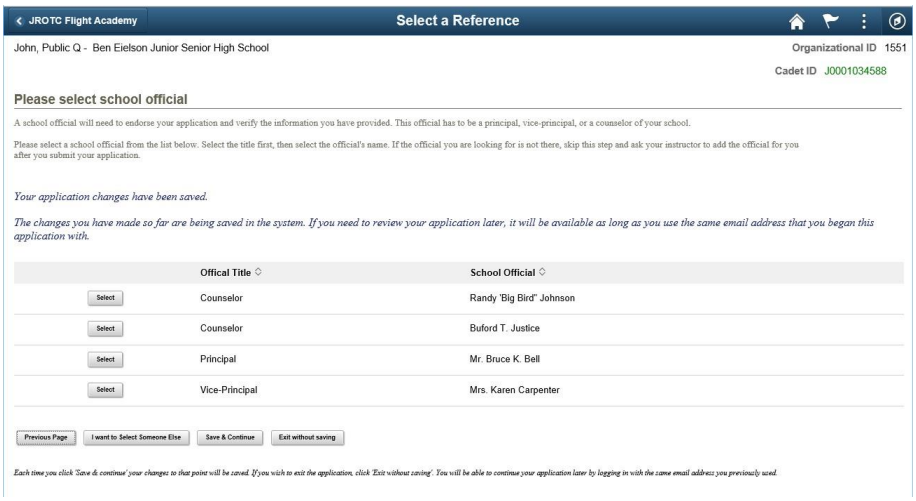
Aviation Experience

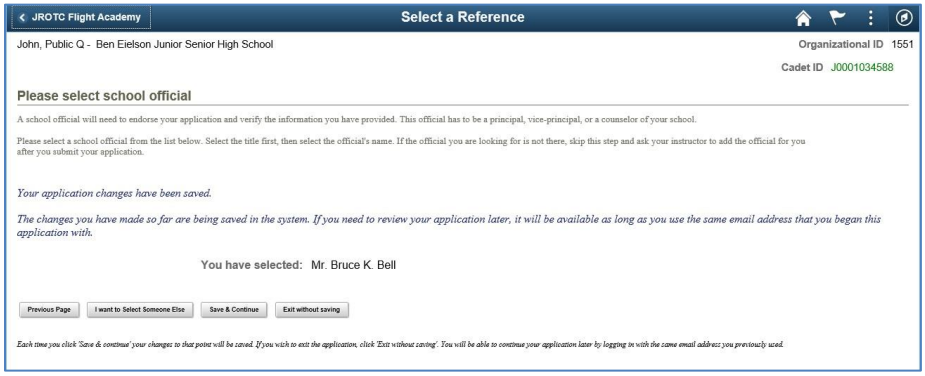
If you have prior aviation experience, please enter it here. When you are finished, click “Save & Continue” at thebottom of the page.



Select a Reference

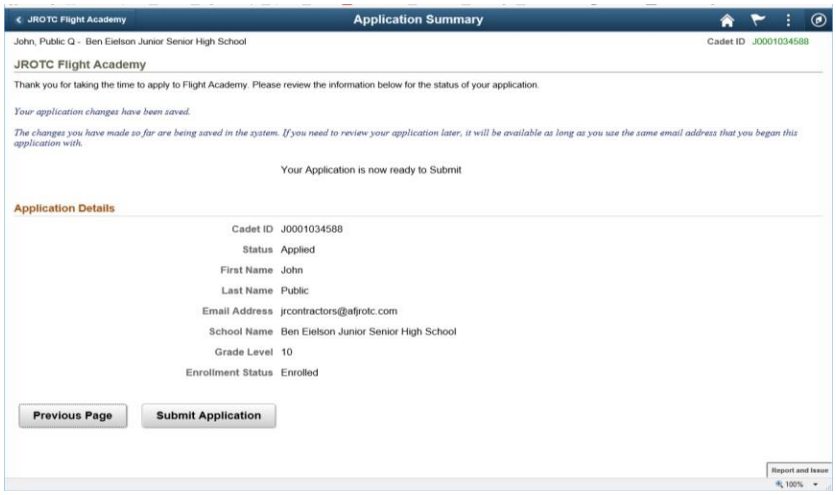
You will need a School Official to provide a reference for your application. You can select a School Counselor from this page.

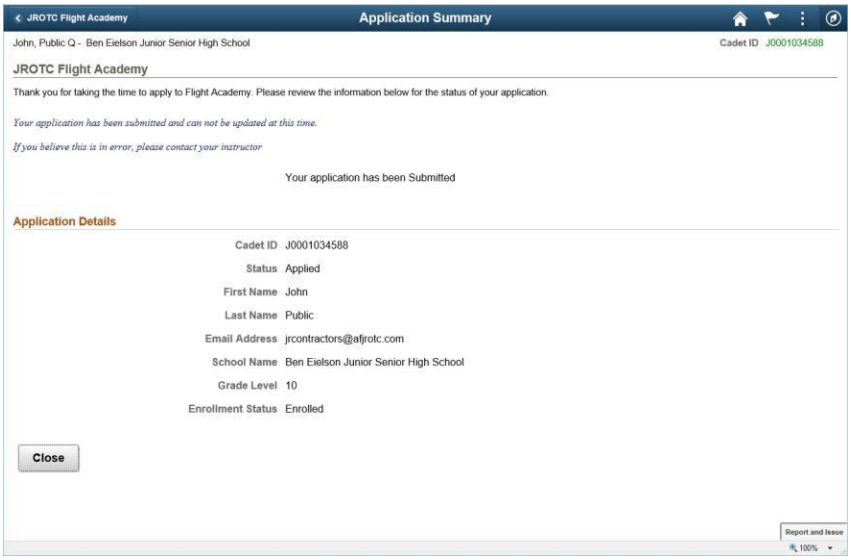


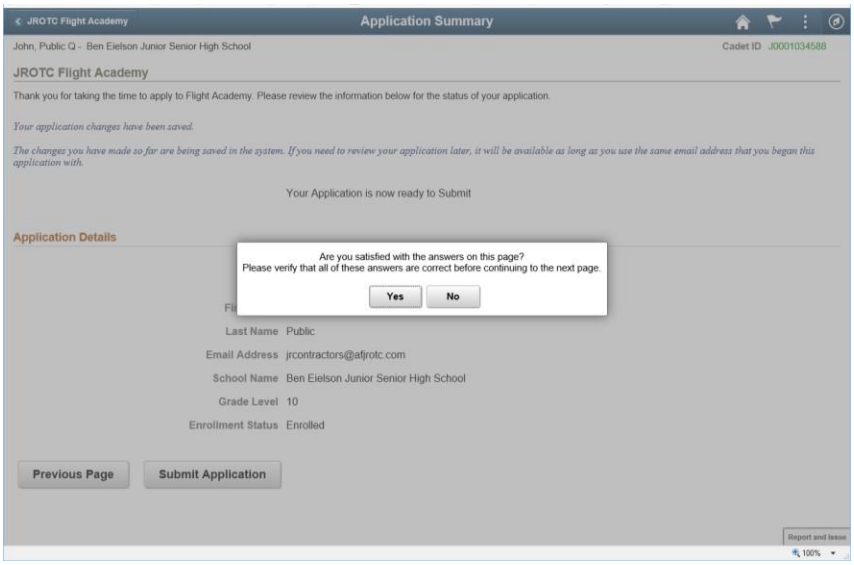


Application Summary

Once you have provided all of the required information, you will click “Submit Application”.



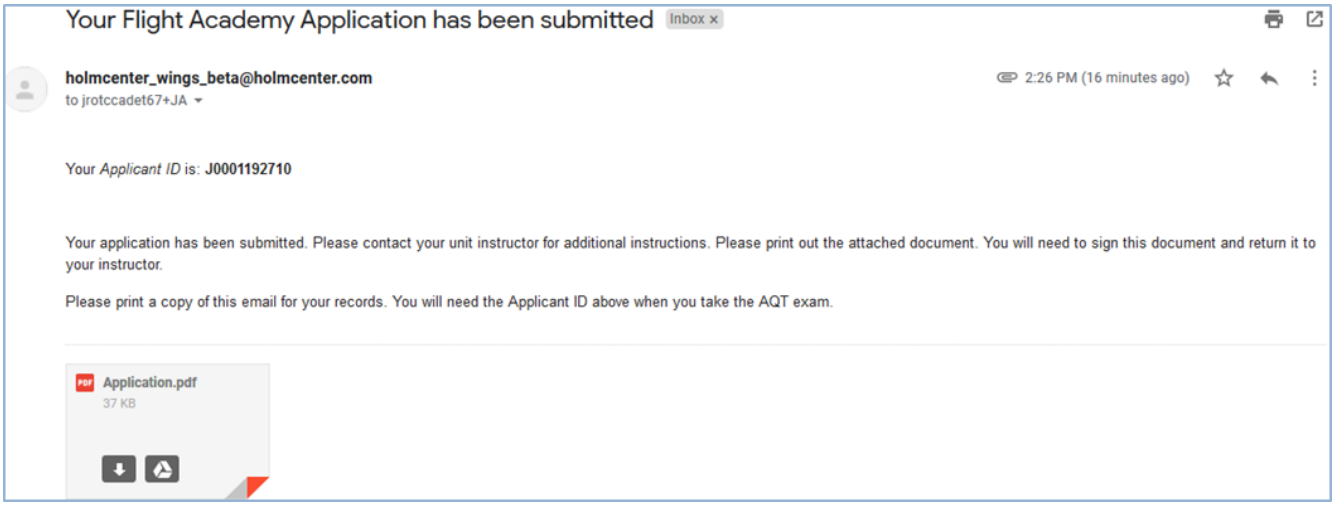




Confirmation E-mail

After the “Close” button is clicked, the cadet will receive an E-mail confirming the application has beensubmitted. Included in the confirmation are the Applicant ID needed to take the AQT exam and an attached PDF file that will need to completed and signed by the parent or legal guardian.

***** NOTE: Please check your Email inbox and spam / junk mail folders if the Email is not received.**


Your Flight Academy Application has been submitted
Inbox ×
holmcenter_wings_beta@holmcenter.com
to jrotccadet67+JA
2:26 PM (16 minutes ago)
Your Applicant ID is: J0001192710
Your application has been submitted. Please contact your unit instructor for additional instructions. Please print out the attached document. You will need to sign this document and return it to your instructor.
Please print a copy of this email for your records. You will need the Applicant ID above when you take the AQT exam.
Application.pdf
37 KB