

US AIR FORCE JROTC

# JROTC Flight Academy

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## Cadet Users Guide

eSolution Architects Inc

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## Contents

Introduction .....	1
Applying for Flight Academy .....	1
Application Introduction / Overview .....	2
Email Verification .....	2
Cadet Identification .....	4
Verify your Eligibility .....	5
Application Certification .....	6
General Experience .....	6
Aviation Experience .....	7
Select a Reference.....	7
Application Summary.....	8

# JROTC Flight Academy

## Users Guide

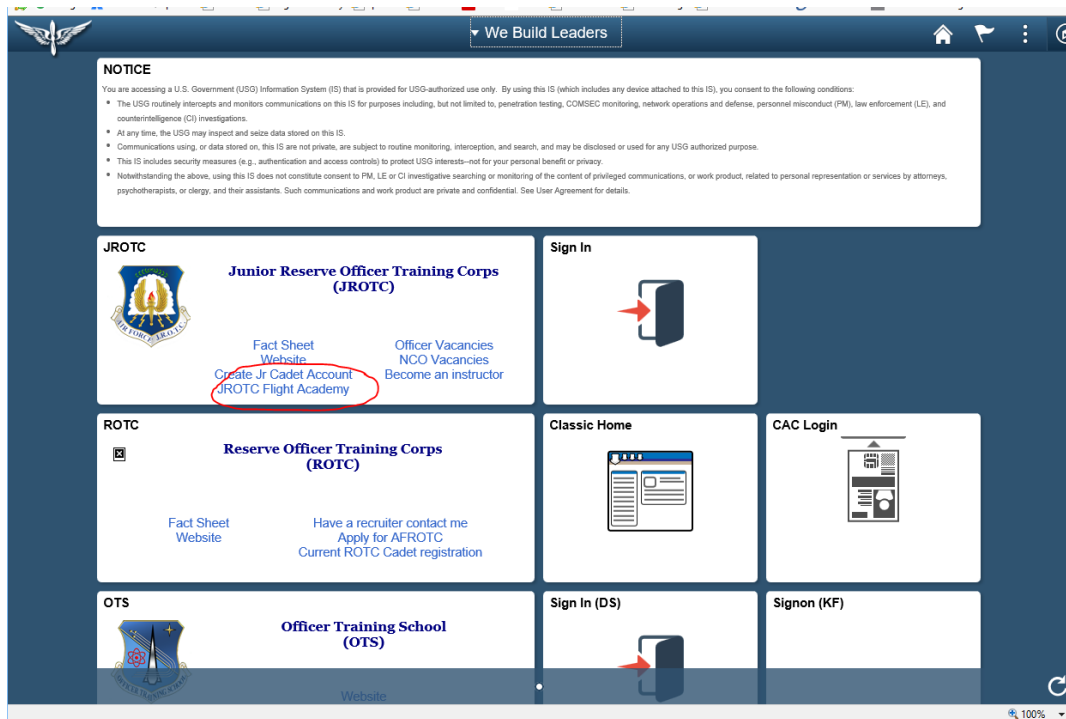
### Introduction

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.

### Applying for Flight Academy

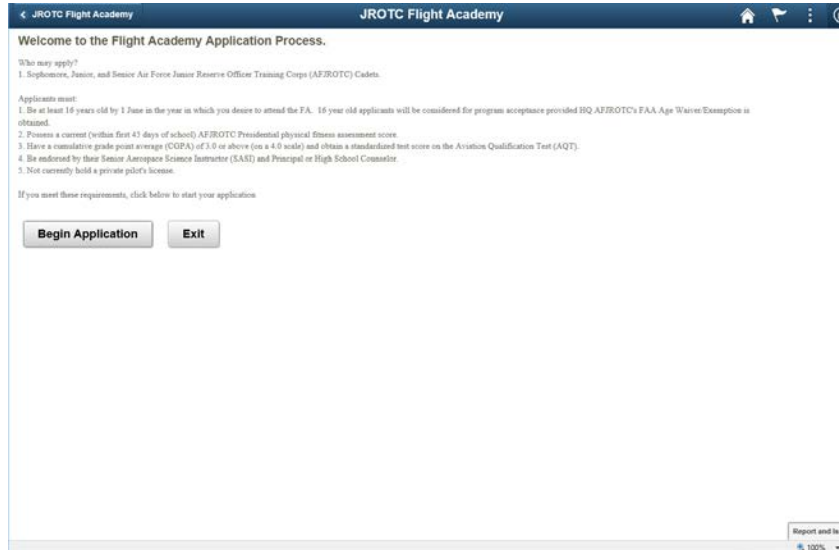
Cadets who wish to apply for the Flight Academy will need to do so online. Your Instructors will let you know when the application cycle begins. When this process starts, you will need to fill out an application online. You will then be required to take an Aircraft Qualifying Test, administered by your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

In order to apply you will need to go to the Holm Center Portal at <https://wings.holmcenter.com>. On the Holm Center Portal page, there is a link to apply for the application:



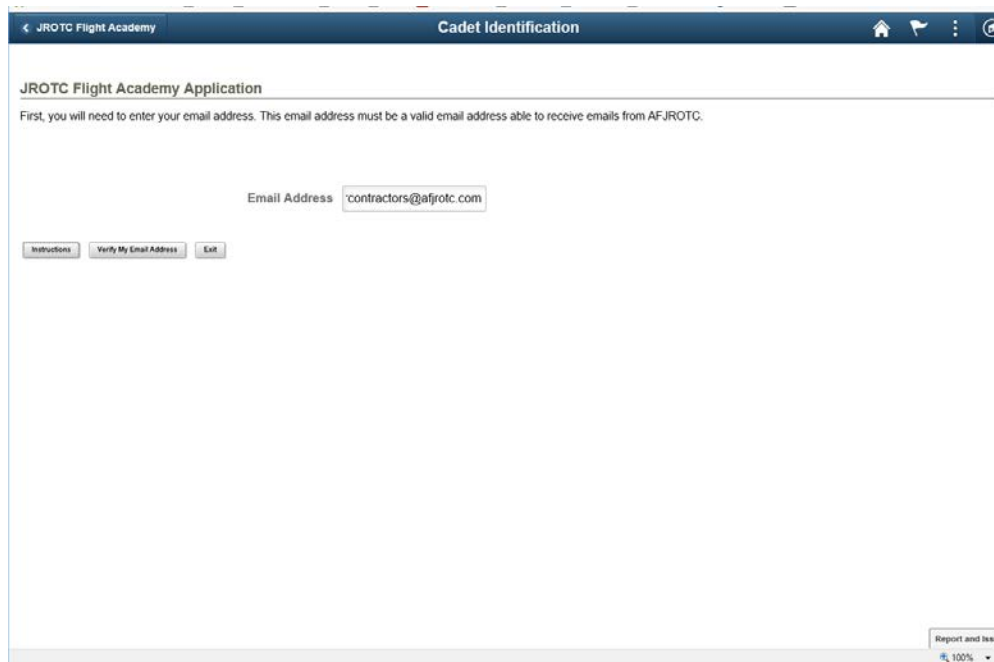
## Application Introduction / Overview

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



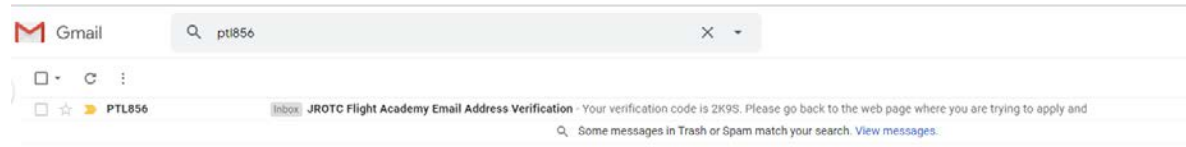
## Email Verification

In order to apply you will need a valid email address. The system will need to validate your email address before you continue.



## Flight Academy Cadet Guide

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

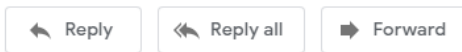


### JROTC Flight Academy Email Address Verification Inbox x

**PTL856@elmore.rr.com**  
to bamageek205+lopez ▾

Your verification code is 2K9S.

Please go back to the web page where you are trying to apply and enter this code to continue your application process.

A screenshot of a web browser showing a page titled 'Verify your email'. The page has a dark blue header with the text 'Verify your email' and navigation icons. Below the header, the main content area has the heading 'Please verify your email address' and a paragraph of instructions: 'We have sent an email to the email address that you have entered. Please open your email and retrieve the verification token in the email and enter it here before continuing your application. If you do not find this email, check your Spam folder and see if you see any emails from AFJROTC.COM.' Below this text, there is a form with two fields: 'Email Address' with the value 'jrcontractors@afjrotc.com' and 'Auth Token' with the value '338'. There is a 'Resend Token' link below the Auth Token field. At the bottom of the form, there are two buttons: 'Validate Auth Token' and 'Cancel'. In the bottom right corner of the page, there is a 'Report and Issue' button and a zoom level indicator showing '100%'.

## Cadet Identification

The system will need to verify your JROTC status. In order to do this, please enter as much information as you can. If you know your AFJROTC ID number (aka 'Empl ID') you can simply enter that on the last box. Click *Verify My Information* to continue.

[← JROTC Flight Academy](#) **Cadet Identification**

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**JROTC Flight Academy Application**

Before we begin your application we will need to locate your records in our system. Please enter as much of the following information as you can.


Email Address jrcontractors@afjrotc.com

JROTC Unit Number

Last Name

First Name

Middle Initial

Date of Birth  

Empl ID

[Instructions](#) [Verify My Information](#) [Exit](#)

[← JROTC Flight Academy](#) **Cadet Identification**

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**JROTC Flight Academy Application**


Before we begin your application we will need to locate your records in our system. Please enter as much of the following information as you can.


Email Address jrcontractors@afjrotc.com

JROTC Unit Number

Last Name

First Name

Middle Initial  

Date of Birth  

Empl ID

[Instructions](#) [Verify My Information](#) [Exit](#)

# Flight Academy Cadet Guide

## 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 you the information is accurate before continuing to the next page. Once you have entered this information, click *Save and Continue*.

**Verify your Eligibility** Cadet ID: J0001034580

Alejandro, Lopez J. - Ben Eielson Junior Senior High School

**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  Yes

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

**Verify your Eligibility** Cadet ID: J0001034588

John, Public Q. - Ben Eielson Junior Senior High School

**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  Yes

Are you satisfied with the answers on this page?  
Please verify that all of these answers are correct before continuing to the next page.

100%

## Application Certification

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

The screenshot shows the 'Applicant Certification' page. At the top, it says 'Your application changes have been saved.' Below that, a message states: 'The changes you have made so far are being saved in the system. If you need to review your application later, it will be available as long as you use the same email address that you began this application with.' The main content consists of ten questions, each with a 'Yes' radio button selected. The questions are: 1. 'I am voluntarily applying for a scholarship to attend a public or private institution at AFJROTC discretion.' 2. 'I understand the Air Force is not liable for my personal conduct or health.' 3. 'I certify no guarantees have been given to me concerning my selection.' 4. 'I understand that my continuation in the selection process is contingent upon meeting the requirements of a Federal Aviation Administration (FAA) Flying Class I flight physical and appropriate medical clearance.' 5. 'If selected, I will adhere to behavioral, dress, grooming, academic, and flying standards of the university and AFJROTC.' 6. 'I understand that selection for and/or completion of this program does not obligate me to serve in the Active, Reserve, or Guard components of the United States Military.' 7. 'If selected, and if I successfully earn a private pilot's certificate, I understand I will be expected to join the Civil Air Patrol (CAP) and fly a minimum of once per month. I will also be expected to fly with a CAP instructor quarterly.' 8. 'I am a US citizen (Note: Citizenship has no bearing on acceptance and is provided for internal program management purposes only). If not a US citizen, I understand I must obtain a TSA clearance upon selection.' 9. 'If selected, I agree to release my education records from the partnering institution to AFJROTC.' 10. 'I understand I am applying for a university program and may obtain a private pilot's certificate and college credit. Furthermore, I understand my success is singularly dependent on my ability to meet the requirements. Finally, I understand that I may be required to work 6-7 days a week and work/study 10-12 hours a day in an academic environment to be successful.' At the bottom, there are three buttons: 'Previous Page', 'Save & Continue', and 'Exit without saving'. A small note at the bottom reads: 'Each time you click Save & Continue your changes to that point will be saved. If you wish to exit the application, click Exit without saving. You will be able to continue your application later by logging in with the same email address you previously used.' On the right side, there is a vertical scrollbar and a 'Report and Issue' button.

## General Experience

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

The screenshot shows the 'General Experience' page. At the top, it says 'John, Public Q - Ben Eielson Junior Senior High School' and 'Cadet ID J0001034588'. Below that, the title 'General Experience' is followed by the instruction: 'Please provide us with the following information regarding any college testing you have done, your current employment, as well as any leadership experience you may have.' The page is divided into three sections: 1. 'College Admission Tests' with input fields for 'ACT Score' and 'SAT Test Score'. 2. 'Current Employment (if any)' with a question 'Are you currently employed?' and a 'No' radio button selected. 3. 'Leadership' with two questions: 'Do you have any (NON JROTC) leadership experience?' and 'Are you a member of any teams?', both with 'No' radio buttons selected. At the bottom, there are three buttons: 'Previous Page', 'Save & Continue', and 'Exit without saving'.



## Flight Academy Cadet Guide

The screenshot shows the 'General Experience' section of the application. The header includes 'JROTC Flight Academy' and 'General Experience'. The user's school is 'John, Public Q - Ben Eielson Junior Senior High School' and the Cadet ID is 'J0001034588'. The form asks for college admission tests, current employment, and leadership experience. The 'College Admission Tests' section has input fields for 'ACT Score' (21) and 'SAT Test Score'. The 'Current Employment (if any)' section has a 'Yes' radio button selected for 'Are you currently employed?' and a text field for 'Job Title' containing 'Cashier, Winn Dixie'. The 'Leadership' section has a 'Yes' radio button selected for 'Do you have any (NON JROTC) leadership experience?' and a text field for 'Please list' containing 'Team Captain, Football'. Below that, 'Are you a member of any teams?' has a 'Yes' radio button selected, and 'Team Membership(s)' has a text field containing 'Football Team' with an 'x' icon. At the bottom, there are buttons for 'Previous Page', 'Save & Continue', and 'Exit without saving'. A 'Report and Issue' button is also visible in the bottom right corner.

## Aviation Experience

If you have any aviation experience, enter it here. When you are finished, click *Save and Continue* at the bottom of the page.

The screenshot shows the 'Aviation Experience' section of the application. The header includes 'JROTC Flight Academy' and 'Aviation Experience'. The user's school is 'John, Public Q - Ben Eielson Junior Senior High School' and the Cadet ID is 'J0001034588'. The form asks for various aviation-related details. The 'Hours of aviation experience' is entered as '6.00'. The 'FAA Ground School Complete' has a 'No' radio button selected. The '1 semester or more on a Multicopter / RC Aircraft' has a 'Yes' radio button selected. The '1 semester or more on a Rocketry team' has a 'Yes' radio button selected. The '1 year or more of Airframe and Powerplant education' has a 'Yes' radio button selected. The 'Member of Civil Air Patrol' has a 'Yes' radio button selected. Below that, there are text fields for 'CAP Unit' and 'Cap ID'. At the bottom, there are buttons for 'Previous Page', 'Save & Continue', and 'Exit without saving'. A 'Report and Issue' button is also visible in the bottom right corner.

## Select a Reference

You will need a School Official to give you a reference for your application. You can select an official from the page here. You can also skip this step and let your Instructor select them for you.

# Flight Academy Cadet Guide

**Select a Reference**

John, Public Q - Ben Eielson Junior Senior High School

Organizational ID 1551  
Cadet ID J0001034588

**Please select school official**

A school official will need to endorse your application and verify the information you have provided. This official has to be a principal, vice-principal, or a counselor of your school.

Please select a school official from the list below. Select the title first, then select the official's name. If the official you are looking for is not there, skip this step and ask your instructor to add the official for you after you submit your application.

*Your application changes have been saved.*

*The changes you have made so far are being saved in the system. If you need to review your application later, it will be available as long as you use the same email address that you began this application with.*

Official Title	School Official
<input type="button" value="Select"/> Counselor	Randy "Big Bird" Johnson
<input type="button" value="Select"/> Counselor	Buford T. Justice
<input type="button" value="Select"/> Principal	Mr. Bruce K. Bell
<input type="button" value="Select"/> Vice-Principal	Mrs. Karen Carpenter

Each time you click "Save & continue" your changes to that point will be saved. If you wish to exit the application, click "Exit without saving". You will be able to continue your application later by logging in with the same email address you previously used.

**Select a Reference**

John, Public Q - Ben Eielson Junior Senior High School

Organizational ID 1551  
Cadet ID J0001034588

**Please select school official**

A school official will need to endorse your application and verify the information you have provided. This official has to be a principal, vice-principal, or a counselor of your school.

Please select a school official from the list below. Select the title first, then select the official's name. If the official you are looking for is not there, skip this step and ask your instructor to add the official for you after you submit your application.

*Your application changes have been saved.*

*The changes you have made so far are being saved in the system. If you need to review your application later, it will be available as long as you use the same email address that you began this application with.*

You have selected: Mr. Bruce K. Bell

Each time you click "Save & continue" your changes to that point will be saved. If you wish to exit the application, click "Exit without saving". You will be able to continue your application later by logging in with the same email address you previously used.

## Application Summary

Once you have completed all of the information, you will need to select "Submit Application".

**Application Summary**

John, Public Q - Ben Eielson Junior Senior High School

Cadet ID J0001034588

**JROTC Flight Academy**

Thank you for taking the time to apply to Flight Academy. Please review the information below for the status of your application.

*Your application changes have been saved.*

*The changes you have made so far are being saved in the system. If you need to review your application later, it will be available as long as you use the same email address that you began this application with.*

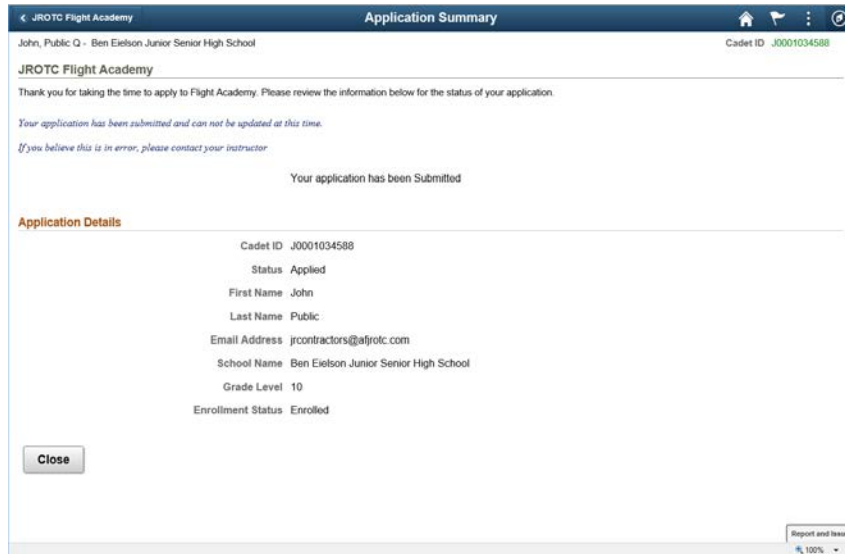
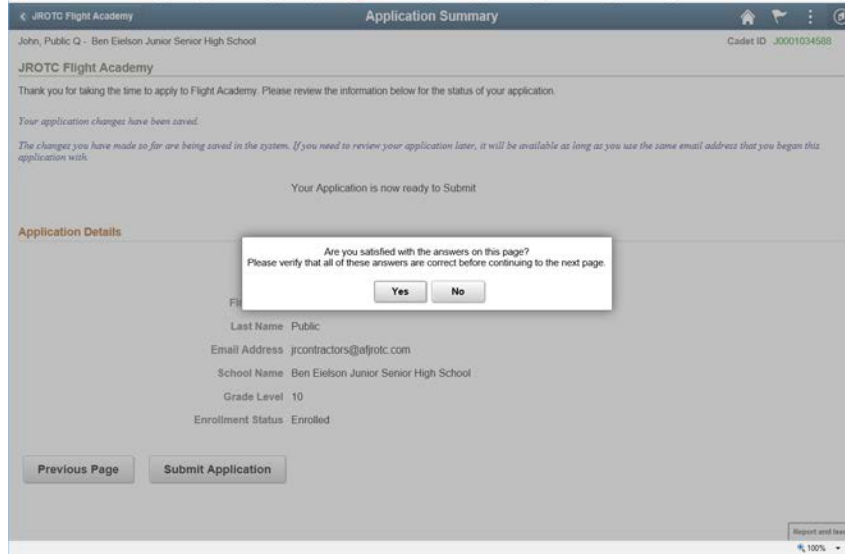
Your Application is now ready to Submit

**Application Details**

Cadet ID	J0001034588
Status	Applied
First Name	John
Last Name	Public
Email Address	jrcontractors@ajjrotc.com
School Name	Ben Eielson Junior Senior High School
Grade Level	10
Enrollment Status	Enrolled

100%

# Flight Academy Cadet Guide



## Confirmation E-mail

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

