WINGS Made Easy for Participants – Part I

These instructions are in two parts.

- Part I is a very basic introduction to the Internet based WINGS Program
- Part II is detailed instructions for requesting credit for a WINGS activity.

Part I - Introduction

This is an overview of the WINGS - Pilot Proficiency Program offered on **FAASafety.gov** web site.

Many issues regarding use of the site can be resolved by reading the help text that appears when your cursor hovers over an item. Cursor is hovering over the binoculars in the example to the right.	
If you need more help, click on the ***WINGS Help*** link that is located on the left side of the screen.	
Internet Connection	You must have an Internet connection and have your Firewall configured to allow access to the **FAASafety.gov** website.
Web Browser	Most browsers will be able to access the **FAASafety.gov** web site. You must have JavaScript enabled and be able to accept Cookies. If there is a problem you should also disable any Popup blocking software that might be running.
Adobe Acrobat Reader	You must have Adobe Acrobat Reader installed on your computer.
Who May Participate	All pilots holding a U.S. Pilot Certificate and a current Medical Certificate, when required.
WINGS Requirements Details	Specific Knowledge subjects and Flight maneuvers from the appropriate Practical Test Standards or Industry Course Completion Standards, etc. that are established for airplanes, seaplanes and amphibians, rotorcraft, gliders, lighter than-air, powered parachutes, weight-shift control, and light sport aircraft. Pilots may select the category and class of aircraft in which they wish to receive training and demonstrate their flight proficiency with an authorized flight instructor.
Register with FAA	Access **FAASafety.gov** using your Browser. Select **Get Registered with FAASafety.gov** located on the left side of the screen. Enter your email address, indicate if you are a pilot, and then complete registering for a **FAASafety.gov** account.

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After you have created your **FAAsafety.gov** account:

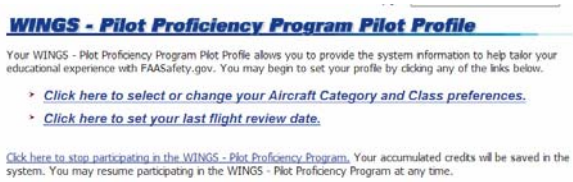
1. Login to the ***www.FAAsafety.gov*** website by entering your email address.
2. Enter your ***password***.
3. Click the ***Login*** arrow.

4. Click on ***WINGS – Pilot Proficiency Program*** located on the left side of the screen.
5. If this is the first time you have logged in or you have changes, click on the ***WINGS Pilot Profile*** link.
6. If you have already filled out the profile, go to **Step 10**.

7. Click on ***Click here to select or change your Aircraft Category and Class preferences*** to select the Category and Class level that will be used for your performance standards.

Note: completing the BASIC level to Private Pilot Test Standards qualifies for a Flight Review (BFR).

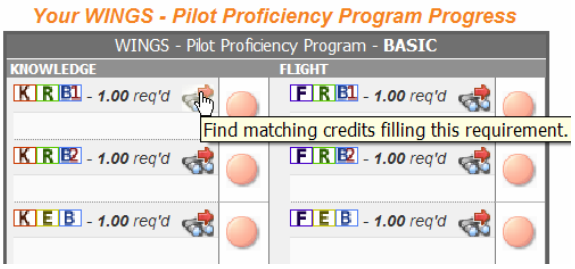
8. Click on ***Click here to set your last flight review date***. This is the date your last BFR or WINGS certification.
9. Click on ***Click here to stop participating in the WINGS - Pilot Proficiency Program*** if you decide to not participate in the program.



10. Select ***My WINGS*** to reach the page with ***Your WINGS - Pilot Proficiency Program Progress*** charts.

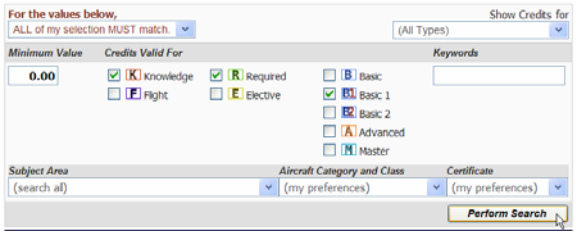
WINGS-Pilot Proficiency Program Credit Search

11. To locate information on the credits that will fulfill the requirement of each phase of the WINGS Program, you can click on the **Binocular** icon located in the Progress chart. This will display the credits which are valid for that particular WINGS level



12. If you clicked on the **Binocular** icon, the search screen will already be filled in for the item selected.

13. To change the search, click on a different item to select and then click the ***Perform Search*** button.



14. Scroll down to see the Search results section of the page. You can either check what activities you need to do or request credit for the activity completed (**Part II**).

15. To see details for the WINGS activity, single click the activity **Title** or the **Clipboard** icon . Follow links on the page that opens for more information about the activity.

<u>View My WINGS Credit History</u>

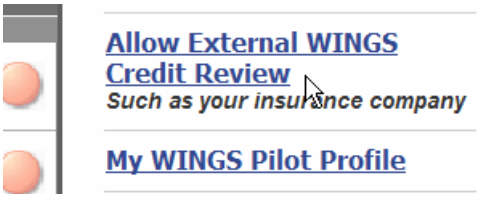
16. You can quickly view your WINGS credit history from the **My WINGS** page.

17. If you would like to see a full historical view, click on the **<u>View My WINGS Credit History</u>** located on the right hand side of the screen.

18. Go to **Part II** to see how to **<u>Request Credit Validation for Completed Actives</u>**

You may want to allow others to verify your participation in the **WINGS – Pilot Proficiency Program.**

19. Click on the **<u>Allow External WINGS Credit Review</u>** located on the right side of the screen. Enter the **email address** of the person you desire to review your information and any reference number that will help them identify you.



<u>~~ End of Part I ~~</u>

WINGS Made Easy for Participants – Part II

Part II – Requesting Credit for WINGS Activities

These instructions are intended to show:

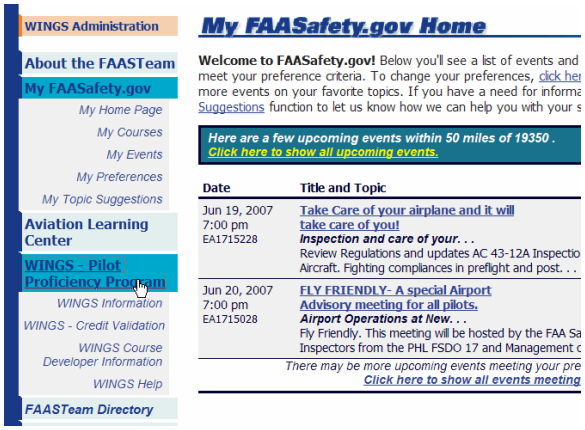
- How a WINGS Participant can view required and elective Flight and Knowledge activities.
- How a WINGS Participant requests credit from a Flight Instructor (CFI) or FAASTeam Representative.
- What the WINGS Participant will see after credit is given.

Prerequisites:

- WINGS Participant has created a **FAAsafety.gov** website account.
- WINGS Participant has created his/her **WINGS Profile**.
- WINGS Participant has completed the activity for which he/she is requesting credit.
- Flight Instructor has created a **FAAsafety.gov** account.

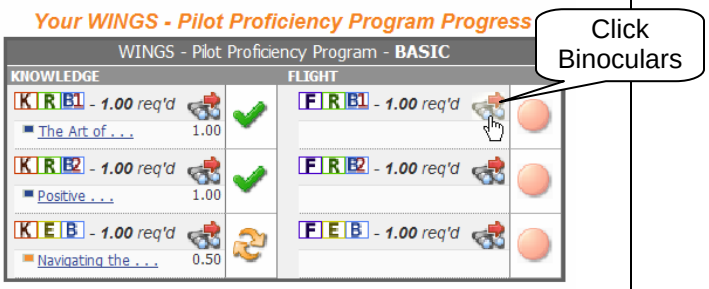
Note: if your CFI does not have a **FAAsafety.gov** account, you will have to contact a FAASTeam Representative or Program Manager. You will be expected to show proof on completion of the activity.

1. Go to the **www.faasafety.gov** website.
2. Login to your **FAASafety.gov** account.
3. Click on ***WINGS - Pilot Proficiency Program*** (on the left side of the screen).



4. Click on ***My WINGS.***

5. Scroll to see the appropriate ***Your WINGS – Pilot Proficiency Program Progress*** box.
6. Click in the **Binocular** button beside the **Knowledge** or **Flight** activity you plan to work on. This example will use the first required **Flight** activity.



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7. Click **Yes** for any of the **Security Alert** boxes you may see.

8. Scroll down to see the Search results section of the page. You can either check what activities you need to do (**Step 9**) or request credit for the activity completed (**Steps 10** and following).

9. To see details for the WINGS activity, single click the activity **Title** or the **Clipboard** icon . Follow links on the page that opens for more information about the activity.

10. To request credit for the activity, single click on the ***Request Credit*** link.

11. Fill in the ***Date Activity Requirements Completed*** box using mm/dd/yyyy format.

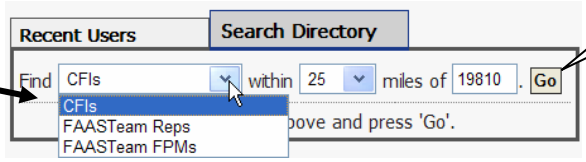
12. To search for your Flight Instructor's (CFIs), FAASTeam Representative's or FAASTeam Program Manager (FPMs) email address, click on the Search Directory **Search Directory** tab.

13. Select the **Title** of who you are searching for from the drop down list.

14. Set the **Miles** from your zip code.

15. Fill in your **Zip Code**.

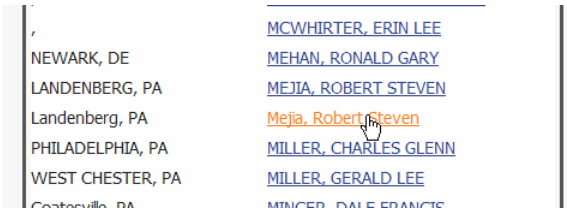
16. Click on ***Go***.

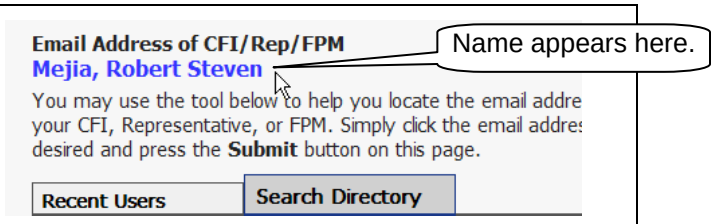
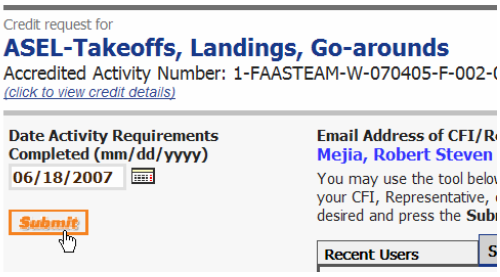
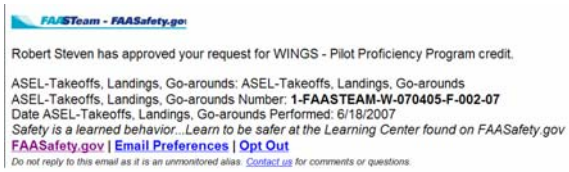
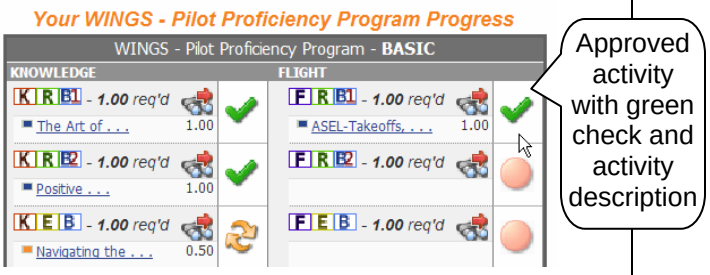
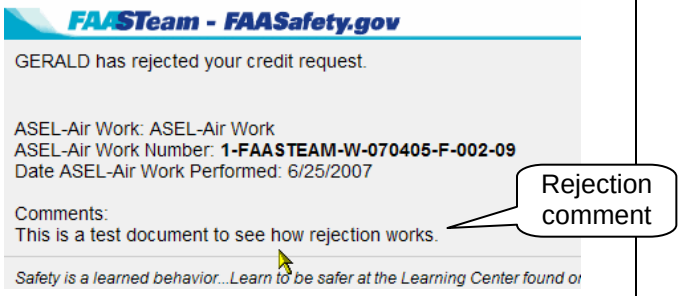


17. Scroll through the list to find your CFI's, FAASTeam Representative's or FAASTeam Program Manager's name.

18. Single click on the appropriate name.

Note: A name may be on the list multiple times. You can select any one of the choices for that name.



19. Scroll back up to the top of the list. You will see your CFI's or FAASTeam Representative's name right under **Email Address of CFI/Rep/FPM** as shown to the right.	
20. Click on the ***Submit*** button.	
21. You will see a screen indicating that your Credit Request was sent.	
After your WINGS Activity has been approved by your Flight Instructor, FAASTeam Representative or Program Manager, you will see the following:	
22. You will receive an email from **FAAsafety.gov** indicating that your request for credit has been approved or rejected (**Step 24**).	
23. If you go to the **www.FAAsafety.gov** website and login to your account, you will see a green check beside the activity that was approved and the activity name will appear in the progress table.	
If your WINGS Activity is rejected by your Flight Instructor or the FAASTeam Representative, you will see the following email: 24. The comment in the email will explain why you did not receive credit. 25. Once you have resolved the reason for rejection, you will have to request credit again. Your original credit request does not remain in the CFI's or FAASTeam Representative's approval folder.	

~~ End of Part II ~~