

Quick Start Guide for Knowledge Activities.

1. Go to FAASafety.gov and login.
2. Click on “**WINGS** – Pilot Proficiency Program.
3. Click on “My **WINGS**” if already signed up, or if not signed up for **WINGS** yet
 - a. Click on “**WINGS** Information”
 - b. Click on the blue box labeled “Click here to Start My **WINGS**”
 - c. Click on the 1st link to enter your profile (Category/Class and Certificate)
 - d. Click on “Next”
 - e. Enter your flight review date (or equivalent) if you have one
 - f. Click “Finish” if you entered a date or the link to “My **WINGS**” if not
4. In the BASIC grid, click on the binoculars (with the red arrow) next to “KRB1”
5. Click on the title of the activity you want to accomplish
 - a. The link will take you to the on-line registration page for that course
 - b. After you complete the course, you will automatically be given credit on your “My **WINGS**” page
6. Return to your “My **WINGS**” page and in the BASIC grid, click on the binoculars (with the red arrow) next to “KRB2”
7. Click on the title of the activity you want to accomplish
 - a. The link will take you to the on-line registration page for that course
 - b. After you complete the course, you will automatically be given credit on your “My **WINGS**” page
8. Return to your “My **WINGS**” page and in the BASIC grid, click on the binoculars (with the red arrow) next to “KEB”
9. Now you have several choices to complete this requirement: on-line courses, live safety events, or other events or presentations.
 - a. Click on the title of the on-line course you want to accomplish
 - i. The link will take you to the on-line registration page for that course
 - ii. After you complete the course, you will automatically be given credit on your “My **WINGS**” page
 - b. You can attend a safety event; if you register for the event, you get automatic credit once you initial the attendance roster at the event.
 - i. If you don’t register for the event, you must sign the roster with your FAASafety.gov email address and someone has to enter your information after the event.
 - c. Click on the title of another activity to see the requirements
10. Green check marks will appear on your “My **WINGS**” page for each requirement completed

Quick Start Guide for Flight Activities.

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3. Click on “My **WINGS**” if already signed up, or if not signed up for **WINGS** yet
 - a. Click on “**WINGS** Information”
 - b. Click on the blue box labeled “Click here to Start My **WINGS**”
 - c. Click on the 1st link to enter your profile (Category/Class and Certificate)
 - d. Click on “Next”
 - e. Enter your flight review date (or equivalent) if you have one
 - f. Click “Finish” if you entered a date or the link to “My **WINGS**” if not
4. In the BASIC grid, click on the binoculars (with the red arrow) next to “FRB1”
5. Click on the title of the activity you want to accomplish
6. Click on “Print-Friendly Version”; Print the page
 - a. If you don’t print the page, you can write down the PTS Areas of Operation and Tasks and refer to a PTS on the flight
 - b. You can also click on the link to the PTS to see the actual activities and standards.
7. Go fly with an instructor to accomplish that activity; remember to allow sufficient time for pre- and post-flight briefings
 - a. Note item “11” below; get the CFI’s email address right away!
8. When PTS standards are met, and your instructor has made a logbook entry to that effect, return to FAASafety.gov
 - a. Follow steps 1, 2, 3, and 4, then
9. Find the title of the activity you completed and click on “Request Credit”
10. Enter the date the activity was completed
11. Enter the email address of the CFI that signed you off for that activity
 - a. You can use the “Search Directory” tab to find that CFI
12. Click “Submit”
13. Your CFI will now receive an email asking them to validate the credit for that activity.
 - a. When validated, a green check mark will appear on your “My **WINGS**” page
14. Return to your “My **WINGS**” page and in the BASIC grid, click on the binoculars (with the red arrow) next to “FRB2”
 - a. Follow steps 5 through 14 above for the next activity
15. Return to your “My **WINGS**” page and in the BASIC grid, click on the binoculars (with the red arrow) next to “FEB”
 - a. Follow steps 5 through 14 above for the next activity
16. Alternatively, you could accomplish all the activities on a single flight.
17. You follow the same procedures for Advanced and Master phase activities

When all six requirements are completed, your Flight Review date will be updated and you can print a completion certificate.