

Welcome Health Sciences Students,

We have partnered with CastleBranch to provide you with a tool to complete your background checks and record your health records (Medical Document Manager).

All of our health care programs are listed with CastleBranch. Each program may have different requirements regarding a background check and/or medical records. In each program you can select one of four services. They are as follows:

Background Check & Compliance Tracker (Medical Document Manager)	cost \$78
Background Check /	cost \$53
Compliance Tracker (Medical Document Manager)	cost \$25
Drug Screening (when applicable)	cost \$37

Attached are instructions & examples on, How to Place Order with CastleBranch.



Mott Community College - Division of Health Sciences

## How to Place Order

Welcome to myCB

**To place your order go to:**

<https://portal.castlebranch.com/mw32>

Package Name (if applicable):

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

Please have ready personal identifying information needed for security purposes.

The email address you provide will become your username.

Contact Us: 888.914.7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)



### **Mott Community College - Division of Health Sciences (Sponsor) Portal**

This user-friendly portal guides you through program and package selection to quickly place your order and create your secure account.

After you complete your order and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into [castlebranch.com](http://castlebranch.com) and entering your username (email used during order placement) and your secure password.

Now let's get started by clicking the Place Order button below.



## Select Program



Please Select

- Dental Assisting
- Dental Hygiene
- Flint Coalition Invoice
- Health Unit Coordinator
- Nurse Aide
- Nursing
- Occupational Therapy Assistant
- Phlebotomy
- Physical Therapy Assistant
- Respiratory Therapy



 Please Select Dental Assisting

- MW33: Background Check - Compliance Tracker
- MW33bg: Background Check
- MW33dt: Drug Test
- MW33im: Compliance Tracker

 Dental Hygiene

- MW34: Background Check - Compliance Tracker
- MW34bg: Background Check
- MW34dt: Drug Test
- MW34im: Compliance Tracker

 Flint Coalition Invoice

- MX31: Background Check - Compliance Tracker
- MX31bg: Background Check
- MX31dt: Drug Test
- MX31im: Compliance Tracker

 Health Unit Coordinator

- MW36: Background Check - Compliance Tracker
- MW36bg: Background Check
- MW36dt: Drug Test
- MW36im: Compliance Tracker

 Nursing

- MW37: Background Check - Compliance Tracker
- MW37bg: Background Check
- MW37dt: Drug Test
- MW37im: Compliance Tracker

 Occupational Therapy Assistant

- MW38: Background Check - Compliance Tracker
- MW38bg: Background Check
- MW38dt: Drug Test
- MW38im: Compliance Tracker

 Phlebotomy

- OY65: Background Check - Compliance Tracker
- OY65bg: Background Check
- OY65dt: Drug Test
- OY65im: Compliance Tracker

 Physical Therapy Assistant

- MW39: Background Check - Compliance Tracker
- MW39bg: Background Check

- MW39dt: Drug Test
- MW39im: Compliance Tracker
- Respiratory Therapy
  - MW40: Background Check - Compliance Tracker
  - MW40bg: Background Check
  - MW40dt: Drug Test
  - MW40im: Compliance Tracker





## Example

### Order Instructions for **Mott Community College - Occupational Therapy Assistant**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **MW38**: Background Check - Compliance Tracker

### About

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#### About CastleBranch

Mott Community College - Occupational Therapy Assistant has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into [castlebranch.com](https://castlebranch.com) and entering your username (email used during order placement) and your secure password.

### Order Summary

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#### Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

#### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

#### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

**Check (✓) box and  
continue**

# Please Review

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**Mott Community College - Occupational Therapy Assistant** includes the following package contents:

**Package: MW38**

Statewide Criminal MI  
Nationwide Healthcare Fraud And Abuse Scan  
Nationwide Record Indicator Alias with SOI  
Social Security Alert  
Residency History  
Medical Document Manager CRR

**Package Cost: \$78.00**

**Additional Information**

The package price above includes a statewide search within the state of MI. If additional counties are found associated with your name outside the state of MI, they will be searched at no additional charge.

The package price above includes researching records under your current name and any additional names you may have used, if applicable.

This package includes document storage. At the end of the order process, you will be prompted to upload specific documents required by your school for immunization, medical or certification records.

Click the button below to continue your order and create your myCE account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

**You may now create  
your account**

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