

Create a Castle Branch Account

- Have your credit card ready! Payment is required to create an account.
- Select a package code:

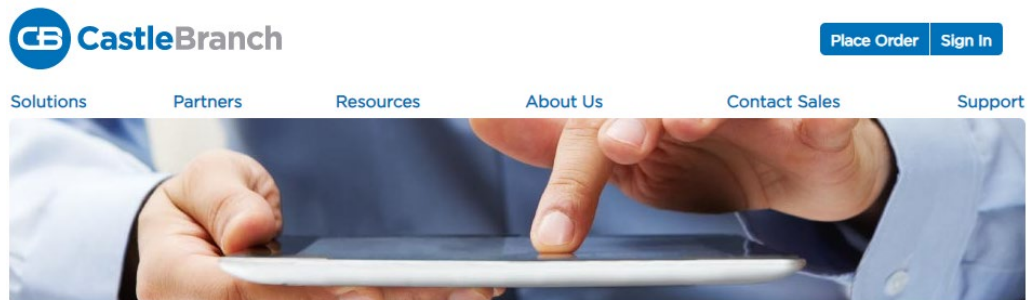
PACKAGE CODE	COST	TYPE OF PACKAGE	NOTES
NF14	\$66.00	NURSING ASSISTANT PROGRAM ONLY Criminal/Caregiver Background Check (CBC) & Health Records (HR)	This combo package is for the Nursing Assistant (NA) program and includes the criminal/background check and health records.
NF14im	\$19.00	NURSING ASSISTANT - YOUTH STUDENTS (under 18) <i>NOTE: Students who turn 18 prior to the start date of class will be required to complete a CBC.</i>	This package for students under 18. It is for the health requirements for the Nursing Assistant program only. The CBC is not required for students under 18.

Go to Website: www.castlebranch.com

1. Start by clicking on **Place Order**- upper right-hand corner, highlighted in yellow:



2. Next enter your **Package Code** and click **Submit**:
 - NF14im (under 18) or NF14 (over age 18)- in the box highlighted in yellow, select Submit (To make edits, click GO BACK during this process).



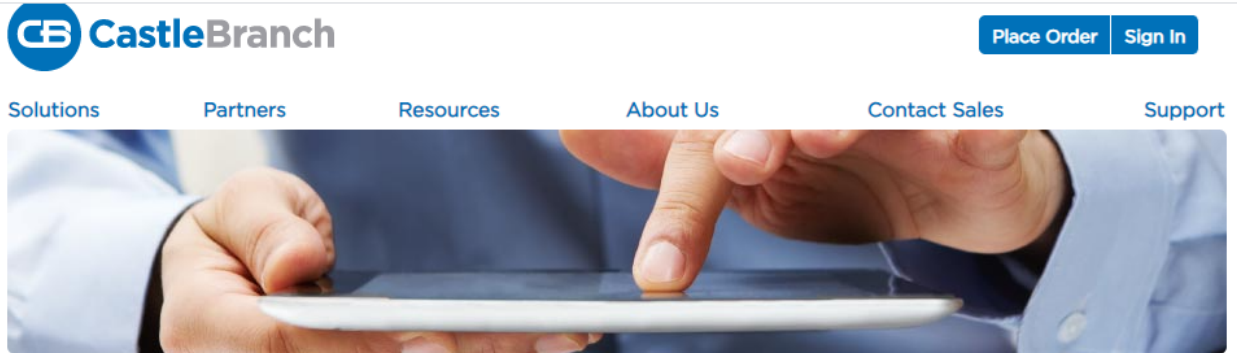
Ordering your own background check?
Please enter the organization's package code.

Package Code:

School Administrators and Employers, [log in](#) to your Administrator Portal to view and manage your students and applicants and their orders.

If you do not know the package code, please contact Customer Service at (888) 723-4263 or customerservice@castlebranch.com

3. After entering your Package Code, review the package you have ordered. Check the box “I have read, understand, and agree to the Terms and Conditions of Use” and then click Continue.



Please review

Northeast Wisconsin Technical College - Nursing Assistant includes the following package contents:

Package: NF14

DOJ DHFS Statewide Criminal WI
Nationwide Healthcare Fraud And Abuse Scan
Residency History
Medical Document Manager Annual CRR
State Specific Search

Package Cost: \$60.00

Additional Information

The package price above includes a statewide search within the State of WI. If additional addresses are found associated with your name outside the State of WI, they will be performed at no additional charge.

After you complete your order, you must click the Next button to view your personal CastleBranch To Do list. Instructions for downloading, completing and uploading a completed Background Information Disclosure (BID) form are provided. Completion of the BID form is required to complete your background check submission. Failure to upload a completed BID may result in a delay in clinical or site placement.

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 myCB 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

- Place Order- Step 1: Enter your personal information- name, address, birthdate, social security number, NWTC Student ID, etc.
 - All fields with * indicates required information.
 - Student ID Number refers to your NWTC Student ID.
 - Please skip questions: Designation, Degree/Certification & Expected Date of Graduation as they are not required.

Place Order:



PERSONAL INFORMATION

Legal First Name: *

Legal Middle Name: *

No Middle Name
As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify, to the best of my knowledge, that the applicant does not have a legal middle name.

Legal Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Social Security Number: * - - If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

Date of Birth: * / / placement
mm dd yyyy

Sex: Female Male

STUDENT INFORMATION

Student ID Number:

Designation: Undergraduate Graduate

Degree/Certification:

Expected Date of Graduation: /

* Indicates required information

Next

5. Place Order- Step 2: Enter your email/username. This should be an email you check frequently as all Castle Branch communications will be sent to this email address.
- Be sure to write down and keep your username and password in a safe place.
 - This account is yours to keep indefinitely and can be used to access your immunization history and all other uploaded documentation as needed.
 - If you need assistance with your Username or Password, NWTC staff cannot assist- you will need to contact Castle Branch directly at 888-723-4263.



Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:

This email address is your username.

*Username:

Password:

*Password:

Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:

[Create Account](#)

- Place Order- Step 3: Enter any additional names and/or previous addresses or check the boxes indicating none.

Place Order:

[Chat With Us](#)

1
 2
 3
 4
 5
 6
 7
 8

[Go Back](#)

ADDITIONAL NAMES

Please list all additional names (e.g. *maidens, former married names, aliases*). Click on Add Another to add an additional name.

I do not have any additional names

First Name	Middle Name	Last Name	Suffix	Remove Add Another
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

PREVIOUS ADDRESSES

Please list all previously used addresses. Click on Add Another to add an additional address.

I do not have any additional addresses

Country:	<input type="text" value="United States of America"/>	
Address 1: *	<input type="text"/>	
Address 2:	<input type="text"/>	
City: *	<input type="text"/>	
State: *	<input type="text"/>	
Zip Code: *	<input type="text"/>	Remove Add Another

* Indicates required information

[Next](#)

- Place Order- Step 4: Confirm the information you have entered in Steps 1-3 is correct. This information will be used to run the below statewide and nationwide reports.

Place Order:

[Chat With Us](#)

1
 2
 3
 4
 5
 6
 7
 8

[Go Back](#)

DOJ DHFS STATEWIDE CRIMINAL WI

Name *	State *
<input type="text" value="Janna Allen"/>	<input type="text" value="Wisconsin"/>

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name *	Professional License Number
<input type="text" value="Janna Allen"/>	<input type="text"/>

RESIDENCY HISTORY

Name *
<input type="text" value="Janna Allen"/>

MEDICAL DOCUMENT MANAGER ANNUAL CRR

Name *
<input type="text" value="Janna Allen"/>

STATE SPECIFIC SEARCH


Name *
<input type="text" value="Janna Allen"/>

* Indicates required information

[Next](#)

8. Place Order- Step 5: Order Review/List of what order includes.

Place Order:



ORDER REVIEW

School Name: Northeast Wisconsin Technical College - Nursing Assistant
CAC: NF14

Personal Information:
Your Name: Janna Allen
DOB: 09-14-2000
SSN: 111-11-1111

ORDER INCLUDES

NF14demo

DOJ DHFS Statewide Criminal WI
Name: Janna Allen State: WI

Nationwide Healthcare Fraud And Abuse Scan
Name: Janna Allen

Residency History
Name: Janna Allen

Medical Document Manager Annual CRR
Name: Janna Allen

State Specific Search
Name: Janna Allen

Total Price: \$0.00

* Indicates required information

Next

9. DISCLAIMER = Wisconsin Caregiver Law

- NWTC is required to comply with the Wisconsin Caregiver Law (1997 WISCONSIN ACT 27). The completion of a caregiver background check includes the review of criminal records for convictions of serious crimes or a history of improper behavior. Students accepted into this program must complete a background check through www.castlebranch.com AND complete a Background Information Disclosure (BID) form disclosing any acts, crimes, or convictions prior to program entry. The information provided in the BID form must be truthful and match any findings on the criminal record check. Information regarding this process is provided to students immediately upon acceptance into the program. Students with a criminal history may be denied access to placement at the discretion of the clinical or practicum site. Consequently, should a student have a history of convictions of serious crimes or a history of improper behaviors, NWTC cannot guarantee clinical/practicum placement or guarantee graduation within typical program timing.

10. Place Order- Step 6: Enter Payment Information. Choose Payment Type from dropdown box and proceed through payment fields.



Place Order:



PAYMENT INFORMATION

EASY PAYMENTS!
monthly installments available

Payment Type*

* Indicates required information

11. Place Order- Step 7: This is your chance to print your confirmation page, please do so now if needed.

Place Order:



ORDER CONFIRMATION

Thank you.

Your order has been submitted.

[Print Confirmation Page](#)

Next Steps:

1. Click "next" below to access your account. Select "myCB" from your home Dashboard to determine if you have additional items to complete
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. To log into your myCB account, navigate to login.castlebranch.com where you will be prompted to enter your username and secure password. From your home dashboard, please select myCB. You can also access myCB by downloading the myCB app to your iPhone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).

[Next](#)

12. Once you click Next, you will move into your User Profile and set up Security Questions.

- At this screen you may click either Close or Dismiss to move on. You have reached your User Profile where you can again verify the information you have entered.

A screenshot of a user profile page. The page is partially obscured by a modal window titled 'Announcement'. The modal contains the following text: 'New and exciting changes to your log in experience', 'Welcome to your new Unified Dashboard! From this page you can access all of your CastleBranch sites and services with a single login and manage your contact information within your new Dashboard Profile.', 'If you don't automatically see all of your accounts within your dashboard, you may currently be using multiple usernames and passwords to access those accounts. [Click here](#) to learn how to link your accounts, giving you a single set of login credentials, and access to all accounts within a single dashboard!', 'Before accessing or linking your accounts, you will be required to complete your profile.', 'Great News! We've already populated some information for you based on information you've previously provided to us. Having a complete profile will help us to ensure we have the correct information about you!', and 'Still have questions? View this [introductory video and our FAQs!](#)'. At the bottom of the modal are two buttons: 'Close' and 'Dismiss'. The background page shows a form with fields for 'NAME' and 'ME*'.

Announcement

New and exciting changes to your log in experience

Welcome to your new Unified Dashboard! From this page you can access all of your CastleBranch sites and services with a single login and manage your contact information within your new Dashboard Profile.

If you don't automatically see all of your accounts within your dashboard, you may currently be using multiple usernames and passwords to access those accounts. [Click here](#) to learn how to link your accounts, giving you a single set of login credentials, and access to all accounts within a single dashboard!

Before accessing or linking your accounts, you will be required to complete your profile.

Great News! We've already populated some information for you based on information you've previously provided to us. Having a complete profile will help us to ensure we have the correct information about you!

Still have questions? View this [introductory video and our FAQs!](#)

Close Dismiss

13. Please set up the 3 required Security Questions. Click Complete to submit your Security Question answers.

User Profile
Please complete your user profile in order to continue.

✓ ✓ ✓ 4

Choose your security questions:

QUESTION ONE
What is your favorite thing to eat?

ANSWER
ice cream

QUESTION TWO
What was the name of the company for your first job?

ANSWER
NWTC

QUESTION THREE
What is your favorite holiday?


ANSWER
Thanksgiving

14. Click Go to access your program To-Do List.


Home
Welcome back Janna Allen, where do you want to go?

MyCB

Launch **myCB**, your **CB Bridges™** module that tracks compliance for higher education and employment needs. View and manage to-do list items such as background checks, drug screens and more.

 **COVID-19 Compliance**
Infectious Disease Screening Solutions

MY HEALTH. MY FUTURE. MY SUCCESS.
COVID-19 tried to stand in my way.
It never had a chance.



15. Your account has been created, you've reached your To-Do list and can now upload documentation or log out.

myCB | A CastleBranch Solution. Need Help?

COVID-19 Compliance
Infectious Disease Screening Solutions

I'M SYMPTOM FREE OF COVID-19. — And I can prove it. —

LEARN MORE

Submitted documentation typically takes 3-5 days to review (excluding weekends). If you have questions regarding your To-Do Lists, we invite you to access our Video FAQ's (click here) for assistance.

Do you have new documents to submit to a completed requirement or a general request? We can Help! Click HERE to submit a request. We will keep your Service History updated so you can stay informed. Please allow approximately 2 business days for a response.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click (here) to access the new videos!

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements NF14 (annual)* Updated 3 Requirements **INCOMPLETE** 1

Need help completing your requirements? CLICK HERE for a full list of Video Tutorials that can assist you in completing the requirements in the list below! Still have questions? CLICK HERE to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply CLICK HERE

Requirement	Date Due	STATUS
1. Hepatitis B		Incomplete
2. Tuberculosis (TB)		Incomplete
3. Technical Standards		Incomplete

Wisconsin BID Form (CB Review) 1 Requirement **INCOMPLETE** 1

Please download the Wisconsin BID Form and complete in it's entirety. Upload the completed form to this requirement for CastleBranch to review.

Requirement	Date Due	STATUS
1. Complete BID Form		Incomplete

Background Check

You have successfully submitted your order.

Your order confirmation page is now available within the Document Center/My Documents/Background Check folder.

Place Order | Account Settings | Partners | **Logout**

myCB | A CastleBranch Solution. Need Help?

16. You will receive e-Emails during the account creation process- be sure to confirm your email address!

CastleBranch
Confirm Email Address 11:59 AM

Service Desk
myCB - Order Confirmation 11:53 AM

**** Castle Branch can be reached by phone at 888-723-4263.**