PRE-ADMISSIONS BACKGROUND CHECK

How to set up your initial background check in Castlebranch

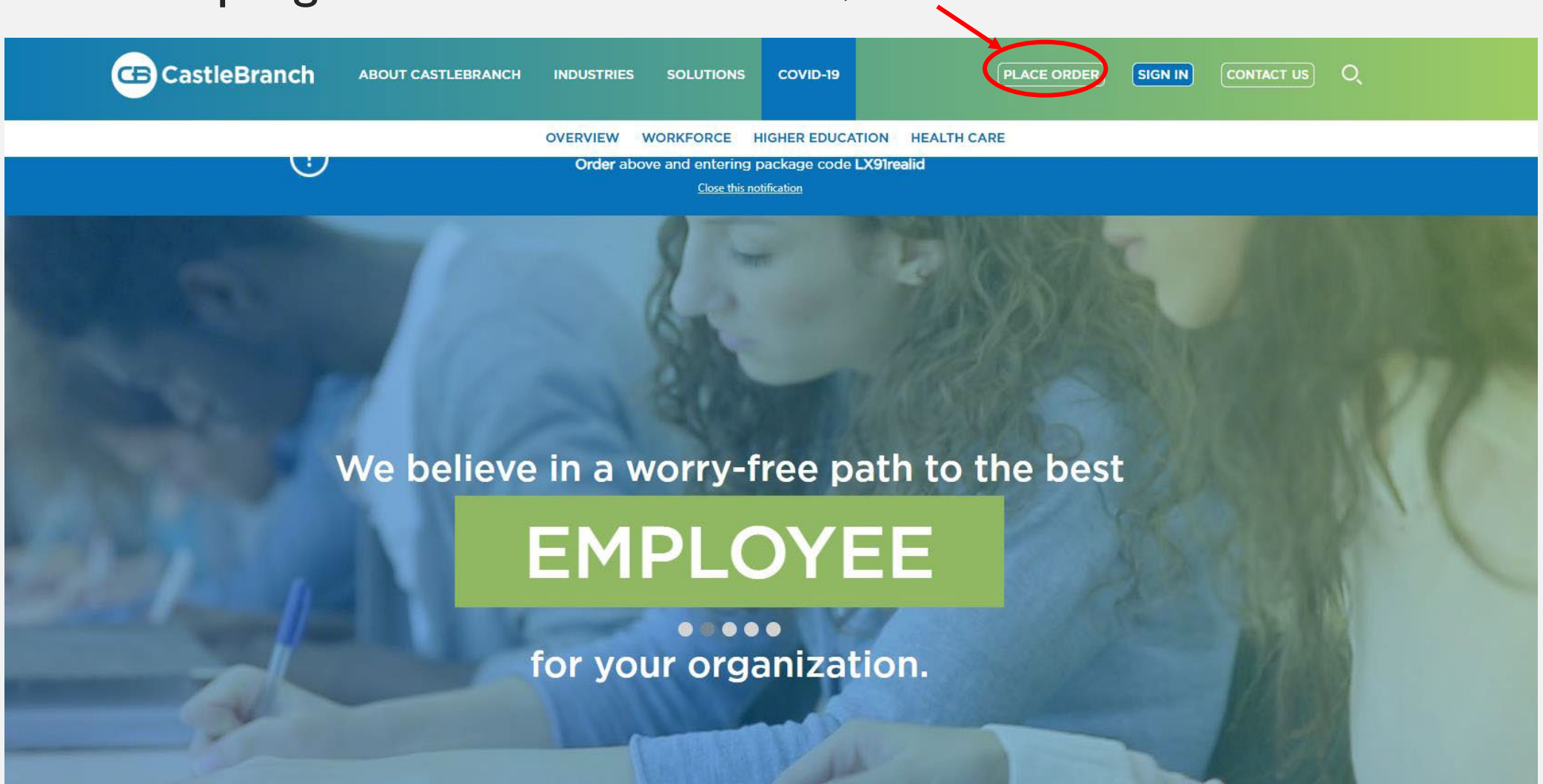
Campbellsville UNIVERSITY
School of Nursing

THINGS YOU NEED

- Make sure you are using Google Chrome as your internet browser any time you are accessing CastleBranch
- Have your unique package code handy
- If you do not have your SSN memorized you will need that information
- Your SRNA License Number
- Have your credit/debit card information at hand.
  - Cost of this background check is $60.00 and is non-refundable
- If you have a Campbellsville University email address, you must use this to set up your account. If you do not, you can change the associated email once you are accepted into the program.
- Please be sure to remember what email you use to set up your myCB account because if you are accepted into the program, you will be required to access this program regularly

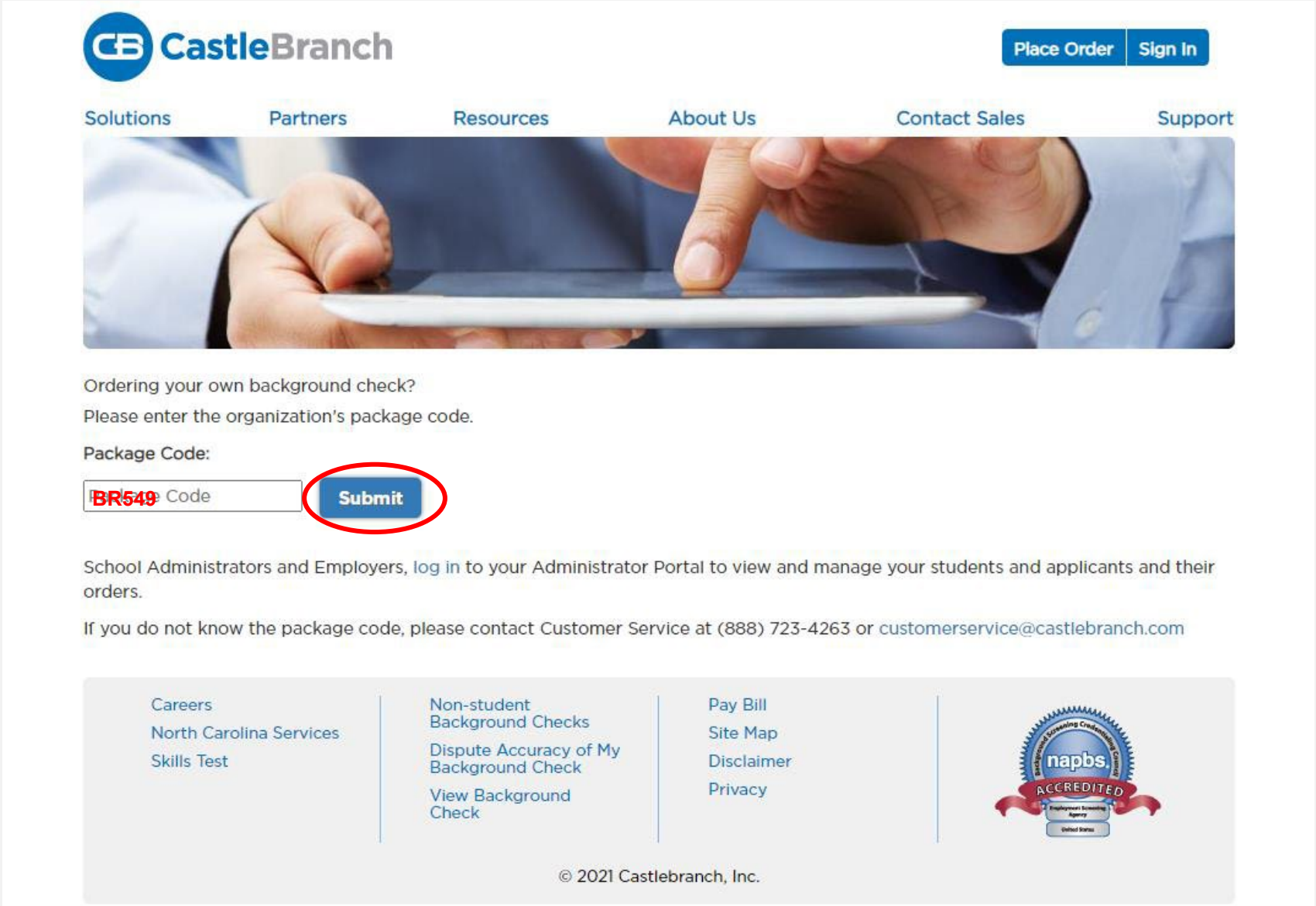
PLACING YOUR INITIAL ORDER

- Using Google Chrome as your browser, go to www.castlebranch.com
- At the top right corner of the screen, select "Place Order"



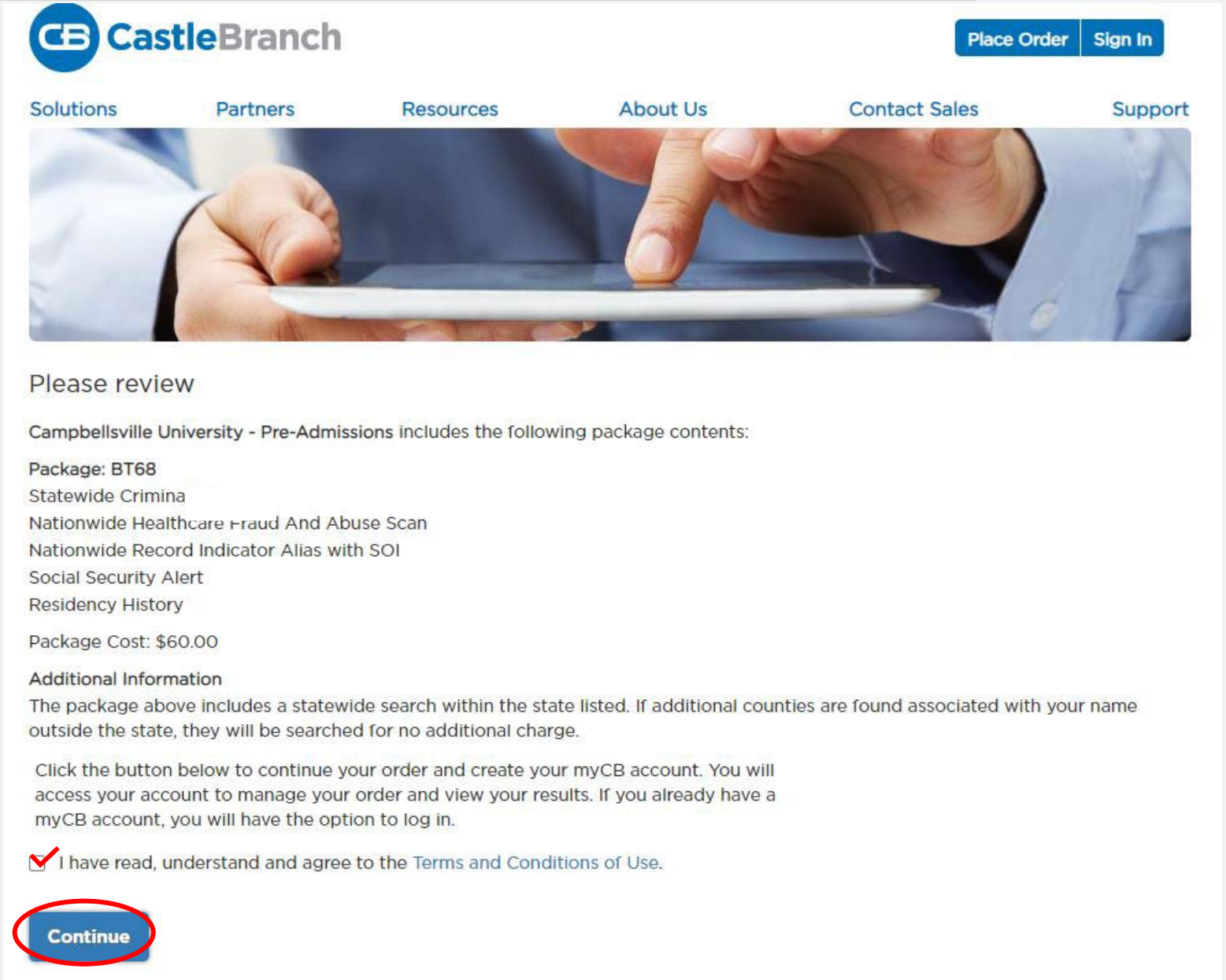
PACKAGE CODE

- Enter your unique package code
  - Remember, package codes are unique to you and should not be shared or reused. If you think there is a mistake with your code, please reach out for assistance before attempting to reorder. This could cause double charges etc.
- Make sure package codes are entered exactly as they are given to you (spaces, capitalization, etc.)
- Click "Submit"



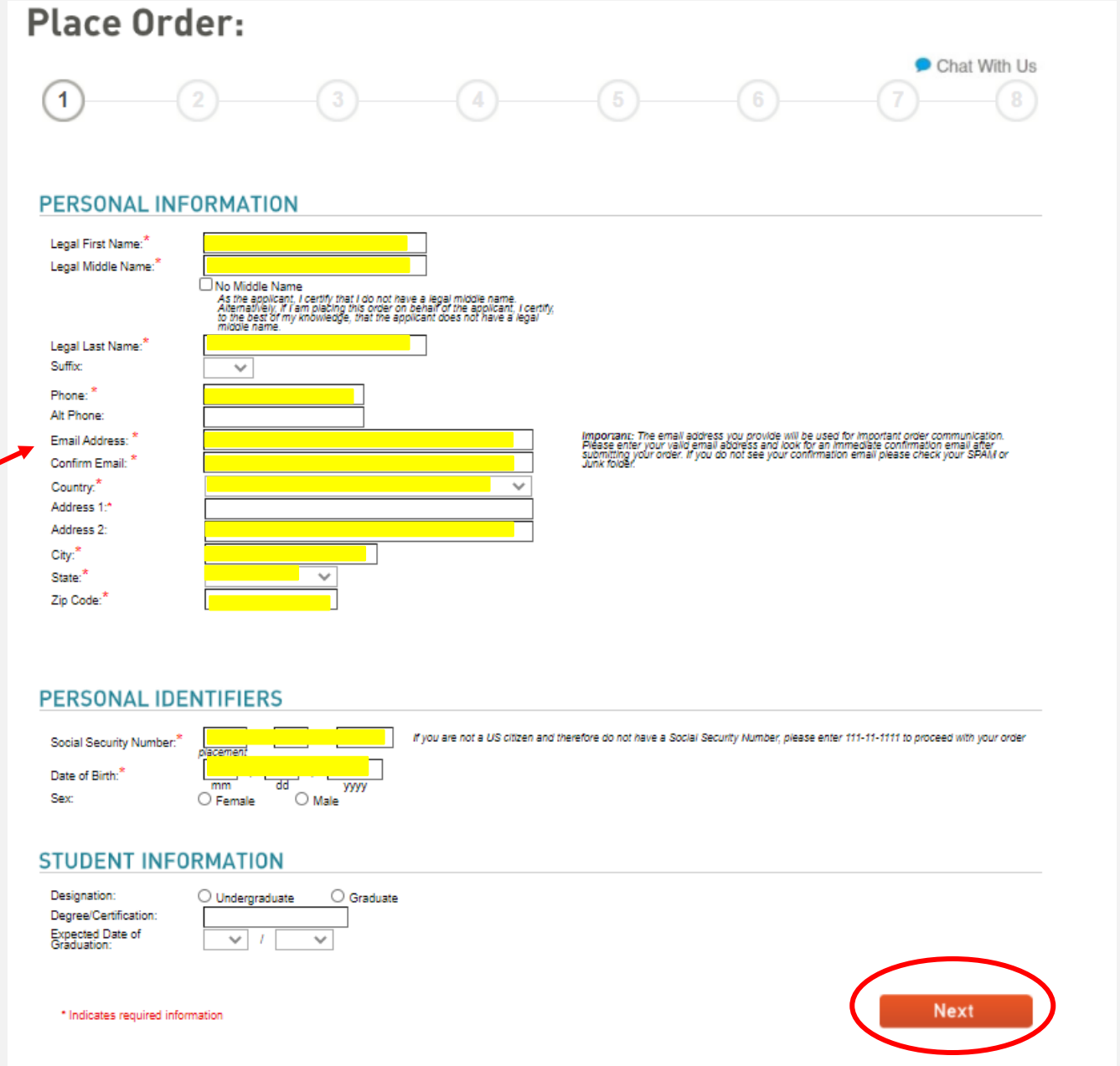
TERMS AND CONDITIONS

- Review the package contents, as well as the "Terms and Conditions of Use"
- Check the box stating that you agree to those terms
- Click Continue



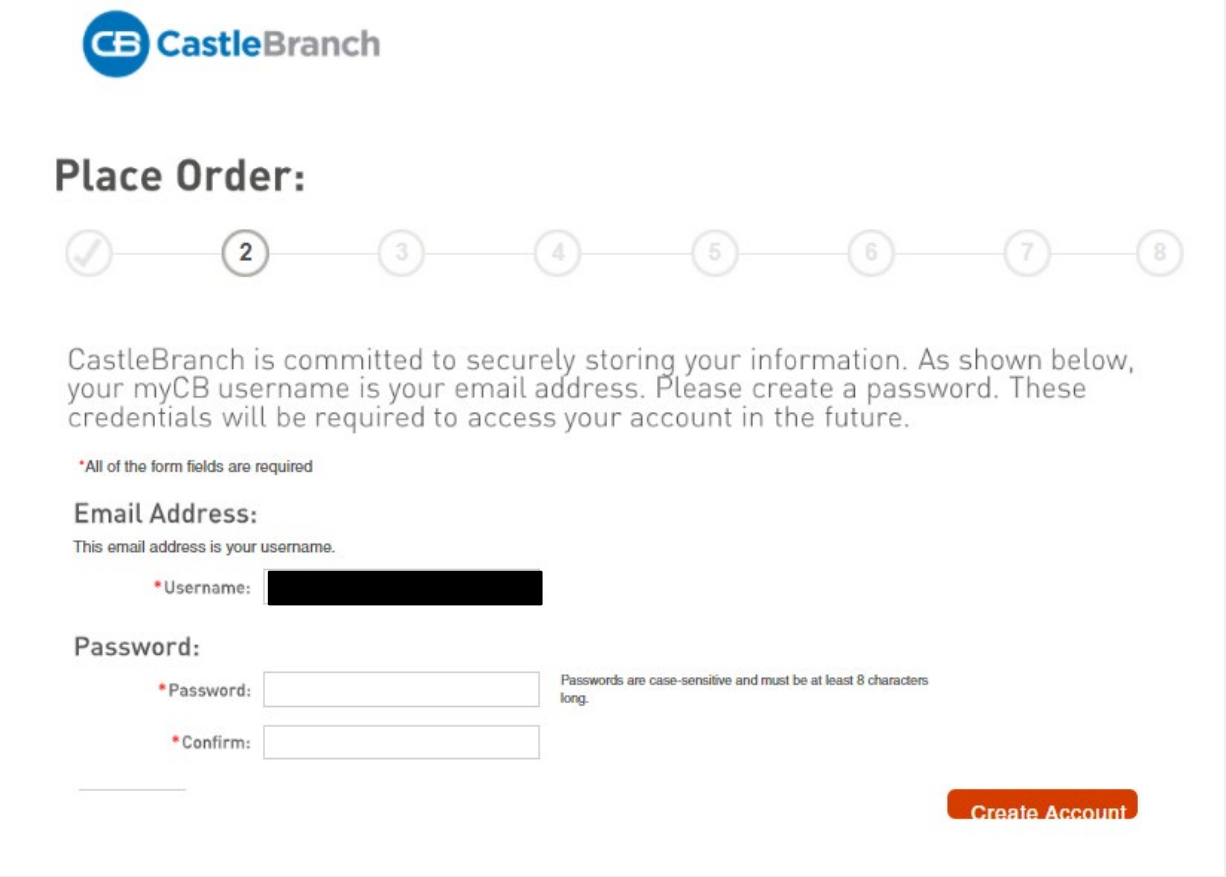
1. PERSONAL INFORMATION

- Complete the required Personal Information
- If you have a Campbellsville University email address please enter that on the email line. If you do not, use your personal email, and you can change this upon acceptance into the university/program
- Click "Next"



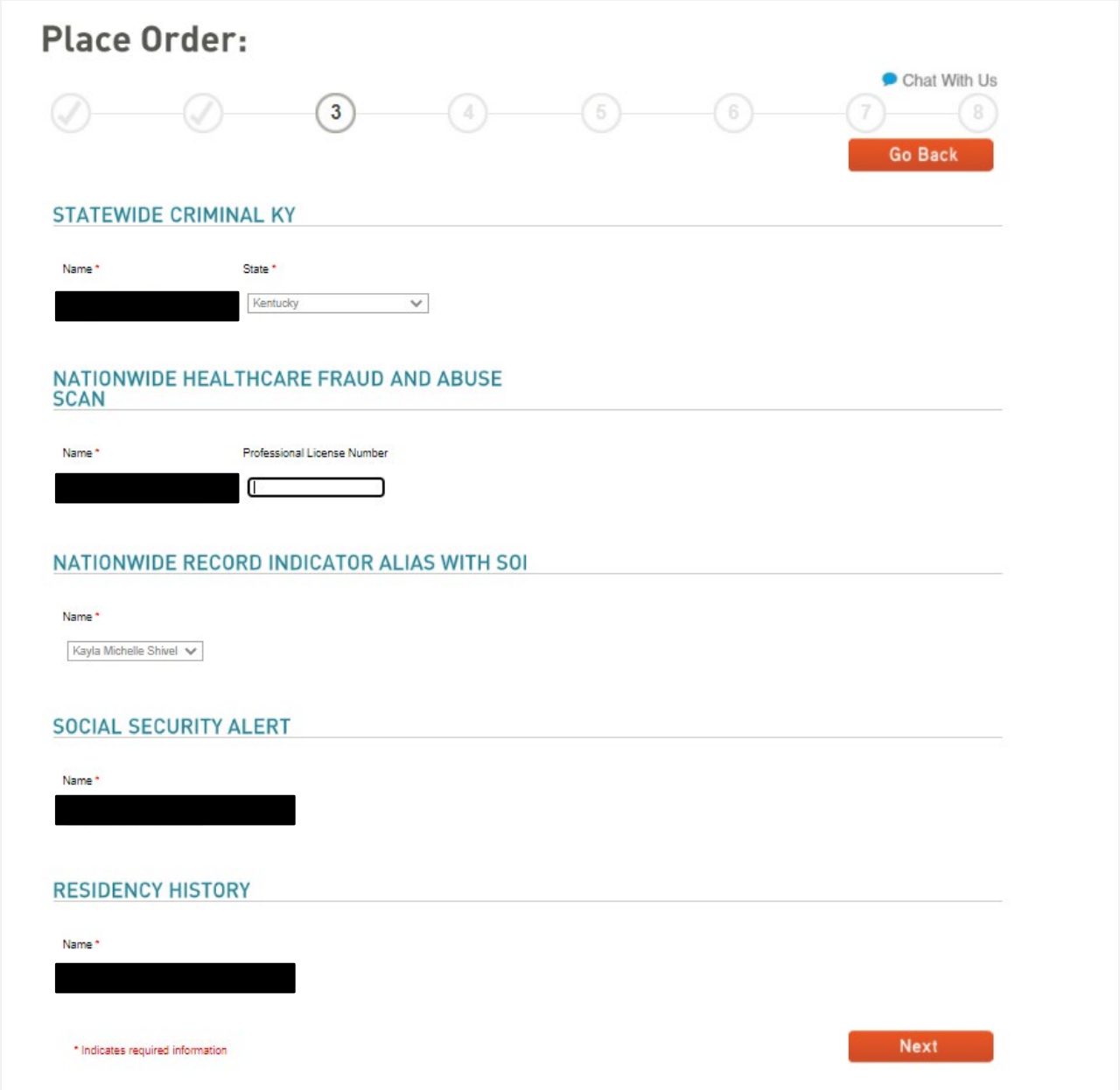
CASTLEBRANCH ACCOUNT

- Remember to use your Campbellsville University email address if you have one
- Please put your password somewhere you can access it. You will not create a new profile upon admittance, so you need to be able to access this existing profile throughout the program
- Select "Create Account"



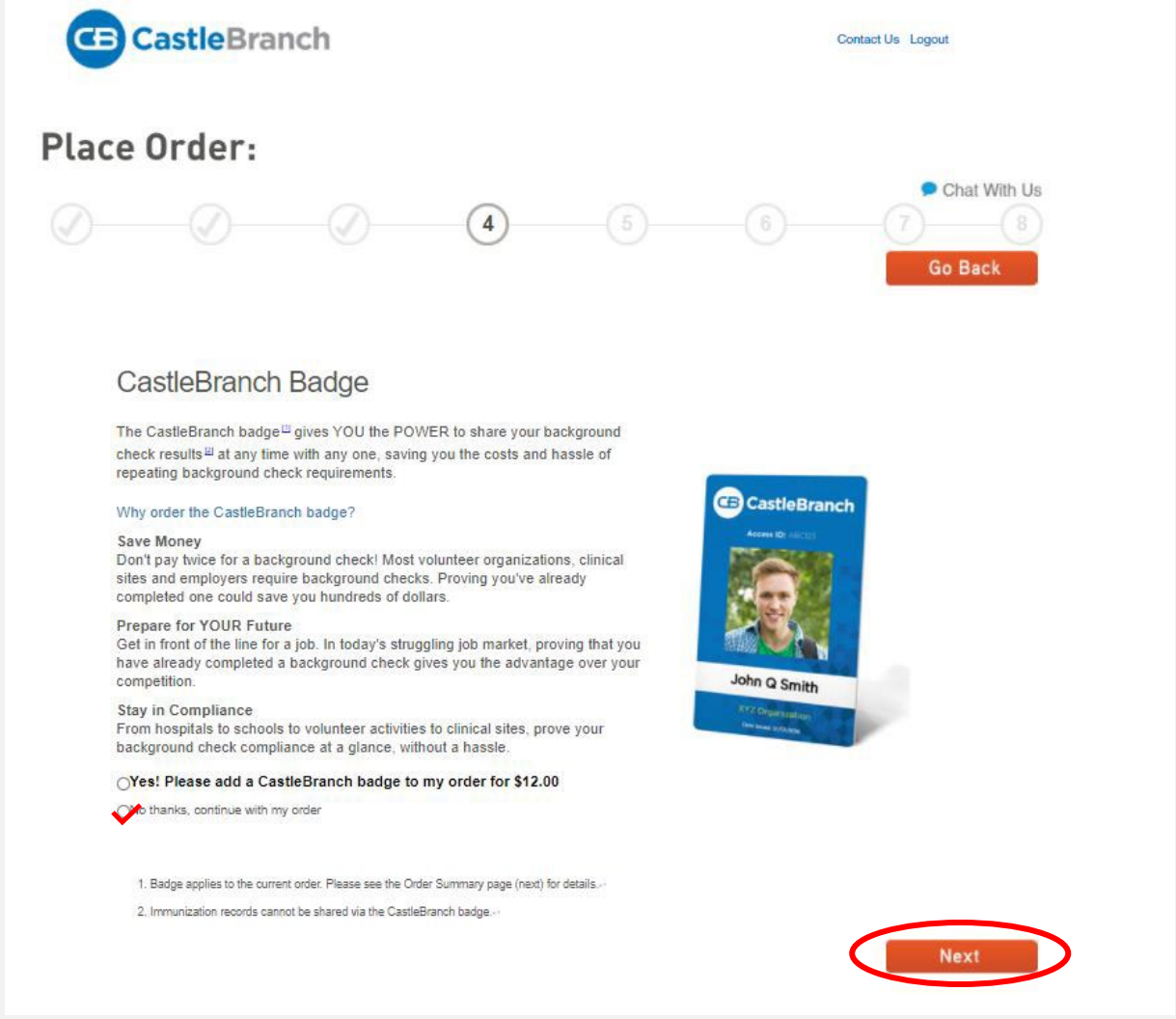
VERIFY INFORMATION

- These are all of the database checks that CastleBranch will be running in this initial background check
- Verify that all information on this page is accurate
- Once you have verified the information, click “Next”



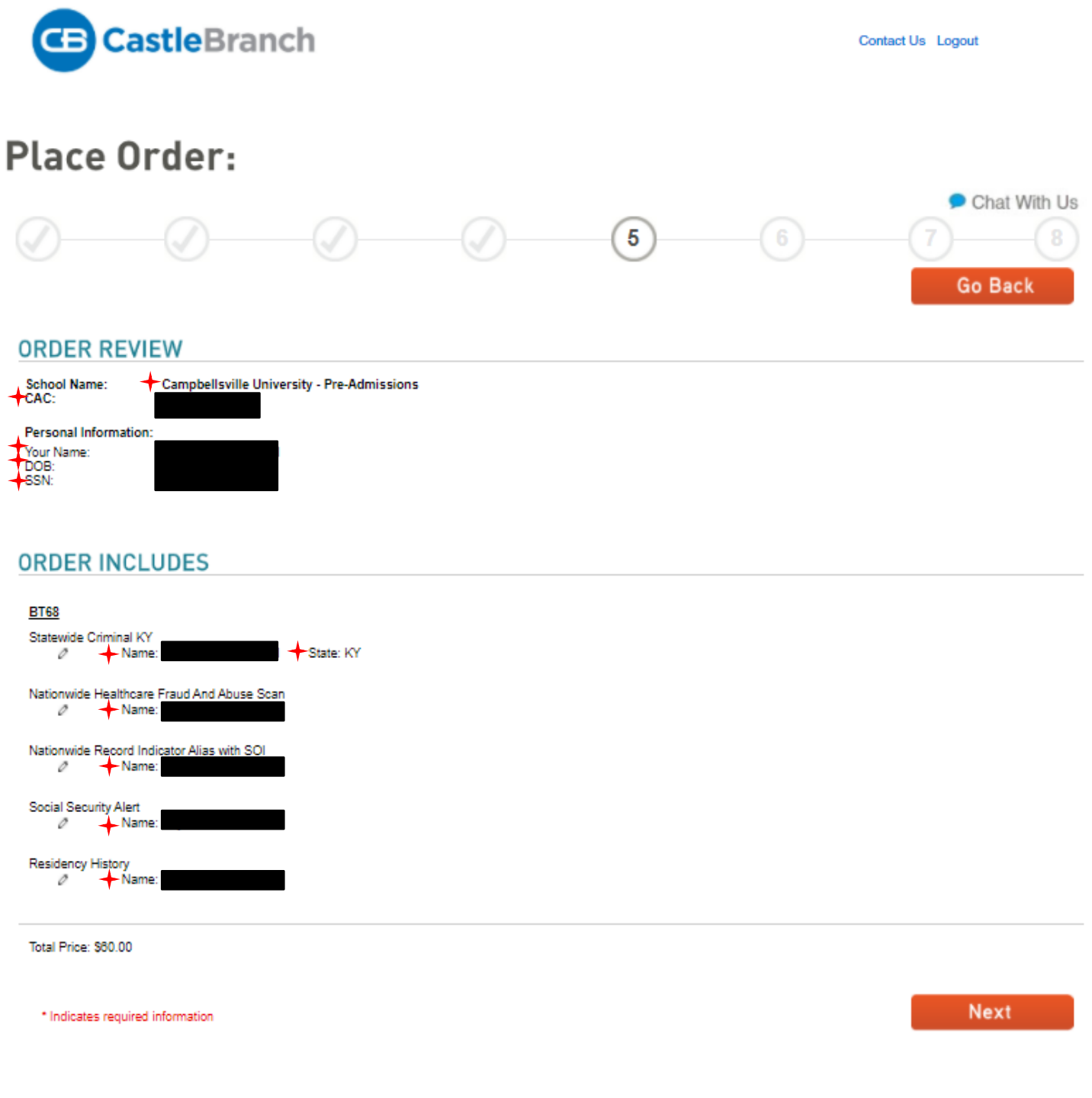
CASTLEBRANCH BADGE
IGNORE

- You will not need a CastleBranch badge while enrolled in our program
- Select "No thanks, continue with my order"
- Then click "Next"



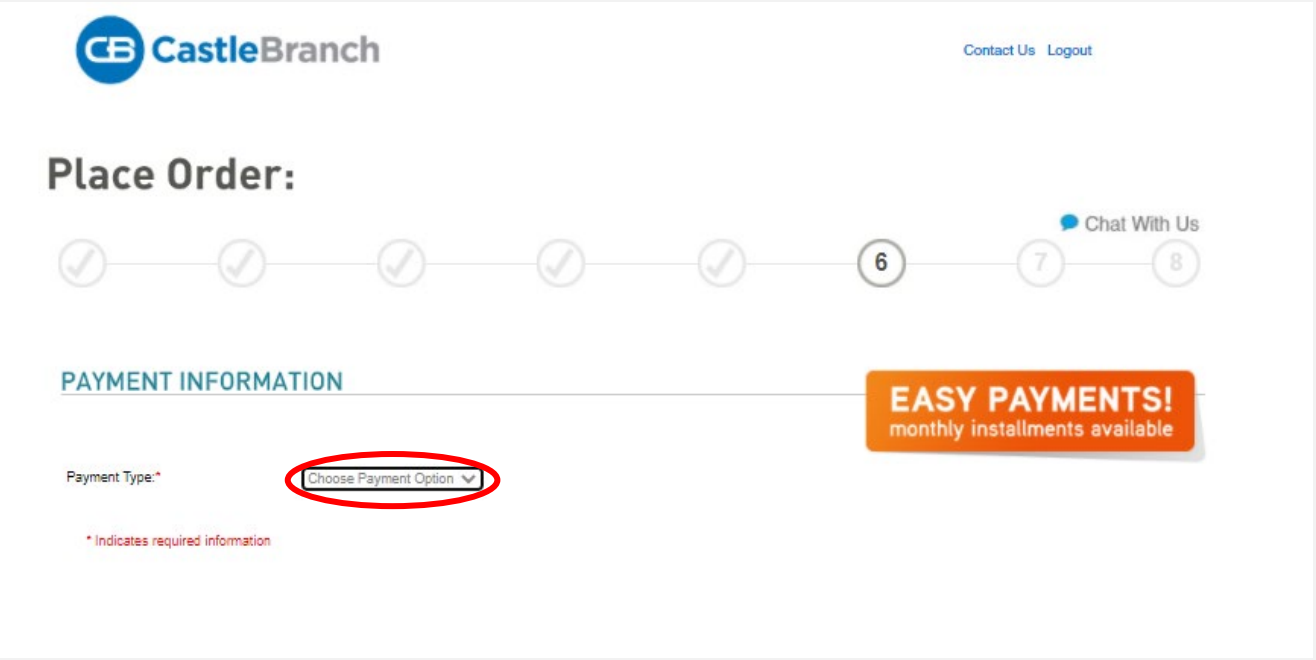
ORDER REVIEW

- Review all information
- Remember, the $60.00 fee is non-refundable. If there is an error in information you will have to pay for a new background check
- Select "Next"

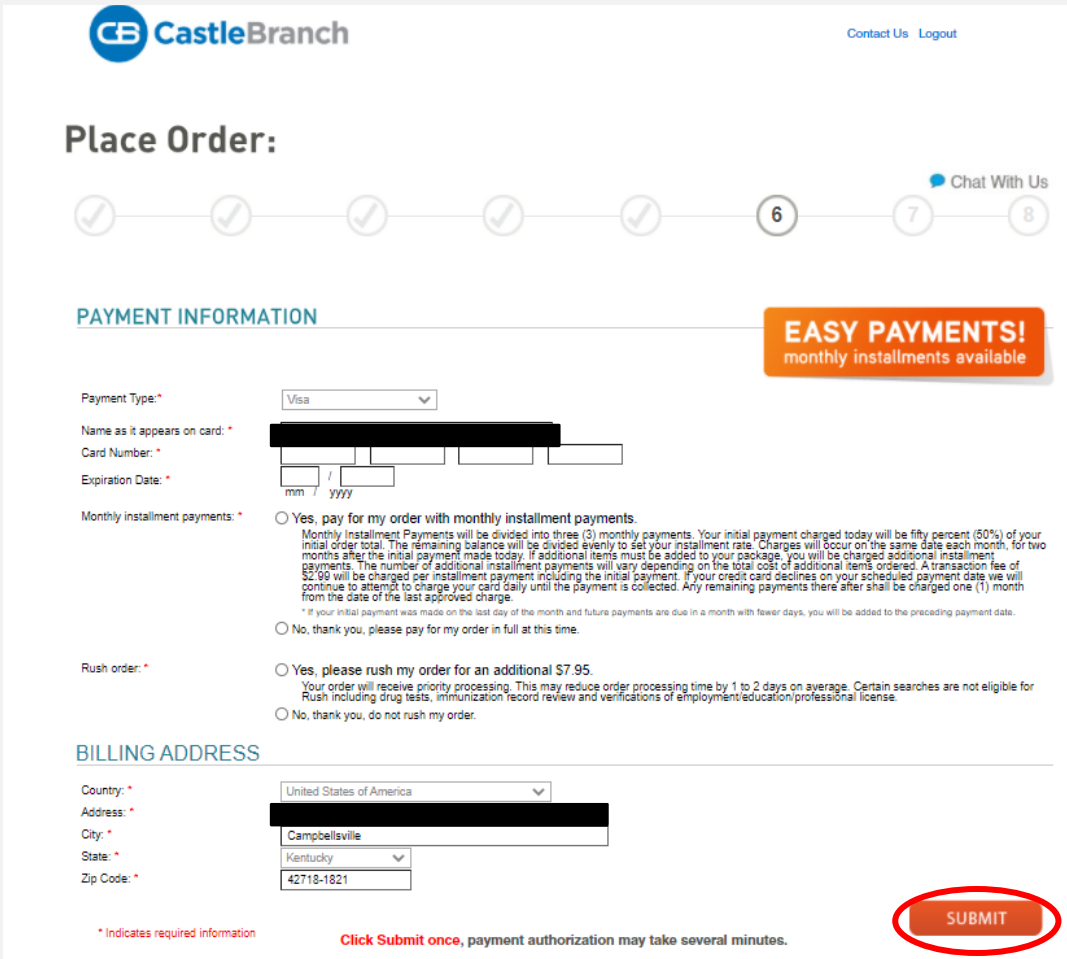


PAYMENT

SELECT PAYMENT TYPE



COMPLETE ALL REQUIRED PAYMENT INFORMATION



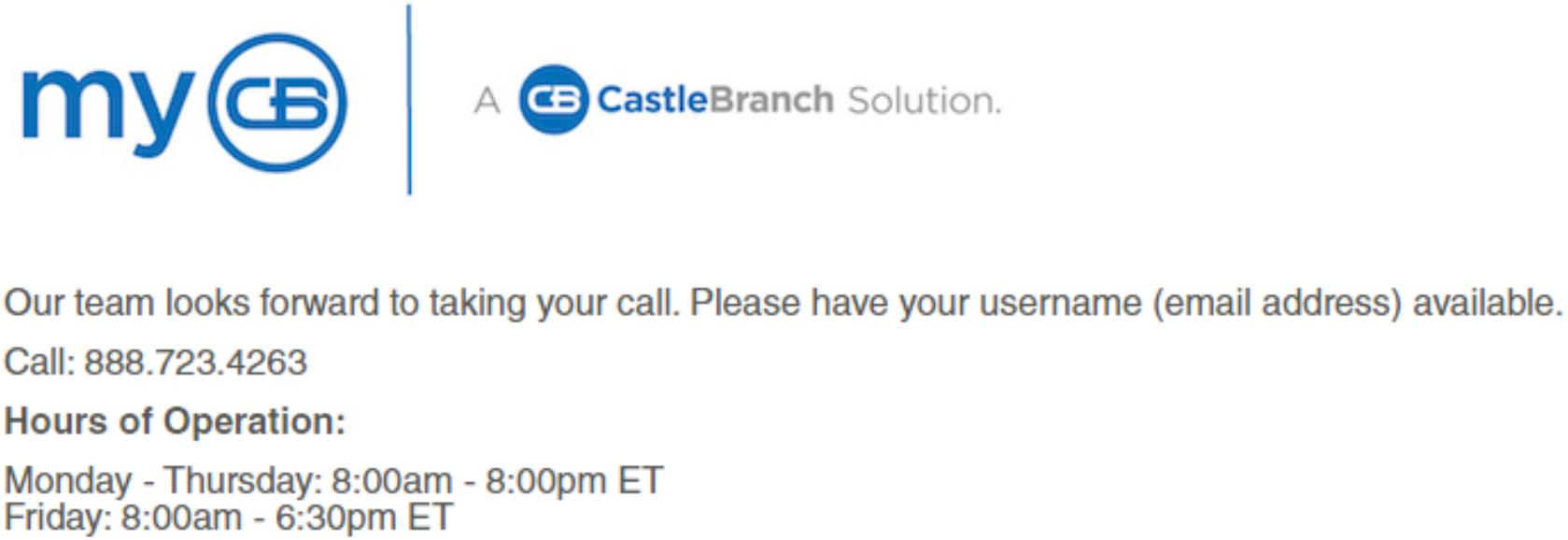
CLICK "SUBMIT"

FINAL STEPS

- Once your payment has processed, you will receive a payment confirmation receipt via email. Save a copy of that receipt to your desktop.
- You will be required to provide proof of this receipt with your Pre-Admissions packet
- Once your background check has been completed, results will go directly to the School of Nursing Clinical Regulatory & Compliance Administrative Coordinator for review by the admissions panel during the application process
- You will also receive a copy of the results via email

RESOURCES

- Remember if you have any questions or concerns to please reach out to Mrs. Vale, Mrs. Marlow, or CastleBranch Support



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