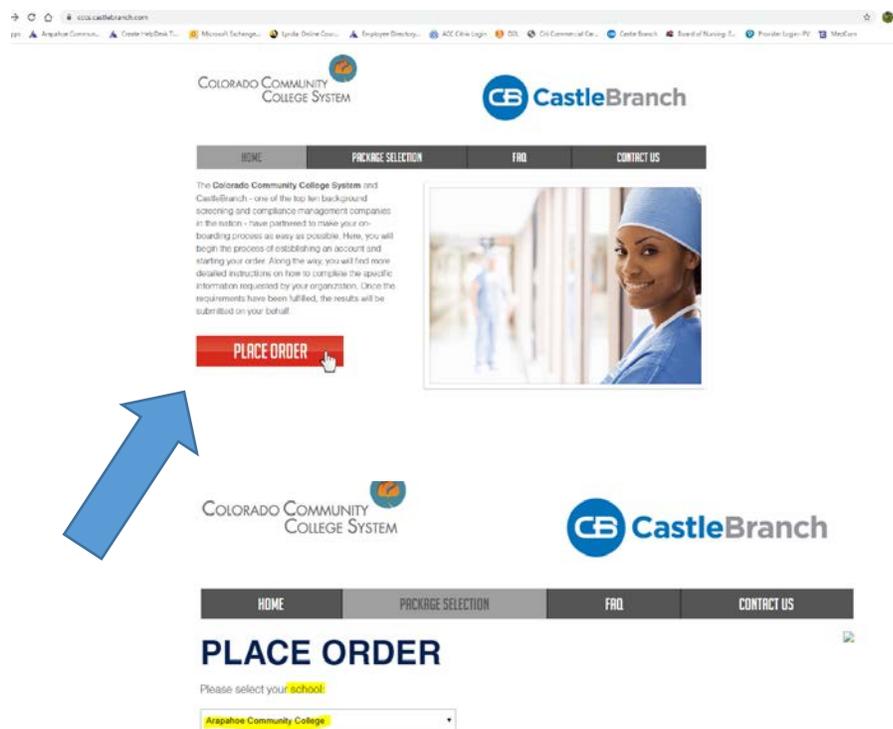


HOW TO ORDER THE BACKGROUND CHECK AND DRUG SCREEN FROM CASTLEBRANCH.

STEP 1: Type in your browser or click on link:

<https://cccs.castlebranch.com/>

STEP 2: Select Place Order, choose Arapahoe Community College, Nurse Aide, and New student purchasing for the first time (Or whatever package fits your situation).



The screenshot shows the CastleBranch website interface. At the top, there are logos for the Colorado Community College System and CastleBranch. Below the logos is a navigation menu with options: HOME, PACKAGE SELECTION, FAQ, and CONTACT US. The main content area features a text block on the left and a photograph of a healthcare professional on the right. A red button labeled 'PLACE ORDER' is positioned below the text. A large blue arrow points from the left towards this button. Below the main content area, there is a secondary section with the same logos and navigation menu. This section is titled 'PLACE ORDER' and includes a dropdown menu for selecting a school, with 'Arapahoe Community College' selected.

Place Order

Please select your program:

Nurse Aide



[Click Here to View a List of Disqualifying Offenses](#)

STEP 3: Fill out all personal information

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. Otherwise, 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 email address and click for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk Mail.

STEP 4: Use ACC student email address and create password. Select “Create Account”

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](#)



STEP 5: Verify that all personal information is correct.

Place Order:



COUNTY CRIMINAL

Name * State * County *

NATIONWIDE FEDERAL CRIMINAL

Name *

NATIONWIDE HEALTHCARE FRAUD AND ABUSE SCAN

Name * Professional License Number

Place Order:



ORDER REVIEW

School Name: Arapahoe Community College - Nurse Aide
CAC: RS31

Personal Information:
Your Name: Jane Hannah Doe
DOB: 01-01-1990
SSN: 111-11-1111

ORDER INCLUDES

- RS31
County Criminal
Name: Jane Hannah Doe State: CO County: Arapahoe
- Nationwide Federal Criminal
Name: Jane Hannah Doe
- Nationwide Healthcare Fraud And Abuse Scan
Name: Jane Hannah Doe
- Drug Test
Name: Jane Hannah Doe
- Nationwide Record Indicator Alias with SOI
Name: Jane Hannah Doe
- Social Security Alert
Name: Jane Hannah Doe

STEP 6: Pay for background check and drug screen. There is no need to pay for a rush order unless this step is being completed AFTER your NUA 101 course has started.

PAYMENT INFORMATION

EASY PAYMENTS!
monthly installments available

Payment Type: *

Name as it appears on card: *

Card Number: *

Expiration Date: * /
mm / yyyy

- Monthly installment payments: *
- Yes, pay for my order with monthly installment payments.
Monthly Installment Payments will be divided into three (3) monthly payments. Your initial payment charged today will be fifty percent (50%) of your initial order total. The remaining balance will be divided evenly to set your installment rate. Charges will occur on the same date each month, for two months after the initial payment made today. If additional items must be added to your package, you will be charged additional installment payments. The number of additional installment payments will vary depending on the total cost of additional items ordered. A transaction fee of \$2.99 will be charged per installment payment including the initial payment. If your credit card declines on your scheduled payment date we will continue to attempt to charge your card daily until the payment is collected. Any remaining payments there after shall be charged one (1) month from the date of the last approved charge.
 - No, thank you, please pay for my order in full at this time.
*If your initial payment was made on the last day of the month and future payments are due in a month with fewer days, you will be added to the preceding payment date.
- Rush order: *
- Yes, please rush my order for an additional \$7.95.
Your order will receive priority processing. This may reduce order processing time by 1 to 2 days on average. Certain searches are not eligible for Rush including drug tests, immunization record review and verifications of employment/education/professional license.
 - No, thank you, do not rush my order.

BILLING ADDRESS

Country: *

Address: *

City: *

State: *

Zip Code: *

* Indicates required information

Click Submit once, payment authorization may take several minutes.

SUBMIT



STEP 7: Read all “Next Steps” on the confirmation page. Select “next” and complete your user profile.

Place Order:



ORDER CONFIRMATION

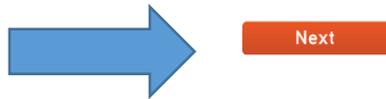
Thank you.

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](#).



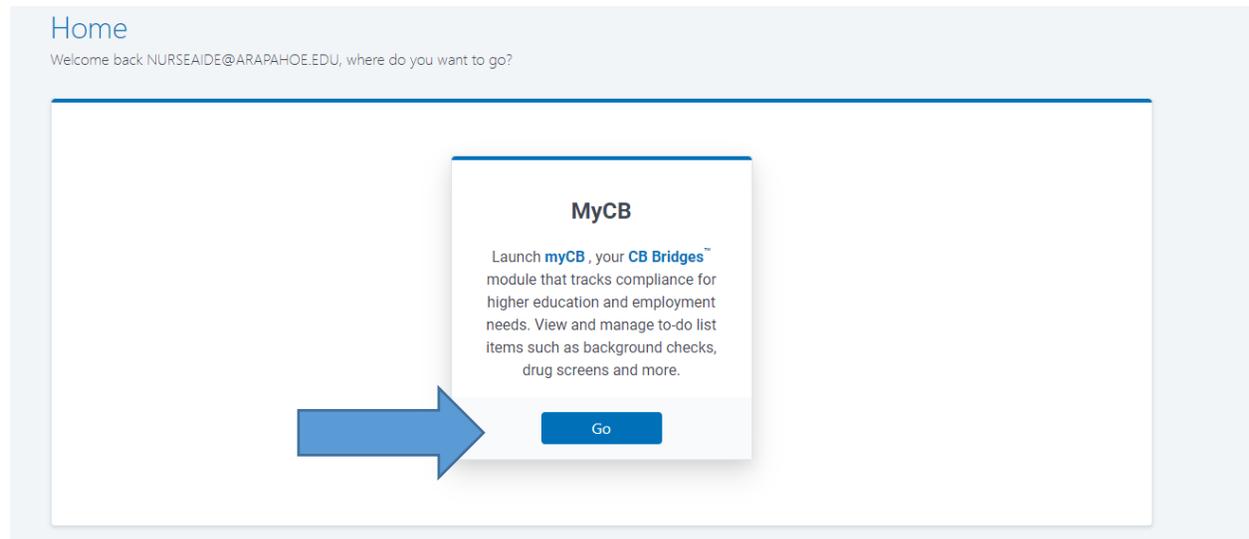
User Profile

Please complete your user profile in order to continue.

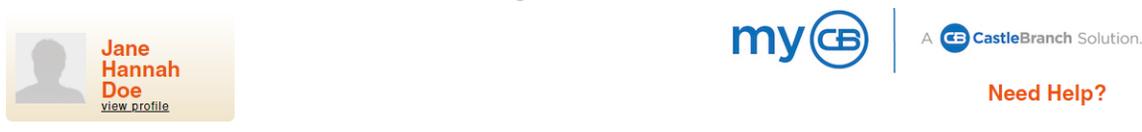
User Profile form with a progress bar at the top showing 4 steps. Step 1 is highlighted. The form contains fields for First Name, Middle Name, Last Name, and Maiden Name, each with a "No [Field Name]" checkbox. A blue "Next" button is at the bottom right.



STEP 8: After completing your profile select “GO” to be taken to your MyCB account.



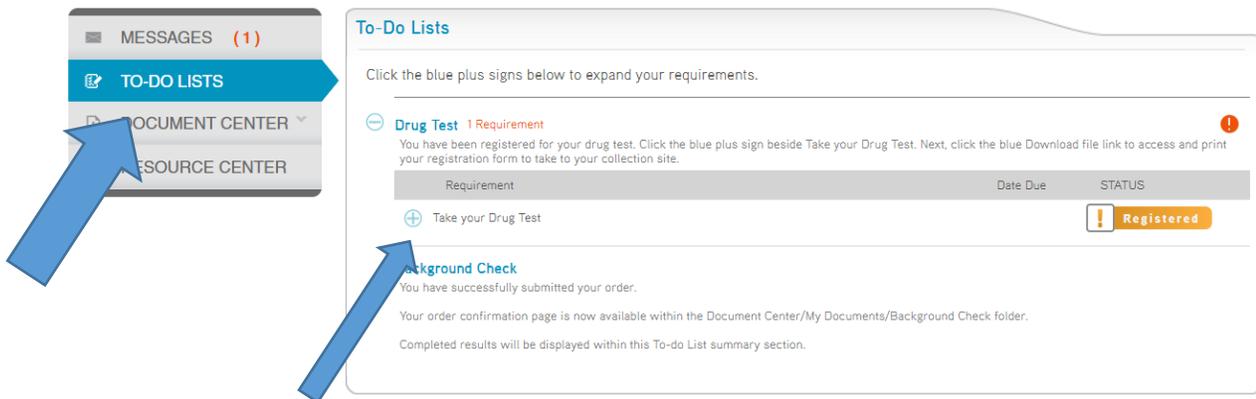
STEP 9: Click on “To-Do Lists”. This is where you will find the instructions needed to complete the drug test. Click on the blue plus sign to open up more information about the drug test.



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!



STEP 10: Select download & print attachment

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.

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MESSAGES (1)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Drug Test 1 Requirement

You have been registered for your drug test. Click the blue plus sign beside Take your Drug Test. Next, click the blue Download file link to access and print your registration form to take to your collection site.

Requirement	Date Due	STATUS
Take your Drug Test		Registered
Download and print attachment	myCB	02/24/2020 12:17:18 PM EST
Download File		

Background Check

Successfully submitted your order.

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

Completed results will be displayed within this To-do List summary section.

STEP 11:

CastleBranch

Quest Drug Screen Registration Form

Date: February 24th, 2020	 Registration #: 41676942
Name: Jane Doe	
Phone: 303-7975962	
Email Address: NurseAide@arapahoe.edu	
Collection Site Zip: 80160	

Account Number: 10424455
Test Name: 10 Panel Urine
Expiration Date: 08/23/2020

Instructions:

- Select the nearest collection site from the list below. Collection site hours and services are subject to change, we recommend contacting the location prior to your appointment to confirm availability.
- Take this form and a government issued photo ID to your appointment.
- Allow 3-5 business days for your results to be available for viewing or printing.

Quest Diagnostics-Balsam 6179 S Balsam Way Ste 240 Littleton, CO 80123 Phone: 8666978378 M-F 7:00 am-5:00 pm Sa 7:30 am-11:30 am Drug Screen: M-F 9:00 am-4:00 pm; TSPOT: M-F 8:00 am-1:00 p	Quest Diagnostics-Inside Centennial Sa 7375 E Arapahoe Road Centennial, CO 80112 Phone: 8666978378 M-F 7:00 am-4:00 pm; Drug Screen: M-F 9:00 am-3:00 pm	Quest Diagnostics-695 S. Broadway 695 S Broadway Denver, CO 80209 Phone: 8666978378 M-F 7:00 am-5:00 pm Sa 8:00 am-12:00 pm; Drug Screen: M-F 10:00 am-3:30 pm; TSPOT: M-F 8:00 am-1:00
Quest Diagnostics-Aurora South 1411 S Potomac St. Ste 290	Quest Diagnostics-Inside Parker Safewa	Quest Diagnostics-Northglenn 100 E 120Th Ave Unit F130

Print the "Quest Drug Screen Registration Form" and follow the instructions on the form to complete your drug test. After your drug test is completed, your results will be updated in your Castle Branch account. You will need to download these results and upload them into My Clinical Exchange. See the tutorial for this on the Nurse Aide Website.

Step 12: After you have purchased your background check and drug screen, a confirmation email will be sent to the email address you used to create your account. The attachment to this email is what needs to be submitted to the Nurse Aide department AT LEASTE TWO WEEKS BEFORE CLASSES START. (Picture of attachment below)

