

Castle Branch Background and Immunization Tracker

Lawrence Memorial / Regis College – Nursing and Radiography
Instructions for Order Placement

Welcome to Castle Branch!

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

- | | |
|--|--|
| View your order results | Upload and store important documents and records |
| Manage the requirements specific to your program | Place additional orders as needed |
| Complete tasks as directed to meet deadlines | |

To place your order, go to: <https://mycb.castlebranch.com>

In the “Place Order” field, enter the following package code specific to your school and program:

LF42 – Background check and medical document manager

During your order placement you will be asked for personal identifying information needed for security or compliance purposes. Supplying accurate and comprehensive information is important to the speed in which your order is completed.

The email address you use when placing your order will become your username for Castle Branch and will be the primary form of communication for alerts and messages. Payment methods include: MasterCard, Visa, debit cards, electronic check, money order and installment payment.

TO DO LISTS – you can respond to any active alerts or To-Do List items now, or return later by logging into your Castle Branch account. You will receive alerts if information is needed to process your order and as requirements approach their due dates. Access your Castle Branch account anytime to view order status and completed results. Authorized users at your school will have access to view your requirements and compliance status from a separate portal.

Your Castle Branch Service Desk is available to assist you via phone, chat and email
Monday-Friday 8am-8pm and Sunday 10am-6:30pm EST
888-914-7279