



ATTENTION Students:

Barton Community College has partnered with CastleBranch to help you supply the requirements for your program including a background check and management of program requirements. You **WILL NOT** be able to set up your Castlebranch account until the first day of class. It is to be **COMPLETED** within the first ten calendar days of the class.

To get started, have personal identifying information ready and follow these instructions:

1. To place your order, go to: www.castlebranch.com
2. Click "Place Order" in upper right corner. **Package code: BM20**
3. Enter your Barton ID for a PIN

Once your secure myCB account is created, you will be able to:

- ✓ Complete your background check.
- ✓ Manage your program requirements listed below. For your convenience, each form has been linked inside your myCB account.

<input type="checkbox"/>	TB Immunization Form	<input type="checkbox"/>	Hepatitis B Immunization Form
<input type="checkbox"/>	COVID Vaccination Immunization record OR Exemption Letter	<input type="checkbox"/>	Confidentiality Agreement Form
<input type="checkbox"/>	Acknowledgement of Legal Relationship Form	<input type="checkbox"/>	Handbook Acknowledgement school form

It is advised to use your Barton student email address when activating your account. It is a **student-owned secure account with lifetime access. If you change your program of interest at Barton, contact Castlebranch to move your account.

Contact CastleBranch: 888.666.7788 or customerservice@castlebranch.com