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 your class. It is to be **COMPLETED** by the Friday one week after class starts.

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 hand corner of the screen. Enter package code: BM20

③ Use your Barton ID number as your Personal Identification Number (PIN).

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

✓ Complete your background check

✓ Manage your program requirements and upload to your account (School forms found in myCB account):
  1. TB Immunization Form result **with** school form
  2. Hepatitis B Immunization Form record **with** school form
  3. COVID Vaccination immunization record **or** exemption letter
  4. Acknowledgement of Legal Relationship school form
  5. Confidentiality school form
  6. Handbook Acknowledgement school form

The email address you provide will become your username.
This is a **student-owned** secure account. Your access never expires.
If you change degrees at Barton, contact Castlebranch to move your account.