



## Student Uploading Instructions

- Begin the login process by going to mycb.castlebranch.com
- Login in with the username and password you created.

\*Apple Users can download the Castle Branch App from the Apple Store

\*Android Users should use their Chrome or Firefox Browsers when accessing CB from their mobile device.

https://mycb.castlebranch.com

Go Laboure goals SNHU Amazon Music Black Gospel Radio - Personal shopping/ent Pandora Radio - Liste 360° Financial View - S

IMPORTANT: To place an order on behalf of a student, employee or

myCB A CastleBranch Solution.

Username Password LOGIN  
hint: email address Forgot Password?

Place Order Package Code GO

HOW IT WORKS WHAT IT OFFERS

Welcome to **CastleBranch!**

Your school program or employer has required that you utilize **myCB** to complete your background check, drug screening, and other core requirements. Access your **myCB** requirements by logging in with your username and password.

For health professions students, your program may also require that you utilize other modules of our clinical compliance platform, **CB Bridges™**. The **CB Bridges™** platform acts as your hub for managing important milestones and requirements throughout your education and clinical experience. It allows you to collaborate with your school and clinical facilities in one central location. Access your **CB Bridges™** requirements from your **myCB** To-Do List by clicking on the blue **CB Bridges™** link and logging in with the same login and password as your **myCB** account.

myCB & Bridges™

HELP  
SUPPORT  
SUMMARY OF RIGHTS

Available on the App Store

Once you get to your Profile, you can access your Health and safety Requirements by Clicking on the tab that's labeled "TO-DO LISTS"

Secure | <https://mycb.castlebranch.com/todo-lists>

Place Order Account Settings Partn

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Laboure Compliance [view profile](#)

Submitted documentation typically takes up to 48 hours to review (excluding weekends). Once reviewed, your documentation will be marked "COMPLETE" or "REJECTED". If your documentation is rejected, you can view the reason by selecting the rejected requirement, and reviewing the paragraph directly below the requirement name. If you have questions regarding your documentation, please contact our User Support Team at 888-666-7788, Option 1.

Exciting news! CastleBranch now offers assistance videos to better assist you with navigating your myCB account! Click [\(here\)](#) to access the new videos!

MESSAGES (7)

**TO-DO LISTS**

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements LQ47

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Need Help?



You have met all requirements!


Click the "plus" Icon next to your Tracker to view each individual requirement

If you have met all requirements, your Tracker will be labeled as Compliant and each requirement will be checked as complete

<https://mycb.castlebranch.com/todo-lists>

Place Order

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**Labour Compliance**  
[view profile](#)

[Need Help?](#)

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**TO-DO LISTS**

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**To-Do Lists**

Click the blue plus signs below to expand your requirements.

 **Clinical Requirements LQ47**

COMPLIANT

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
 1. Measles (Rubeola), Mumps, & Rubella		 <b>Complete</b>
 2. Varicella (Chicken Pox)		 <b>Complete</b>
 3. Hepatitis B		 <b>Complete</b>
 4. Tuberculosis (TB)		 <b>Complete</b>
 5. Influenza		 <b>Complete</b>
 6. CPR Certification		 <b>Complete</b>
 7. Tetanus		 <b>Complete</b>
 8. Immunization, Health, and Safety Requirements Form		 <b>Complete</b>

If you have any requirements that are incomplete, rejected or expiring, you must upload a new document.

<https://mycb.castlebranch.com/todo-lists>

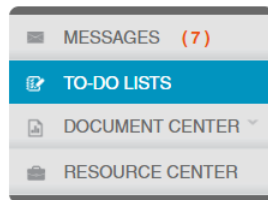


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### To-Do Lists

Click the blue plus signs below to expand your requirements.

#### Clinical Requirements LQ47 1 Requirement

**REJECTED**

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
1. Measles (Rubeola), Mumps, & Rubella		Complete
2. Varicella (Chicken Pox)		Complete
3. Hepatitis B		Complete
4. Tuberculosis (TB)		Complete
5. Influenza	Due Date: 09/21/2018	Rejected
6. CPR Certification		Complete
7. Tetanus		Complete
8. Immunization, Health, and Safety Requirements Form		Complete

To upload the document, first click the "plus" icon next to the requirement that needs to be uploaded

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MESSAGES (7)

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## To-Do Lists

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### Clinical Requirements LQ47 1 Requirement

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Requirement	Date Due	STATUS
1. Measles (Rubeola), Mumps, & Rubella		Complete
2. Varicella (Chicken Pox)		Complete
3. Hepatitis B		Complete
4. Tuberculosis (TB)		Complete
5. Influenza	Due Date: 09/21/2018	Rejected

Thank you for your submission. Laboure College - Nursing 08/21/2018 12:07:36 PM EDT

Thank you for your submission. The document you have submitted does not contain any influenza documentation. Please submit a flu vaccine from the August 2017 through May 2018 flu season or the school declination form for approval. myCB 06/14/2018 08:44:31 AM EDT

File Uploaded. Download File Applicant 06/12/2018 12:08:02 PM EDT

One of the following is required: myCB 05/14/2018 03:48:44 PM EDT

- Documentation of a flu vaccine administered during the current flu season (August- May) OR
- Declination Waiver available for download from this requirement. Declination waiver must be signed.

The renewal date will be set for 9/1 of the following flu season.

Download File

Attach a file from either:

My Documents

Your computer or flash drive

Browse

Browse

(Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page

Download

To attach a document that you previously saved to the document center click here

To upload a document or photo previously saved to your computer, phone, or tablet click here

To fax or mail your requirements to Castle Branch, download your cover sheet here

### To-Do Lists

Click the blue plus signs below to expand your requirements.

**Clinical Requirements LQ47** 1 Requirement REJECTED

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
1. Measles (Rubella), Mumps, & Rubella		<span>Complete</span>
2. Varicella (Chicken Pox)		<span>Complete</span>
3. Hepatitis B		<span>Complete</span>
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**Attached Files**

FLU SHOT Documentation Requirements.pdf remove document

**Submit**

NOTICE: Your attached file(s) must be submitted for review. Click the "Submit" button now. The requirement status will update to Pending Review.

Attach another file from either:

My Documents [Browse](#)

Your computer or flash drive [Browse](#) (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page [Download](#)

Once you've selected the document for upload, YOU MUST CLICK SUBMIT!!!!

Please be aware that it may take a few seconds for the document to upload. Be sure to use a strong wireless connection to ensure a faster upload. **DO NOT NAVIATE AWAY FROM THE PAGE UNTIL AFTER YOU CLICK SUBMIT!**

### To-Do Lists

Click the blue plus signs below to expand your requirements.

**Clinical Requirements LQ47** 1 Requirement REJECTED

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Requirement	Date Due	STATUS
1. Measles (Rubella), Mumps, & Rubella		<span>Complete</span>
2. Varicella (Chicken Pox)		<span>Complete</span>
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Your computer or flash drive [Browse](#) (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

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submitting...



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Once your document has finished uploading, the page will refresh and will be labeled "In Process"

It can takes up to 72 hours for uploads to be reviewed by the Castle Branch Team. If it's past 72 hours, you should contact the Castle Branch Customer Experience Team at (888) 723-4263.

MESSAGES (7)

TO-DO LISTS

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RESOURCE CENTER

### To-Do Lists

Click the blue plus signs below to expand your requirements.

⊖

Clinical Requirements LQ47 1 Requirement

REJECTED

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Requirement	Date Due	STATUS
<div>+</div> 1. Measles (Rubeola), Mumps, & Rubella		<div>✓</div> Complete
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<div>+</div> 3. Hepatitis B		<div>✓</div> Complete
<div>+</div> 4. Tuberculosis (TB)		<div>✓</div> Complete
<div>+</div> 5. Influenza	Due Date: 09/21/2018	<div>⌚</div> In Process
<div>+</div> 6. CPR Certification		<div>✓</div> Complete
<div>+</div> 7. Tetanus		<div>✓</div> Complete
<div>+</div> 8. Immunization, Health, and Safety Requirements Form		<div>✓</div> Complete



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Need Help?

- Video FAQ
- Browse Help Topics
- Submit Support Inquiry
- View Service History
- Call Us
- Chat With Us

You can also access FAQ video tutorials by clicking on the "Need Help?" link from your Castle Branch Profile.

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