

**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](http://www.castlebranch.com)

**2**

Click “Place Order” in upper right hand corner of the screen. Enter package code: BM20bgim

**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. Tuberculosis skin test result **with** school form
2. Hepatitis B immunization record **with** school form
3. COVID Vaccination immunization record
4. Proof of current health insurance **with** 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.

**\*Barton Community College does NOT handle or receive payments made to Castlebranch.**