1. Using **Google Chrome Browser**, go to **www.castlebranch.com**
2. Select Place Order at the top right corner of the screen.
3. Enter Package Code, “BT68” and hit submit.
4. Review the package contents, select you agree you have read and understand the Terms and Conditions of Use, then hit Continue.
5. Complete the required Personal Information then hit Next.
6. Continue to create a password to create your Castle Branch account to place your order.
7. Verify the information is correct and hit Next.
8. This is not a requirement to purchase. Select No thanks, and hit Next.
9. Review information is correct then select Next.
10. Select payment type.

11. Complete payment information and hit submit.
12. Once payment is processed, you will receive a payment confirmation receipt. Save a copy to your desktop.

You will be required to upload proof of this receipt with your Pre-Admissions Electronic Application under the Application Checklist as an attachment were prompted.

Once Background check is complete, results will go directly to School of Nursing Clinical Coordinator for review during application process. You will receive a copy of the results as well via mail.