



How to Place Order

Welcome to my^{CB}

To place your order go to:

<https://portal.castlebranch.com/VJ29>

Go to this link

PLACE ORDER

SELECT PROGRAM

SELECT PACKAGE

To place your initial order, you will be prompted to create your secure myCB account. From within myCB, you will be able to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

SUBMITTING

YOUR IMMUNIZATIONS

NOVA SOUTHEASTERN UNIVERSITY HAS PARTNERED WITH OUR TRUSTED SOURCES AT CASTLE BRANCH TO BRING OUR STUDENTS AN EASY WAY TO SUBMIT THEIR IMMUNIZATION RECORDS IN THE COMFORT OF THEIR OWN HOME!

REQUIRED:

MMR Meningitis Hep B

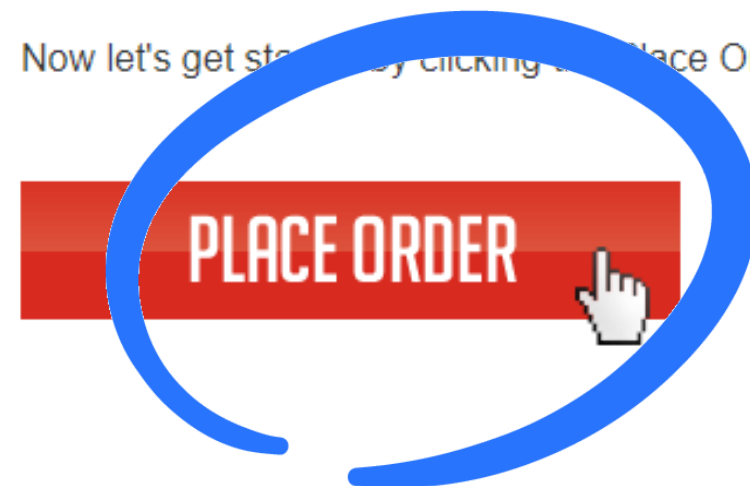
WEBSITE: [PORTAL.CASTLEBRANCH.COM/VJ29](https://portal.castlebranch.com/VJ29)
888.914.7279 | SERVICEDESK.CU@CASTLEBRANCH.COM

Nova Southeastern University - Housing Portal

This user-friendly portal guides you through program and package selection to quickly place your order and create your secure account.

After you complete your order and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Now let's get started by clicking the Place Order button below.

**2. SELECT "PLACE ORDER".**

PLEASE NOTE THAT THIS IS SIMPLY A REQUEST, AND YOU ARE **NOT PURCHASING**
OR PAYING TO UPLOAD YOUR IMMUNIZATION RECORDS.

Please Select

VJ29im: Compliance Tracker



3. YOU WILL BE DIRECTED TO THE CASTLE BRANCH WEBSITE: CLICK ON “PLEASE SELECT”.
YOU WILL THEN SEE A DROP-DOWN MENU THAT WILL DISPLAY “COMPLIANCE TRACKER”.

 CLICK HERE!

Package review

Order Instructions for
NOVA SOUTHEASTERN UNIVERSITY - HOUSING

Package Code VJ29im: Compliance Tracker

ABOUT

About CastleBranch

Nova Southeastern University - Housing has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements.

- After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

ORDER SUMMARY

Payment Information

No payment will be required to process your order.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

I have read order

4. YOU WILL THEN BE DIRECTED TO CONFIRM YOUR “PACKAGE REVIEW” SUMMARY. THERE YOU CAN LEARN MORE ABOUT CASTLE BRANCH, YOUR ORDER SUMMARY, AND THE CONTACT DETAILS FOR CASTLE BRANCH IF YOU HAVE ANY QUESTIONS.

Service Desk :

888-723-4263

Please note:

NO PAYMENT is required

Be sure to scroll down so that you can check the box on the bottom of the page.

ABOUT

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I have read order instructions

Click to Continue >>

5. Once checked, the bottom of your page should now turn green.

Select
"Click to Continue".

Please Review

Nova Southeastern University - Housing includes the following package contents:

Package: VJ29im

Medical Document Manager Annual CRR

Additional Information

This package includes document review. At the end of the order process, you will be prompted to upload specific documents required by your school for review and approval.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

I have read, understand and agree to the [Terms and Conditions of Use](#).

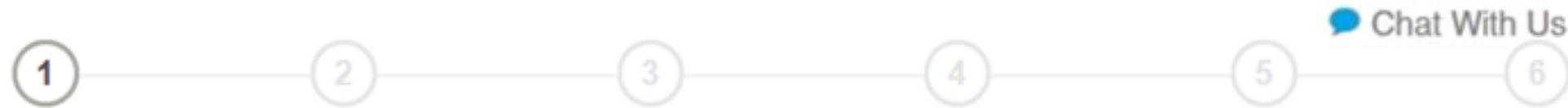

Continue

6. YOU WILL BE DIRECTED TO A PAGE THAT REQUIRES YOU TO REVIEW AND STATE THAT YOU HAVE READ AND UNDERSTAND THE TERMS & CONDITIONS OF YOUR SUBMISSION.

ONCE YOU HAVE REVIEWED, PLEASE SELECT 'I HAVE READ, UNDERSTAND, & AGREE TO THE TERMS/CONDITIONS OF USE.

**Then, click
continue.**

Place Order:



PERSONAL INFORMATION

Legal First Name: *

Legal Middle Name: *

No Middle Name
As the applicant, I certify that I do not have a legal middle name. Alternatively, if I am placing this order on behalf of the applicant, I certify, to the best of my knowledge, that the applicant does not have a legal middle name.

Legal Last Name: *

Suffix:

Phone: *

Alt Phone:

Email Address: *

Confirm Email: *

Country: *

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

Important: The email address you provide will be used for important order communication. Please enter your valid email address and look for an immediate confirmation email after submitting your order. If you do not see your confirmation email please check your SPAM or Junk folder.

PERSONAL IDENTIFIERS

Step 1 of creating your account includes 3 important sections.

- *Personal Information
- *Personal Identifiers
- *Student information

Be sure to use your NSU email.

Please make sure that all information is accurate!
 You MUST complete all sections with a red asterisk.

Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

*All of the form fields are required

Email Address:

This email address is your username.

*Username:

Password:

*Password:

Passwords are case-sensitive and must be at least 8 characters long.

*Confirm:

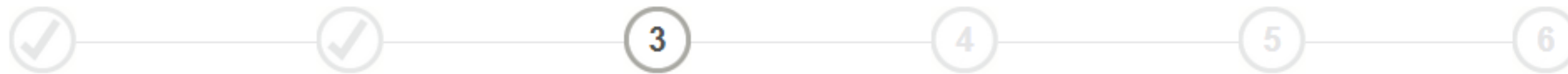
Create Account

**STEP 2
WILL ASK
YOU TO
CREATE A
PASSWORD.**

**Once you have created a
password, please select
"Create Account".**

Please note, your username will be your email address.

Place Order:



Go Back

MEDICAL DOCUMENT MANAGER ANNUAL CRR

Name *

Brianna Nichole Burch



**STEP 3
WILL
DISPLAY
YOUR
NAME.**

Once you have confirmed that the name displayed is correct. Click, "Next".

Place Order:



ORDER REVIEW

School Name: Nova Southeastern University - Housing
CAC: VJ29

Personal Information:

Your Name: Brianna Nichole Burch
DOB: 01-01-2001
SSN: 111-11-1111

ORDER INCLUDES

VJ29im

Medical Document Manager Annual CRR

**STEP 4 WILL
DISPLAY
YOUR "ORDER
REVIEW".**

**AND "ORDER
INCLUDES".**

Please confirm the information displayed and click "submit".

Place Order:



ORDER CONFIRMATION

Thank you.

Your order has been submitted.

[Print Confirmation Page](#)

Next Steps:

1. Click "next" below to access your account. Select "myCB" from your home Dashboard to determine if you have additional items to complete
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. To log into your myCB account, navigate to login.castlebranch.com where you will be prompted to enter your username and secure password. From your home dashboard, please select myCB. You can also access myCB by downloading the myCB app to your iPhone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).

Next

**STEP 5
INCLUDES YOUR
"ORDER
CONFIRMATION".**

CLICK, NEXT.



Your primary email address is unverified! Please check your email inbox to complete verification. If you have not received the verification email you can resend by clicking here

To do this you must click on the underlined link.

User Profile

Please complete your user profile in order to continue.



ALL FIELDS MARKED WITH * ARE REQUIRED

FIRST NAME *

Brianna

**"STEP 6"
INVOLVES YOU
VERIFYING YOUR
EMAIL.**

Resent Verification Email

Verifying your primary email address allows you to begin receiving notifications for your accounts at that address. Previous primary email addresses will not continue to receive duplicate notifications.

OK

**PLEASE RESEND
YOUR
VERIFICATION
EMAIL.**

Please verify your primary email address

Your primary email address has been changed to [REDACTED]. Click the following link to confirm your new primary email address. Once confirmed, you will begin receiving account notifications at this address.

Confirm email address.

If you did not make this request, please contact CastleBranch at 888-723-4263

Please select "Confirm email address".

This notification will go to your student email. Please log into [Sharklink](#) to access your email or [sharkmail.nova.edu](#).

**YOU WILL
RECEIVE AN
EMAIL FROM
CASTLE
BRANCH.**



NSU Florida

CastleBranch

Confirm Email Address

Verified

Back to Login



Click "Back to Login"

**CASTLE
BRANCH
WILL
CONFIRM
YOU HAVE
BEEN
VERIFIED.**

**This will take you back to the first step in setting up
your user profile.**



Please complete your user profile in order to continue.



Please verify the information we have about you. This information will become part of your new user profile. Changes to information will not affect previous orders.

ALL FIELDS MARKED WITH * ARE REQUIRED

FIRST NAME *

Brianna

MIDDLE NAME

Nichole No Middle Name

LAST NAME *

Burch

MAIDEN NAME

No Maiden Name

**PLEASE NOTE
YOU MUST
SUBMIT AN
ANSWER FOR
MAIDEN
NAME.**

Or you can select the box that says "No Maiden Name".

User Profile

Please complete your user profile in order to continue.



⚠ Please verify the information we have about you. This information will become part of your new user profile. Changes to information will not affect previous orders.

ALL FIELDS MARKED WITH * ARE REQUIRED

EMAIL ADDRESS *

Your NSU email.

NOTE: The email address provided will become your primary email address and will be the address at which you receive notifications from CastleBranch sites.

PHONE NUMBER * ⓘ

(123) 456-7891

PHONE EXTENSION

PHONE TYPE*

**VERIFY ALL
INFORMATION
LISTED IN
STEP 2.**

You must select a phone type!

Scroll down and select "next".

User Profile

Please complete your user profile in order to continue.



Please verify the information we have about you. This information will become part of your new user profile. Changes to information will not affect previous orders.

ALL FIELDS MARKED WITH * ARE REQUIRED

STREET ADDRESS *

3625 College Ave.

APT/SUITE #

CITY *

Fort Lauderdale

STATE *

Florida

ZIP *

33314

PLEASE
VERIFY
YOUR
ADDRESS.



Please note that this can be your home address and does not have to be your new NSU address.

User Profile

Please complete your user profile in order to continue.

✓ — ✓ — ✓ — 4

ALL FIELDS MARKED WITH * ARE REQUIRED

Choose your security questions:

QUESTION ONE

ANSWER

QUESTION TWO

ANSWER

QUESTION THREE

PLEASE SELECT
YOUR OWN
SECURITY
QUESTIONS TO
HELP YOU GET
LOGGED BACK IN.




Once you have submitted an answer for **ALL THREE** questions please scroll down and select "Complete".

Home

Welcome back Brianna Burch, where do you want to go?

MyCB

Launch **myCB**, your platform that tracks compliance for employment needs. View and manage to-do list items such as background checks, drug screens and more.



**A BOX
DISPLAYING
"LAUNCH
MYCB"
SHOULD BE
VISIBLE.**

Click go!



**Brianna
Nichole
Burch**
[view profile](#)



A CastleBranch Solution.

[Need Help?](#)

A CastleBranch drug testing provider, Quest Diagnostics, is currently experiencing staffing shortages and an increase in specimen volume, which has led to increased turnaround times of approximately 10-12 days for confirmatory testing (initial negative results should continue to report with little disruption to turnaround time). Quest has stated that it is working diligently to return its turnaround times to the 3-5 day average that our clients are used to. We apologize for the inconvenience.

If you are visiting a Quest Diagnostics PSC for a drug screen, you must wear a mask/face covering such as a bandana, scarf, or handmade mask. This is a new requirement in addition to a no-contact forehead temperature check upon entry. Any donor with a temperature greater than 100.3 or without a mask will be turned away.

Submitted documentation typically takes 3-5 days to review (excluding weekends). If you have questions regarding your To-Do Lists, we invite you to access our Video FAQ's ([click here](#)) for assistance.

Do you have new documents to submit to a completed requirement or a general request? We can Help! Click [HERE](#) to submit a request. We will keep your **Service History** updated so you can stay informed. Please allow approximately 2 business days for a response.

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

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements VJ29 4 Requirements

INCOMPLETE



Due Date - 08/01/2022

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#).

YOU DID IT!

**You should now
be logged into
your Castle
Branch Account.**

Be sure to scroll down to review
your **"To-Do Lists"**.

To-Do Lists

Click the blue plus signs below to expand your requirements.

⊖ **Clinical Requirements VJ29** 4 Requirements **INCOMPLETE** !
Due Date - 08/01/2022

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below!

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#).

Requirement	Date Due	STATUS
⊕ 1. Measles (Rubeola), Mumps, & Rubella (MMR)	Due Date: 08/01/2022	! Incomplete
⊕ 2. Hepatitis B	Due Date: 08/01/2022	! Incomplete
⊕ 3. Meningitis Vaccine	Due Date: 08/01/2022	! Incomplete
⊕ 4. COVID-19 Vaccination	08/01/2022	! Incomplete

**Your To-Do List
should include all
mandatory vaccinations
required to live on-campus
at NSU.**

**Please be advised that the COVID-19
vaccination is ONLY encourage & NOT
required.**



To-Do Lists

Click the blue plus signs below to expand your requirements.

⊖ **Clinical Requirements VJ29** 4 Requirements **INCOMPLETE** !
Due Date - 08/01/2022

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Requirement	Date Due	STATUS
⊖ 1. Measles (Rubeola), Mumps, & Rubella (MMR)	Due Date: 08/01/2022	INCOMPLETE !
<p>Submit documentation of 2 vaccinations for MMR. myCB 06/08/2022 04:43:08 PM EDT</p> <p>Both the combined MMR vaccine and individual Measles, Mumps, and Rubella vaccines are acceptable.</p> <hr/> <p>Please attach your file from one of these options. If using a mobile device, please choose the large file option for the best image clarity. (Max file size 5 MB). The image must be legible to be accepted.</p> <p>My Documents <input type="button" value="Browse"/></p> <p>Your computer or flash drive <input type="button" value="Browse"/> (Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)</p> <p>Or download the fax/mail requirement cover page <input type="button" value="Download"/></p>		

BY CLICKING ON THE STATUS OF EACH VACCINATION, YOU CAN VIEW HOW TO SUBMIT DOCUMENTATION TO VERIFY THAT YOU ARE IN COMPLIANCE.

Please upload your immunizations for:

Measles

Mumps

Rubella

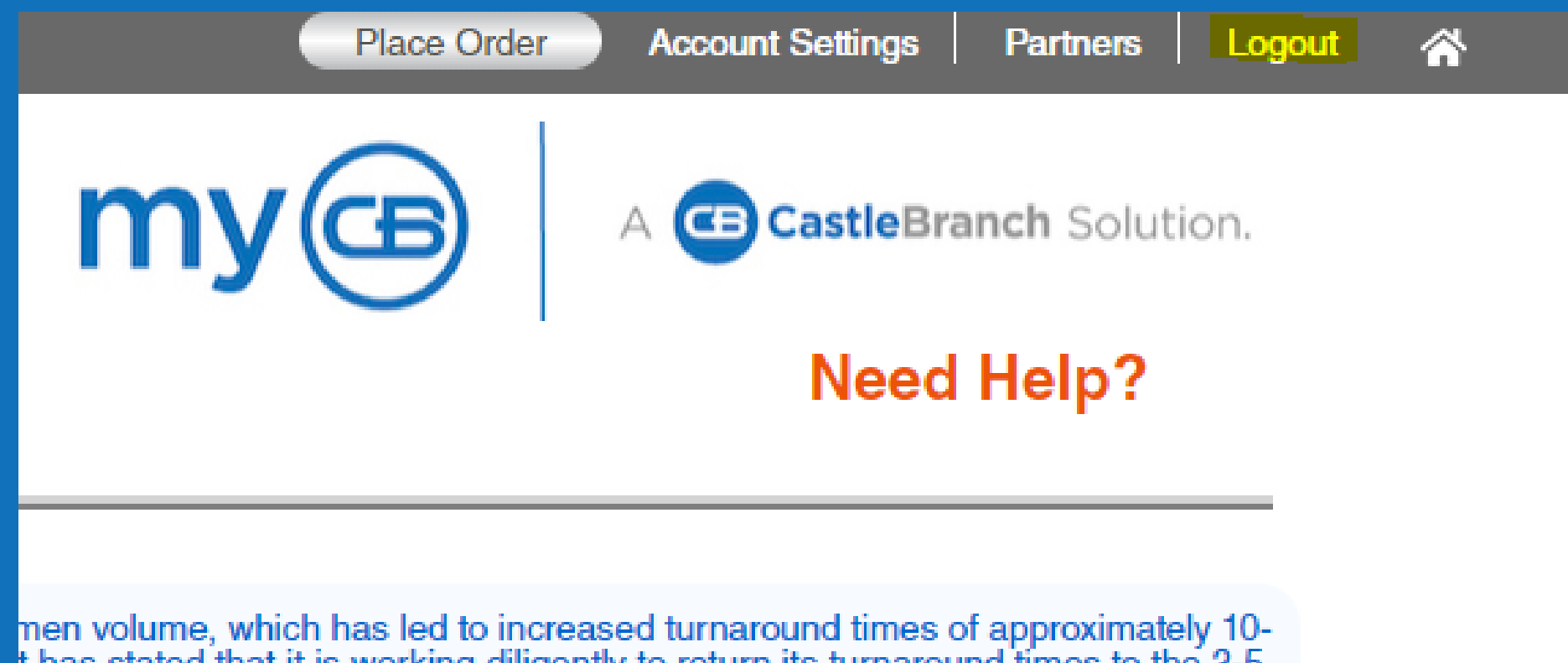
Hep B

Meningitis

Click "browse" to upload from your computer or flash drive.

You should now be able to select a document from your PC/Laptop.

Once you have uploaded all required documents, you may logout.



**To log back-in or to
check the status
of your uploaded vaccinations,
please go to:**

login.castlebranch.com

Fins Up!