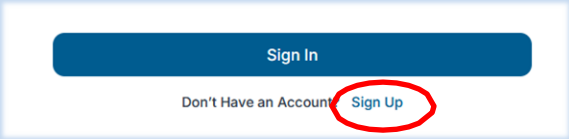
Healthcare Technology

INSTRUCTIONS FOR **Initial**:
Campus BSN
Indiana State University

Welcome to myCB!

After creating your myCB account and placing your initial order, you will be prompted to login to your secure myCB account where you will be able to:

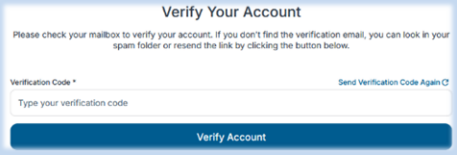
- ✓ View your order results.
- ✓ Manage requirements specific to your programs.
- ✓ Complete tasks as directed to meet deadlines.
- ✓ Upload and store important documents and records.
- ✓ Place additional orders as needed.

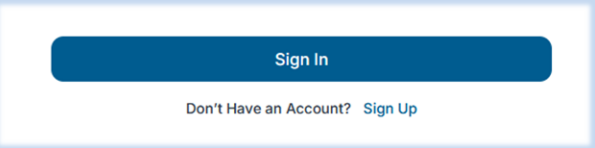


To create an account, go to **mycb2.castlebranch.com**. Click "**Sign Up**" and follow the prompts to enter your personal information.

2

After you have created your account, you will receive a verification code via email at the address used during account creation. Retrieve the code from your email, enter it into the field provided, and select "**Verify Account**."





Following the verification of your account, sign in using your verified credentials. At the top of your account, select "**Place Order**" to begin the order process using the package code below.

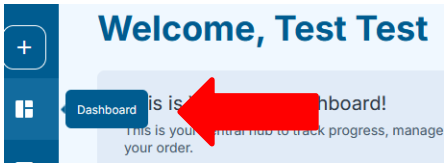


3

During order placement, you will be asked to verify your personal information provided during account setup and provide additional information as needed to complete applicable searches on your specific order. This may include a **Personal Identification Number (PIN)** provided by your school.

IY94

IMPORTANT! Your order will be processed with the information provided during the setup and order process. Review **ALL** personal information and make any applicable changes before submitting to avoid delays, incomplete reports or the potential for additional orders.



You can **respond to active alerts or To-Do list items** now or return later by logging into myCB. You will receive alerts if information is needed to process your order.

Access myCB at any time to view order status and completed results. Authorized users at your organization will have access to view your compliance status from a separate administrator portal.

The myCB Support Desk is available to assist you via phone (888.723.4263),
Submit an Email (userexperience@disahealthcare.com) or Online Support Inquiry 24 hours a day

DISA Healthcare Technology

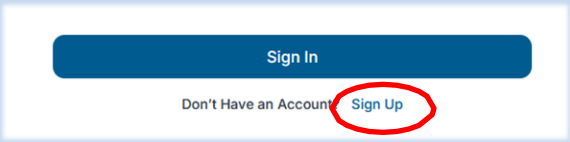
INSTRUCTIONS FOR **Recheck**:
Campus BSN
Indiana State University

Welcome to myCB!

IMPORTANT! The recheck option and below code may be used **ONLY** if you have previously completed an Initial background check with this code. Prior checks for other schools, departments or programs do not make you eligible to utilize the recheck option.

After creating your myCB account and placing your initial order, you will be prompted to login to your secure myCB account where you will be able to:

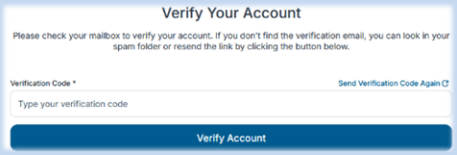
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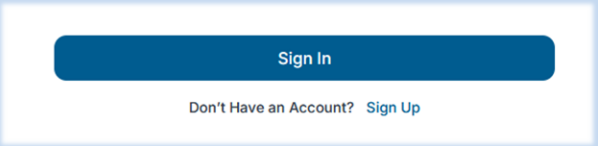


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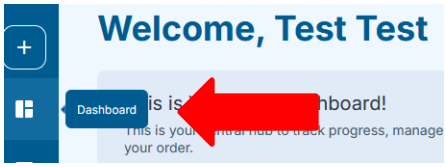


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IY94re

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