



## Order Instructions for **Saddleback College – MLT and Phlebotomy**

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.  
Do not select the option for a drug test; just click the option for the regular background check.  
The package code for the MLT practicums is SJ35.  
The package code for the phlebotomy practicums is SJ34

Follow the instructions on their website and then notify the Department Chair when it has been completed. After 10 days, the Department Chair will go online to make sure the student is clear.

If the student does not clear the background check (will not clear if there are any arrests with convictions in the last 7 years, misdemeanor or felony, and student has to be completely off probation for any crime), the Dean will be notified, and student will be notified that they cannot continue the program until the problem is cleared up, which might take up to 7 years. You cannot have any convictions for felonies and misdemeanors except traffic violations and DUI's are okay. Background check is good for 6 months. If you will be starting the practicum after that time period, you must get a new one.

## **About**

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### **About CastleBranch**

Saddleback College - and CastleBranch — one of the top ten background screening and compliance management companies in the nation — have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

## **Order Summary**

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### **Payment Information**

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

### **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.