



CastleBranch

Back Ground Check / Drug Screening order Instructions for: **Saddleback College – MLT and Phlebotomy**

Go to portal.castlebranch.com/SJ33.

Click on “package” then select your program and appropriate package code.

SJ35bgdt- Medical Lab Tech program,

SJ34bgdt- Phlebotomy program.

Follow the instructions on their website, you will need a copy of the “confirmation” page **only**; after 10 days, actual results will be pulled from the website by the Department Chair.

If the student does not clear the background / drug screening check (student will not clear if there are any arrests with convictions in the last 7 years, misdemeanors or felonies, and student has to be completely off probation for any crime).

The Department Chair will notify the Dean, 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 or misdemeanors, traffic violations and DUI's are acceptable.

Background checks and drug screenings are good for 6 months. If you will be starting the practicum after that time period, you must get a new one.

Order Summary

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.

About

About CastleBranch

Saddleback College - and CastleBranch — one of the top ten background and drug 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.