

How to Order your Health & Safety Packages through the CastleBranch Site

<https://portal.castlebranch.com/UH80>

Costs:

- National and State Background Check: \$54
- Medical Document Manager/eLearning package: \$50
- Annual Washington State Background Check (only upon request by program): \$17

Background Checks:

A National and State Background Check is due upon admission to the program. You will not be able to register for classes until it is complete.

A Washington State background check may be due annually depending on your program. The Health & Safety Coordinator or your Nursing Advisor will let you know if this applies to you.

Immunizations and Professional Requirements:

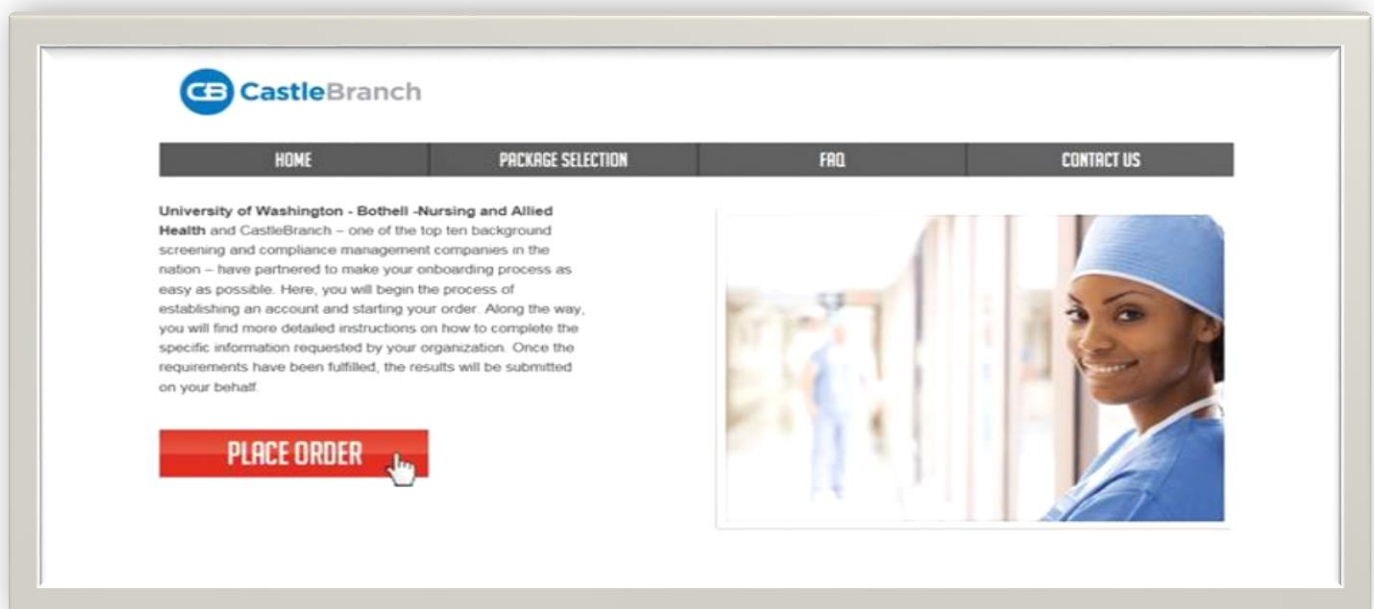
The Medical Document Manager/eLearning package is proof of the immunizations and professional requirements that must be completed before you can register for B NURS 424 (BSN Students) or any course that contains fieldwork (MN students).

My Health & Safety due date is: _____

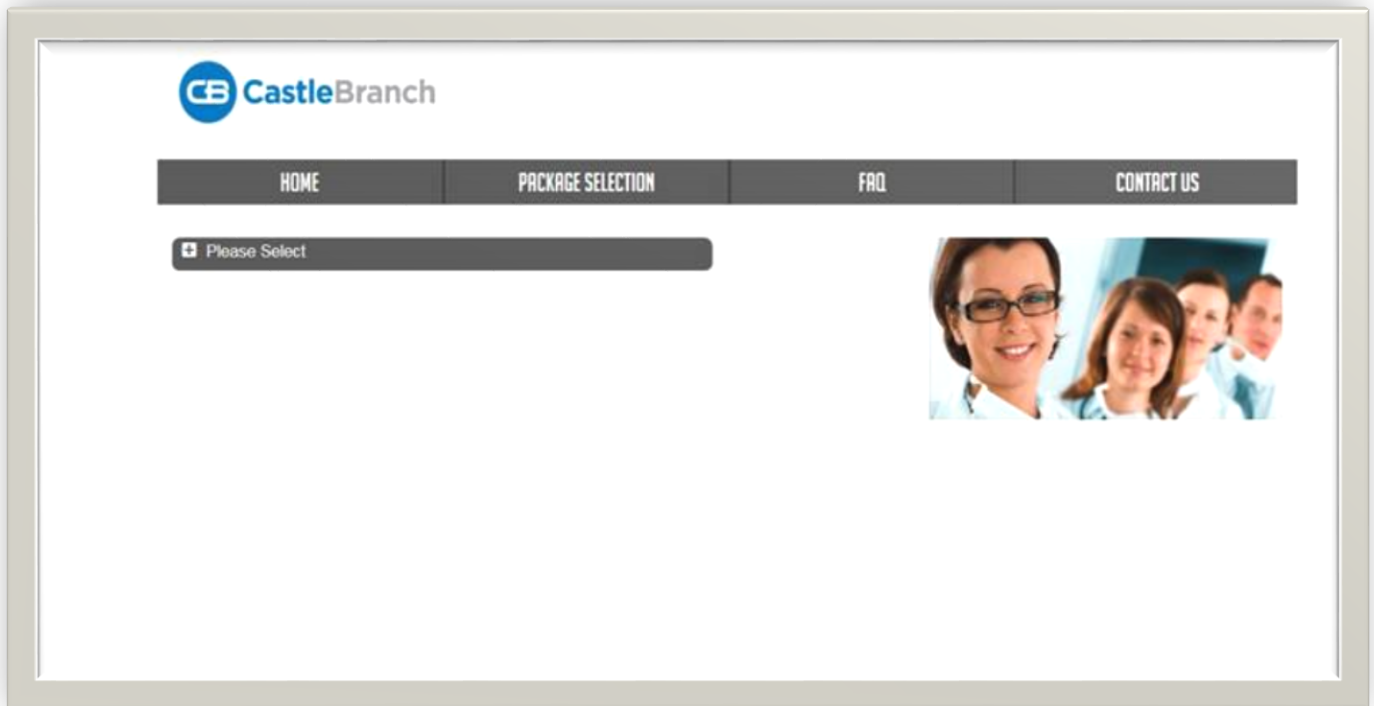
Placing your Order:

Step 1: Access the UW Bothell CastleBranch portal at: <https://portal.castlebranch.com/UH80>

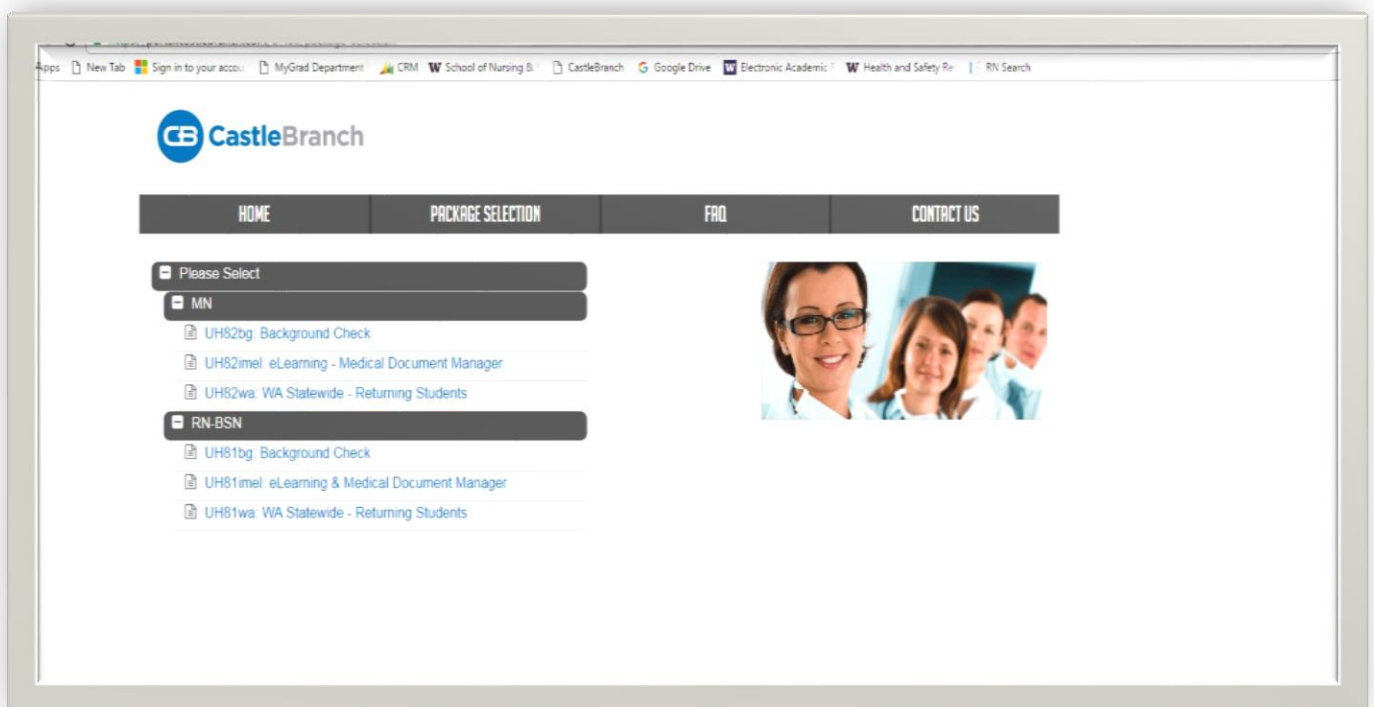
Step 2: Click the "Place Order" button



Step 3: Click on the plus sign (+) next to “Please Select”



Step 4: Click on the plus sign (+) next to your program (either RN-BSN or MN)



Step 5: Choose the package you are purchasing (Background Check, Medical Document Manager/eLearning, or WA statewide background check for returning students). Follow the steps to create or log into your CastleBranch account and pay.

Please note: if you are purchasing more than one type of package at the same time, you will need to go through the portal separately for each package.

Issues?

If you are having trouble contact CastleBranch's customer service at:



Our Customer Experience Team is available to assist you 8am-8pm EST, Monday - Friday
(888) 723-4263 Contact Us

customerservice@castlebranch.com

Remember, you must go through UW Bothell's portal. If not you will have to place a new order.

Do not purchase anything through CastleBranch's home page!

Use the UW Bothell specified portal: <https://portal.castlebranch.com/UH80>

