



FOLLOW THESE 9 SCREENSHOT STEPS TO CREATE YOUR CASTLEBRANCH ACCOUNT AND PURCHASE YOUR ITEMS:

Click on this CastleBranch Link: <https://portal.castlebranch.com/hf68>

STEP 1: Place Order



HOME	PACKAGE SELECTION	FAQ	CONTACT US
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Houston Community College 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](https://portal.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.



STEP 2: Please Select (+)



HOME	PACKAGE SELECTION	FAQ	CONTACT US
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Please Select



STEP 3: EMS (+)



HOME	PACKAGE SELECTION
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- Please Select
- + Center for Healthcare Professionals
- + Center for Healthcare Professionals (CE)
- + Certified Nurse Aide (CE)
- + Coleman College for Health Sciences
- + Comprehensive Coding Systems (CE)
- + Diagnostic Sonography
- + EKG Technician (CE)
- + EMS
- + Medical Business Office (CE)
- + Patient Care Technician (CE)
- + Phlebotomy (CE)
- + Telemetry (CE)





STEP 4: EMS (EMT Basic) or whatever EMS course you are registering for



HOME	PACKAGE SELECTION
Please Select	
Center for Healthcare Professionals	
Center for Healthcare Professionals (CE)	
Certified Nurse Aide (CE)	
Coleman College for Health Sciences	
Comprehensive Coding Systems (CE)	
Diagnostic Sonography	
EKG Technician (CE)	
EMS	
Advanced EMT	
EMT Basic	
Paramedic	
RN to EMT/Paramedic	

STEP 5: Click on package codes for [Background](#), [Drug Test](#), [Medical Document Manager](#)



HOME	PACKAGE SELECTION
Please Select	
Center for Healthcare Professionals	
Center for Healthcare Professionals (CE)	
Certified Nurse Aide (CE)	
Coleman College for Health Sciences	
Comprehensive Coding Systems (CE)	
Diagnostic Sonography	
EKG Technician (CE)	
EMS	
Advanced EMT	
EMT Basic	
HT46bg: I need to order my Background Check only.	
HT46bcwc: I need to order the COVID-19 Compliance	
HT46dt: I need to order my Drug Test only.	
HT46im: I need to order my Medical Document Manager only.	

STEP 6: Check the box "I have read instructions"

Package review

Order Instructions for
HOUSTON COMMUNITY COLLEGE - EMS - EMT BASIC
Package Code HT46bg: I need to order my Background Check only.

ABOUT

About CastleBranch
Houston Community College - EMS - EMT Basic 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, request to delete, 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
Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money orders 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://mycd.castlebranch.com/help> for further information.

I have read order instructions

