




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
<p>Houston Community College Portal</p> <p>This user-friendly portal guides you through program and package selection to quickly place your order and create your secure account.</p> <p>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 and entering your username (email used during order placement) and your secure password.</p> <p>Now let's get started by clicking the Place Order button below.</p> <p>PLACE ORDER</p>			



STEP 2: Please Select (+)




HOME	PACKAGE SELECTION	FAQ	CONTACT US
<p>Please Select</p>			



STEP 3: EMS (+)



HOME	PACKAGE SELECTION
<p>Please Select</p> <ul style="list-style-type: none">Center for Healthcare ProfessionalsCenter for Healthcare Professionals (CE)Certified Nurse Aide (CE)Coleman College for Health SciencesComprehensive Coding Systems (CE)Diagnostic SonographyEKG Technician (CE)EMSMedical 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.	
HT46cbwc: 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, respond to alerts, 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
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> Contact Us For additional assistance, please contact the Service Desk at 888-723-4263 or visit https://mycds.castlebranch.com/help for further information.
<input checked="" type="checkbox"/> I have read order instructions



STEP 7: Click green “Ok to Continue”

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.

☒ I have read order instructions

Click to Continue ▶▶

STEP 8 Please Review page shows package cost

Please Review

Houston Community College - EMS - EMT Basic includes the following package contents:

Package: HT46bg
County Criminal
Nationwide Healthcare Fraud And Abuse Scan
Nationwide Record Indicator with SOI
Social Security Alert
Residency History

Package Cost: \$29.00

Additional Information
The package price above includes a search of your current county of residence. If any additional counties are found associated with your name, they will be searched for no additional charge.

The package price above includes researching records under your current name and any additional names you may have used, if applicable.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

☒ I have read, understand and agree to the [Terms and Conditions of Use](#)

Continue

STEP 9: Place your order. Once done, repeat steps 3 – 9 twice, to place order for the other 2 package codes needed.

[Contact Us](#)
[Logout](#)

Place Order:

- 1**
- 2
- 3
- 4
- 5
- 6
- 7

PERSONAL INFORMATION

Legal First Name *

Legal Middle Name *

☐ No Middle Name
We are going to insert "Mr." or "Ms." as your last name. Alternatively, if you prefer we can place no title at all. Contact us if you have questions.

Legal Last Name *

Suffix:

Phone # *

All Phone *

Email Address *

Certificat Email *

Country * United States of America

Address 1 *

Address 2

City *

State *

Zip Code *

We require your email address in order to send you important information regarding your account. We will never give your email address to anyone else. You may unsubscribe from our emails at any time.

PERSONAL IDENTIFIERS

Social Security Number * - - If you are not a US citizen and therefore do not have a Social Security Number, please enter 999-99-9999 to proceed with your order.

Date of Birth * / /

Sex: ☐ Female ☐ Male

STUDENT INFORMATION

Description: ☐ Undergraduate ☐ Graduate

Expected Graduation Date of Completion: / /

* Indicates required information

Next