



Houston Community College

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

Once on the CastleBranch website – click on place order - click on Please Select – click on EMS – click on course you are registering form (EMT or AEMT or Paramedic)

If needed use the CastleBranch Guide – How to place an order document to:

1. Set up an account
2. Purchase:
 - a. Background check*
 - b. Drug screen
 - c. Medical Document Manager**

*Some backgrounds may inhibit registration for program

- If an infraction is pending and does not show on background report when class starts – student MUST self-report the pending situation

****Ways to get documents on to site:**

1. Upload PDF files – if do not have a scanner download from app store:
 - **camscanner** – will convert pictures of documents to PDF's for uploading
2. Download CastleBranch app
 - Can upload pictures of documents via the app

Once documents needed to register are uploaded into CastleBranch email ingrid.hence@hccs.edu letting her know you have uploaded required documents

- This will trigger the next steps towards registration

– Do **NOT** have to wait for CastleBranch to “clear” your documents