

Setting up your University of Cincinnati College of Nursing CastleBranch account

STEP 1: By [CoN Critical Requirements Timeline](#): **Order your background check, drug test, and compliance tracker package.**

1. Go to <https://portal.castlebranch.com/UE76>, then click on *Place Order*.
2. Click *Please Select*. Next, click *College of Nursing* to expand the student package code options.
3. Select your degree program
4. **Click the package code that contains the background check, drug test, and compliance tracker.** *This will bring you to the Package Review pages. Users will confirm that they have viewed the information given and then be forwarded to their Order Review Page.*
5. Follow the prompts to complete your order. Personal Information, Personal Identifiers, and Student Information.

Important: Enter your Full UC ID (e.g. Student ID, M Numer), including the M and without dashes. It is essential to you use your UC email address, as this will become your username. Select your Classification Code. (See chart below)

STEP 2 (if applicable): By [Preceptor Packet Deadline](#): **Order the State Specific Package Code associated with the state where you currently reside and plan to complete clinical activities.** (Important: Either click *Place Order* at the top of the page from within your account, or select your new state-specific package code from <https://portal.castlebranch.com/UE76> according to your degree program. Make sure you enter the same email address (username) for all orders to link within the same account. If you do place an order under a different email address, contact the Customer Experience Team to have the orders merged with your existing account. Any orders you need to place for different schools can also be placed from your existing myCB account.)

Classification Codes

Post-Baccalaureate Certificate Nurse Educator Certificate Online	GC NEDU-DL
MSN Adult-Gero Acute Care NP On-Campus.....	MAS AGAC
MSN Adult-Gero Primary Care NP On-Campus	MAS AGPC
MSN Adult-Gero Primary Care NP Online.....	MAS AGPC-DL
MSN Family NP On-Campus	MAS FNP
MSN Family NP Online.....	MAS FNP-DL
MSN Neonatal NP Hybrid	MAS NEON
MSN Nurse-Midwifery Online	MAS NMID-DL
MSN Occupational Health Nursing Hybrid	MAS OHN-DL
MSN Systems Leadership	MAS NADM-DL
MSN Women's Health NP Online.....	MAS WMSH-DL
BSN to DNP Adult-Gero Acute Care NP On-Campus	DOC AGAC
BSN to DNP Adult-Gero Primary Care NP Hybrid	DOC AGPC-DL
BSN to DNP Family Nurse Practitioner.....	DOC FNP-DL
BSN to DNP Nurse Anesthesia On-Campus	DOC NANE
BSN to DNP Occupational Health Nursing Hybrid	DOC OHN-DL
BSN to DNP Pediatric Acute Care NP Hybrid	DOC ACPNP-DL
BSN to DNP Pediatric Primary Care NP Hybrid	DOC PCPNP-DL
BSN to DNP Psychiatric Mental Health NP Hybrid.....	DOC PP-DL
BSN to DNP PUBLIC Health Online	DOC PHN-DL
BSN to DNP Systems Leadership	DOC NADM-DL
Post-Master's Certificate Adult-Gero Acute Care NP On-Campus.....	GC AGAC
Post-Master's Certificate Adult-Gero Primary Care NP On-Campus	GC AGPC
Post-Master's Certificate Family NP On-Campus	GC FNP
Post-Master's Certificate Family NP Online	GC FNP-DL
Post-Master's Certificate Neonatal NP Hybrid	GC NEON
Post-Master's Certificate Pediatric Acute Care NP On-Campus.....	GC ACPNP
Post-Master's Certificate Pediatric Primary Care NP On-Campus	GC PCPNP
Post-Master's Certificate Psychiatric Mental Health NP Online	GC PP-DL

