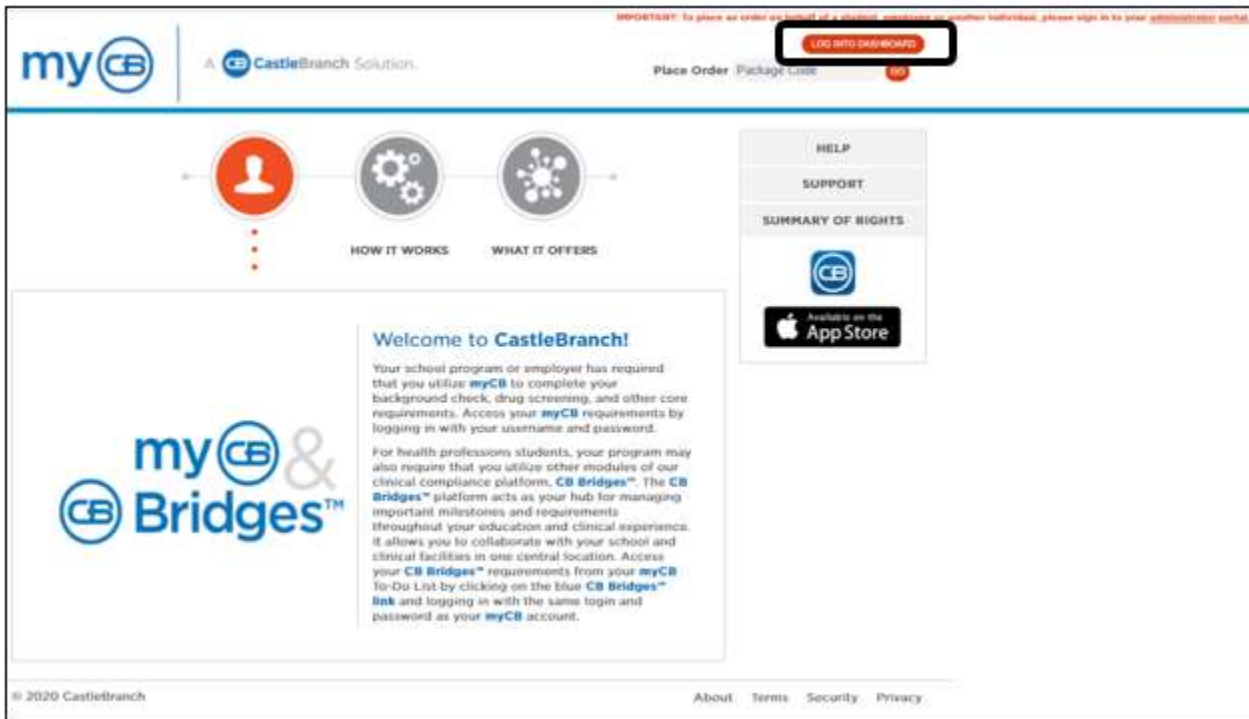
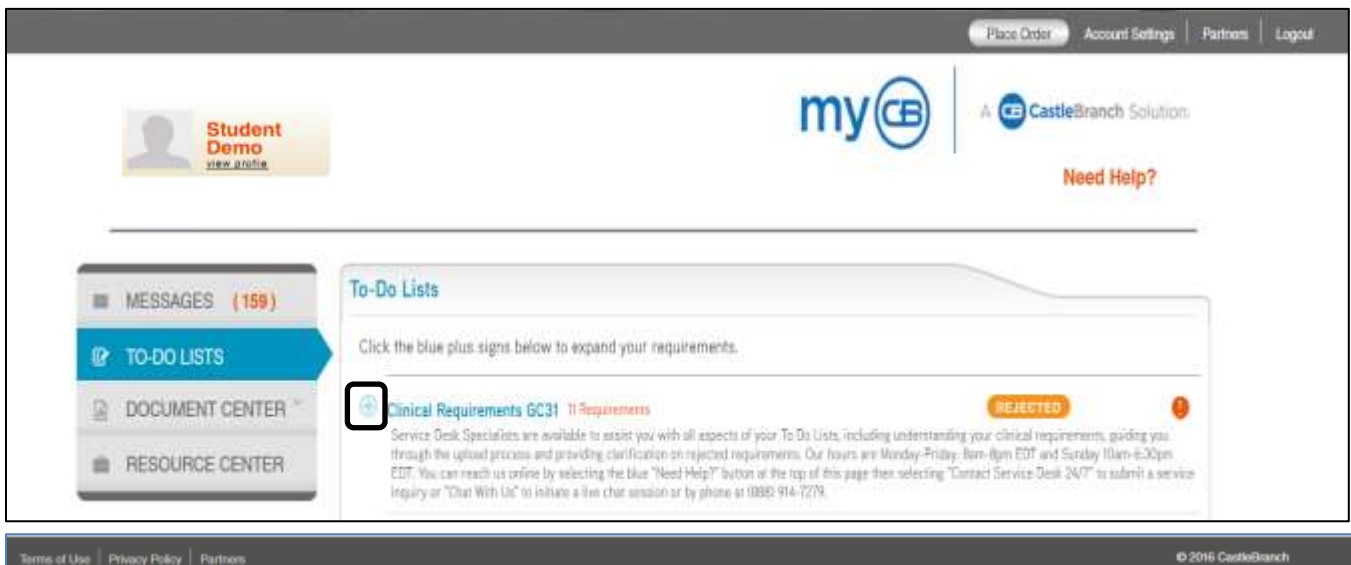


iPad Document Upload Instructions for Submitting Documents to the Clinical Requirements and eLearning Training To-Do Lists

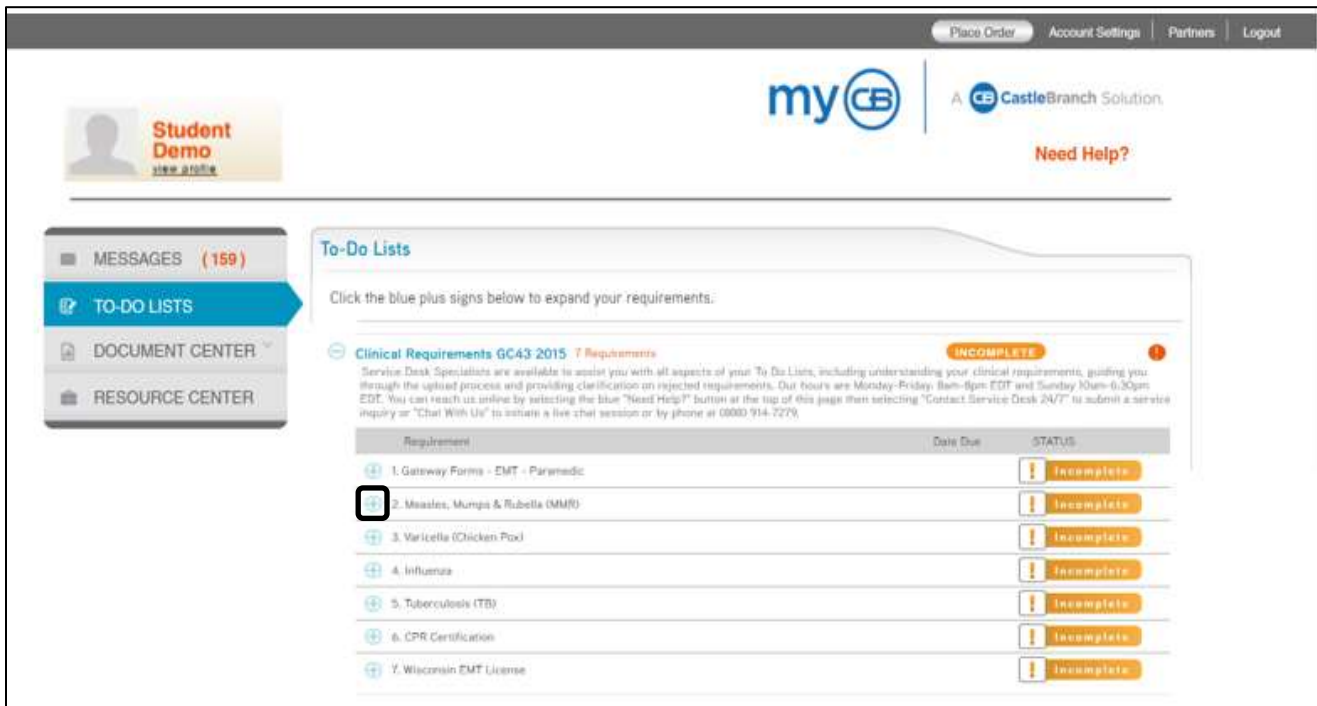
1. Go to mycb.castlebranch.com
2. Click on LOG INTO DASHBOARD which will take you to the Sign In where you will enter the email address and password you used to create your myCB account and click the Sign In button



3. You are now logged into your account and can access your To-Do Lists, Messages, Document Center & Resource Center, etc...
4. Your To-Do Lists are shown by clicking the + next to the list you want to open



- Click on the + next to the requirement you want to open which will expand the field for access to important information regarding guidelines for the requirement, the ability to download and print the required forms and where you can access the upload options



- To upload your form by taking a photo of your document: click the browse button next to “Your computer or flash drive”, select the “Take Photo or Video” option, and take your photo



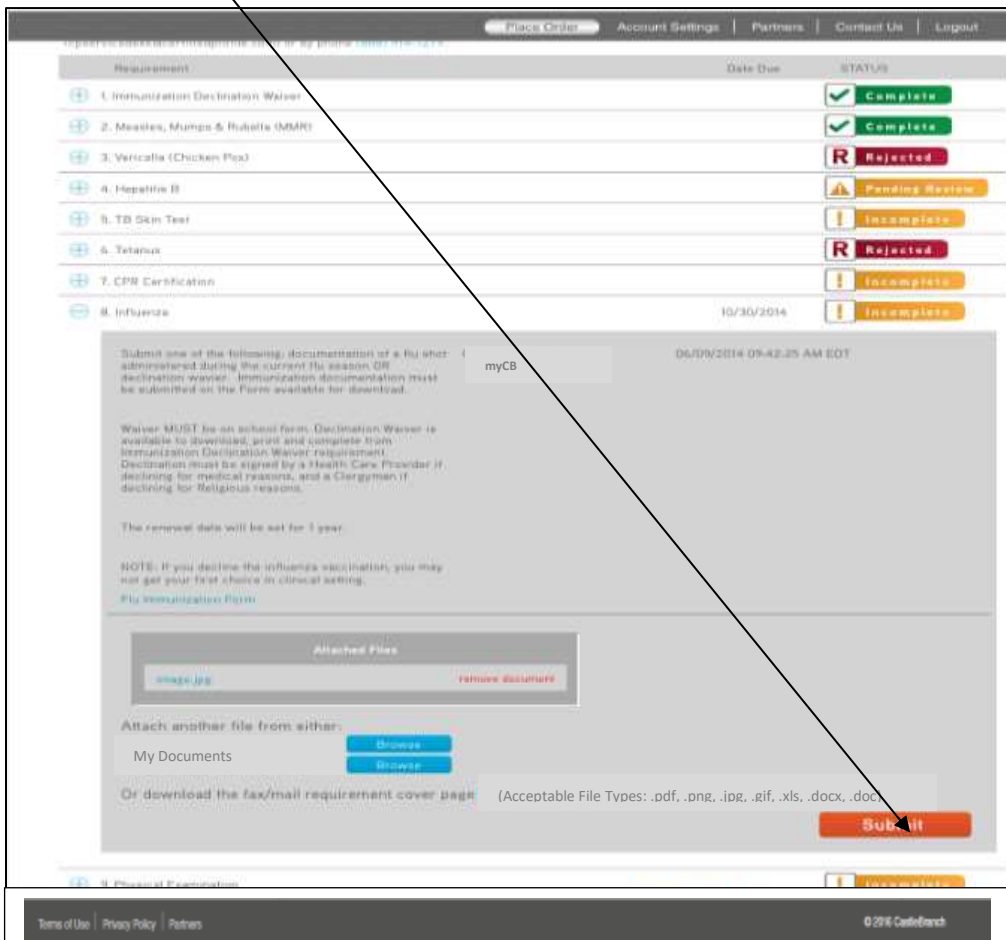
- View your photo – you can either “Retake” your photo if it’s not clear or bright enough or “Use Photo” if your photo is acceptable



TO AVOID HAVING SUBMISSIONS REJECTED

- Make sure to read the guidelines listed to meet the requirement *AND* make sure your documentation meets those guidelines
- Make sure the photo you will be submitting captures the entire document
- Make sure that the photo is legible
- If the entire form is not visible, clear, and legible your submission will be REJECTED and cause delays in completing the requirement!

- Once clicking “Use Photo”, your photo of the document is now uploaded
- Click Submit



10. Your form has now been submitted for processing by CastleBranch staff and the status is "In Process"

Place Order Account Settings Partners Contact Us Logout		
1. Immunization Declination Waiver	✓ Complete	
2. Measles, Mumps & Rubella (MMR)	✓ Complete	
3. Varicella (Chicken Pox)	✗ Rejected	
4. Hepatitis B	⚠ Pending Review	
5. TB Skin Test	⚠ Incomplete	
6. Tetanus	✗ Rejected	
7. CPR Certification	⚠ Incomplete	
8. Influenza	10/30/2014 ⌛ In Process	

Submit one of the following: documentation of a flu shot administered during the current flu season OR declination waiver. Immunization documentation must be submitted on the Form available for download.

Waiver MUST be on school form. Declination Waiver is available to download, print and complete from Immunization Declination Waiver requirement. Declination must be signed by a Health Care Provider if declining for medical reasons, and a Clergyman if declining for Religious reasons.

The renewal date will be set for 1 year.

NOTE: If you decline the influenza vaccination, you may not get your first choice in clinical setting.

[Flu Immunization Form](#)

Attached Files

image.jpg

Your files have been submitted for processing.

9. Physical Examination	⚠ Incomplete
10. Health Career Programs	⚠ Incomplete

Terms of Use | Privacy Policy | Partners | © 2016 CastleBranch

11. To upload additional document requirements, select the next requirement you want to upload documentation to and repeat steps above to take your photo and submit your documentation.

For assistance with uploading forms please contact CastleBranch via phone at 888-723-4263, option 1 or email at servicedesk.cu@castlebranch.com.