

CastleBranch myCB New Users Information

Contact Information: 1-888-723-4263 email: xavieruniversity@castlebranch.com

CastleBranch myCB is a web-based software service. You will open an account (place your order) with this service and use it to submit, have reviewed, and store your health and CPR documentation. You will also need to complete your OSHA & HIPAA eLearning course and submit the certificate of completion. You will need to review and sign the Assumption of Risk Release Agreement, Fire Safety Training Verification Form and the Release of Records Authorization forms as well. In addition, you will need to get the required annual background check (fingerprinting) through the Xavier Police Department and annual urine screen test using direction from CastleBranch.

It is recommended that you save and/or print this page for future reference.

Start Here: <https://www.xavier.edu/college-of-nursing/current-students/index> to get to the Current Students website, then click on the Sophomore Clinical Packet or Year 1 MIDAS Clinical Packet. **You will find instructions for placing your CastleBranch order**, information on other items to order, health forms, the XU CPR registration form and the uniform policy.

Some important CastleBranch tips:

Forms/verification: Forms are in the packet and accessible on each requirement of your **CB To Do list**. It is recommended that you use the XU forms provided in the Sophomore & 1st year MIDAS clinical packets on the Current Student website - <https://www.xavier.edu/college-of-nursing/current-students/index>. If using your healthcare provider document, make sure all required vaccines are included.

Submitting documents: Scan or photo documents, browse, download, then click SUBMIT (orange button). You will need to download/submit your immunization record multiple times, once for each immunization (MMR, varicella, Hep B, Tdap). To submit two docs to same requirement (Both sides CPR card or health ins. card), download one side then download the other side and then hit SUBMIT after both are downloaded.

eLearning: Read the instructions carefully. After completing the training, access your certificate and download/submit that for review.

If you get a rejection, read carefully what you need to do to resolve it. If you think they rejected your submission in error, contact us.

TIPS

- Wait to get your TWO STEP TB test OR a TB blood test until the end of Spring semester of your Freshman year so it will be valid throughout the year. In subsequent years, get the ONE-STEP TB test or TB blood test in the summer. If you need a chest x-ray due to a positive TB test, submit the chest x-ray results and in subsequent years submit a symptom check (form on Current-Students web page).
- Hep B: If you have not had the series, start **ASAP** since it can take anywhere from 1 to 6 months to complete the series. See immunization form for more info.
- Tdap: It **MUST BE** the Tdap (which began in 2005). If your Tdap is 10 years old or older, you will also need a recent Tdap and will download the Tdap verification to the Tdap requirement.

CPR: Your certification **MUST BE** the AMERICAN HEART ASSOCIATION (Basic Life Support - BLS) Healthcare Provider course. You must go to the website to find an approved course (www.heart.org)

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