USER GUIDELINES
for
BACKGROUND CHECK WEBSITE
(CastleBranch.com)

The purpose of this document is to assist you in navigating the first few screens of the CastleBranch.com website. CastleBranch.com is the website you will use to initiate the background check that is required for all Brevard College students who wish to enter the Teacher Education program. While the website is fairly intuitive and easy to use, you may have some questions as you navigate the first few screens.

Before you begin your background check, please be advised that CastleBranch.com will require that you pay the following fees in order to complete the background check process:

- Fee for out-of-state students, one time background check: $43.00
- Fee for in-state students, one time background check: $25.00
- Fee for rights to use background check multiple times: $12.00

*Note: The fee for rights to use the background check multiple times is in addition to the initial fee charged to generate the background check. The CastleBranch.com website will explain the benefits of this upgrade when you are asked if you would like to purchase it. Brevard College does not require this additional fee, but it could be to your benefit if you plan to apply for jobs in camps or afterschool programs.*

Upon receipt of the email from Dr. Betsy Burrows informing you that you must complete a background check, begin the background check process by following these steps:

1. Open and read the email.
2. Print a copy of this document (“User Guidelines”) for your reference while you are completing the application for the background check.
3. Click on the URL that is in the email from Dr. Burrows to begin the background check process.
4. Click on the red box with white letters that says “Place Order”.
5. Click on the black box with white letters that says “Please Select”.

*(Continued on back)*
You will see a drop down menu with two choices:

- BC18: Background Check
- BC18nc: NC Background Check

6. Click on BC18 if you are an out-of-state student, or
   Click on BC18nc if you are an in-state student.

7. Read, complete and print each subsequent section as directed.

8. Once the background check is complete, you should have a personal copy of the results. Brevard College will also automatically have access to the results in a database that Dr. Burrows can access.