INSTRUCTIONS FOR CASTLEBRANCH


Step 2. Select the “Nursing” button.

Step 3: Select the state or country where you will be attending practicum by using the drop-down box.

Step 4: Select the package option by using the drop-down box.

NOTE: If this is your first time ordering a package for Walden University through CastleBranch, you must select “I need to order my first package through Walden’s CastleBranch portal”.

Step 5: Review your package contents, package cost and terms before checking the box and clicking the “Continue” button.

Step 6: Complete the “Place Order” step by completing the sections for Personal Information, Personal Identifiers and Student Information. This step will require you to provide your full name, date of birth, Social Security Number, address, phone number, Student ID, e-mail address and classification (program). Please register with your Walden issued e-mail address. Click the “Next” button to proceed.

Step 7: Complete the “Place Order” step by creating a username and password. Click the “Create Account” button.

Step 8: Complete the remaining steps by following the instructions on the screen. At the end of the online order process, you will be prompted to enter your payment information. Follow the steps to complete your order.

NOTE: Use of electronic check, money order or debit card will delay order processing until payment is received.
Once you have an account created with CastleBranch, you will have access to myCB. You will access your account at [https://mycb.castlebranch.com/](https://mycb.castlebranch.com/) with your username and password. Once you have created an account at [http://walden.castlebranch.com/](http://walden.castlebranch.com/), you will be able to do the following through myCB:

- View order results
- Manage requirements
- Complete tasks
- Upload documents
- Place additional order
- Manage your TO DO LIST

**Helpful Tips**

- ✓ This is a Walden University requirement that applies to all nursing students for graduate practicum courses. Being an employee of the field site does not exempt students from this requirement.
- ✓ The items in your package are requirements of Walden University School of Nursing, students are responsible for providing documentation for each requirement.
- ✓ All communications from CastleBranch will be sent to the e-mail you provided in your account. Students are responsible for monitoring e-mails from CastleBranch and following up accordingly.
- ✓ All documentation must have your name and must be legible.
- ✓ All immunization records must have the signature of the health care provider who administered the immunization.
- ✓ Each document must be uploaded separately. For example, if you have a lab report that includes titers for Tdap and MMR on a single report, you need to upload the report for each separate requirement.
- ✓ If your practicum application has been returned to you in Meditrek, be sure to resubmit your application in Meditrek once you have completed the requirements in CastleBranch.
- ✓ Students are responsible for monitoring e-mails from CastleBranch when requirements expire and must update requirements accordingly.

**Help & Support**

**Video Tutorial:** [http://go.castlebranch.com/l/15312/2016-08-01/655ph3](http://go.castlebranch.com/l/15312/2016-08-01/655ph3)

**FAQ:** [http://walden.castlebranch.com/faq.html](http://walden.castlebranch.com/faq.html)

Phone: 888-723-4263

customerservice@castlebranch.com

myCB Account: [https://mycb.castlebranch.com/](https://mycb.castlebranch.com/)
Help Button & Webinars & FAQs