

CastleBranch Instructions

Follow the steps below to create and purchase a CastleBranch account:

1. Access the CastleBranch website: <https://portal.castlebranch.com/LS87>.
2. Select *Place Order*.



3. Select your program. (Note: If you are not currently a licensed RN, select BSN; do not select RN-BSN.)
4. Select the *Background Check and Compliance Tracker* package for the term you will start at Allen College.
5. After reading the order instructions, check the applicable box and click *Continue*.
6. After reading the package cost information, check the applicable box and click *Continue*.
7. Enter all personal information, following each step through the payment page. Monthly installments are an option.
8. A drug screen package must also be purchased. Two options are available, select **one**.
 - *Drug Test at the Allen Occupational Health – Cedar Falls* **OR**
 - *Generic Quest* drug test using the code provided
9. Submit all required documents to CastleBranch. Additional assistance may be found using the [tutorial videos](#) located on the CastleBranch website.

If you have questions, please contact academics@allencollege.edu or (319) 226-2517.