

Lynchburg College Nursing: **2nd Degree Student** Access to the CastleBranch Portal. You have applied and need to order your:

- Background Check

Copy and paste this link into your browser and you will be directed to the CastleBranch order site for LC Nursing:

portal.castlebranch.com/CG31

1. Click on the place order button
2. Click on "Please Select"
3. Click on **Nursing (Local)**
4. Click on **2nd Degree**
5. Choose **LY09bg Background Check**
6. Read and acknowledge the information—there is a box at the bottom of the page that you have to click on, indicating that you have read the information.
7. The **LY09bg** package cost is \$63.75
8. Once you agree to the terms of conditions, you then progress to completing the order.
9. You can live chat, email, or call 888.914.7279 for questions by clicking on the contact us link.
10. There is also an app for Apple/Android phones.
11. As always, let me know if you have questions.

Prof. Ayscue

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