



Student instructions for Western Michigan Interdisciplinary Health Services

About

About CastleBranch

Western Michigan University - Interdisciplinary Health Services has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.



You will return to your account by logging into castlebranch.com and entering your username (email used during order placement) and your secure password.

Order Summary

Payment Information



Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account



To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us



For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Placing Your Order

Click on the link <https://portal.castlebranch.com/WE85>

Click on **Place Order**

Click on "Please Select"

Select "**WE85: Background Check**"

Read the information on the screen and check that you have read the information

Click to Continue

Review the package and package cost information, check the boxes at the bottom

Click **Continue** to create your myCB account.