

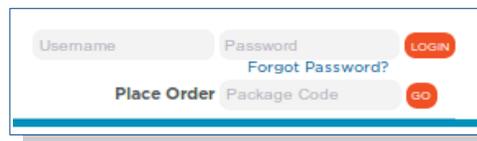


University of Texas Health Science Center - San Antonio - School of Health Professions
Instructions for Order Placement

Welcome to myCB!

When you place your order# you will be prompted to create your secure myCB account & from within your myCB# you will be able to:

- (view your order results)
- upload and store important documents and records
- manage requirements specific to your programs
- Place additional orders as needed &
- Complete tasks as directed to meet deadlines



To place an order# go to mycastlebranch.com

In the Place Order field# enter the following information specific to your organization:

Placeholder for order information input

Your order placement you will be asked for personal identifying information needed for security or compliance purposes. Submitting accurate and comprehensive information is important to the successful order# and installment payment.



You can respond to any active alerts or To-Do list items now or return later by logging into your myCB. You will receive alerts if information is needed to process your order. Access your myCB anytime to view order status and complete results. Authorized users at your organization will have access to view your compliance status from a separate CastleBranch portal.