

## CastleBranch

### Instructions for Creating an Account and Uploading Information - Freshmen

To set up your CastleBranch “myCB” Account go to: <https://portal.castlebranch.com/PS53> and follow steps below.

#### Setting up your Account

- 1) Click on Place Order.
- 2) Then click the + sign in front of Please Select and choose UnderGraduate and click on Fall 2020: Compliance Tracker **NOT** Fall 2020seconddegree: Second Degree Compliance Tracker
- 3) Read through information on next page and click the box “I have read this information” then “Click to Continue”.
- 4) Review the information on the next page and check the box that you have read and understand then click continue.
- 5) You will then need to enter your “Personal Identification Number”. This is the last 6 digits of your PUID.
- 6) Please have ready personal identifying information needed for security purposes: your full name and date of birth, current address, phone number and email address (please use your Purdue email).
- 7) The email address you provide will become your username. You will need to remember this username for future use.
- 8) Once you have finished the 7 steps above and set up your account, your next step will be to upload your requirements. You will get an email from CastleBranch letting you know when the tracker is open and ready for you to upload.

#### Uploading Requirements

To upload the requirements you will need to scan a copy of each of your immunizations into your computer so that you can browse to find them and upload them where necessary. Please note that if all of your immunizations are on the same sheet you will need to upload that same sheet for each requirement. Please read all the information about each requirement. If something is rejected it will give you the reason and tell you what you need to do to correct it.

- 1) Freshman Student Health Form – click Yes and then upload page 1 of the Freshman Health Form you were sent by the School of Nursing via email.
- 2) Measles (Rubeola), Mumps & Rubella – click on upload file and upload this information.
- 3) Varicella (Chicken Pox) – click upload file and upload.
- 4) Hepatitis A – This requirement is recommended but not required. If you have had a Hepatitis A, vaccination click on Upload file and upload your Hepatitis A information.
- 5) Hepatitis B – Upload a positive surface antibody titer. If negative, you will need to start the booster series. See instructions in your Castle Branch account.

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- 6) Tuberculosis (TB) – For the initial PPD test, you will need to complete a 2-step PPD or an Interferon-gamma release assays blood test (GFT-GIT or T-Spot). **If you choose the blood test, you will need to continue with this type of screening the following year.** A 2-step PPD consists of 2 separate tests. You must see a healthcare provider, have a PPD test placed and return in 48 to 72 hours to have it read. **You will then return no earlier than 1 week and no later than 3 weeks to have the second PPD test completed (you will follow the same procedure as above for test #2).** Please make sure you upload both PPD tests in the same multi-page document or it will be rejected. If you prefer to complete the blood test for TB screening, you may submit the results of an Interferon-gamma release assays blood test (GFT-GIT or T-Spot). Finally, if you have a history of a positive Mantoux TB test, a chest x-ray is acceptable.
- 7) Tetanus, Diphtheria & Pertussis (Tdap) – click on upload file and upload the information.
- 8) Influenza (flu) – You will be required to get a flu shot in the fall of your first year and must upload documentation within 30 days of the vaccine becoming available. You will get an email from CastleBranch letting you know when you can start to upload your documentation. This is not due until 11/1.
- 9) Polio – Please click on Upload file and upload your polio information.
- 10) Meningitis – This requirement is recommended but not required. If you have had a meningitis vaccination click on Upload file and upload your meningitis information.
- 11) CPR Certification – as a freshman you are not required to have CPR so you will click No and this requirements will be complete.
- 12) Physical Examination Question – Freshmen do not need. You will need to click No and this requirement is complete.
- 13) Physical Examination Question (Junior) – Freshmen do not need. You need to click No and this requirement is complete.
- 14) Drug Test Question – not needed until fall prior to your sophomore year click No and this requirement is complete.
- 15) Background Question – not needed until fall prior to your sophomore year click No and this requirement is complete.
- 16) OSHA Certification – Ignore for now as this will be discussed at a later date.
- 17) HIPAA Certification – Ignore for now as this will be discussed at a later date.

If you have questions or trouble setting up your account contact

Kim Phillips  
[Phill254@purdue.edu](mailto:Phill254@purdue.edu)  
765-494-5197

**Once information is loaded into the system Castle Branch staff will review. You will need to go back into your account 1-2 weeks after uploading documents to insure all requirements have been met. If something is rejected, it will give you the reason and tell you what you need to do to correct it. If you have any questions about rejections please contact Kim Phillips. Castle Branch will notify you via email when you are nearing the expiration of a requirement (for example, CPR expiring or Tdap / Hepatitis B booster is necessary Please do not just ignore these emails and if you have a question ask.**