CastleBranch

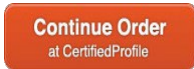## STUDENT INSTRUCTION FORM FOR RED ROCKS COMMUNITY COLLEGE

About CertifiedProfile

Certified Profile is a secure platform that allows you to order your background check, drug test, and document manager online. Once you have placed your order, you may use your login to access additional features of **Certified Profile,** including document storage, portfolio builders, and reference tools. **A certified Profile** also allows you to upload any additional documents required by your school.

Order Summary

- ¬ **Required Personal Information -** In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

- ¬ **Payment Information -** At the end of the online order process, you will be prompted to enter your Visa or Master card information. Money orders are also accepted but will result in a $10 fee and an additional turn-around-time.

Place Your Order

- ¬ Go to: **http://cccs.castlebranch.com/comm-college-red-rocks.html**

- ¬ Click on the **PLACE ORDER** button in the middle of the page.

- ¬ Select your program from the drop-down menu. It reads "Medical Office Technology"

- ¬ From the second drop-down menu that appears, select "new student".

- ¬ On the following screen, please review the contents of your package. Then, check the box at the bottom of the page to show that you have read, understand, and agree to the terms and conditions.

- ¬ You are now ready to get started with your order. Click the **Continue Order** at CertifiedProfile button, and you will be directed to set up your account.

View Your Results

Your results will be posted directly to your Castlebranch account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Drug screening is completed separately from the background check. Your order will show as **"In Process"** until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact CastleBranch.com • phone: 888.723.4263
If you need online assistance, access the Need Help menu within your account.