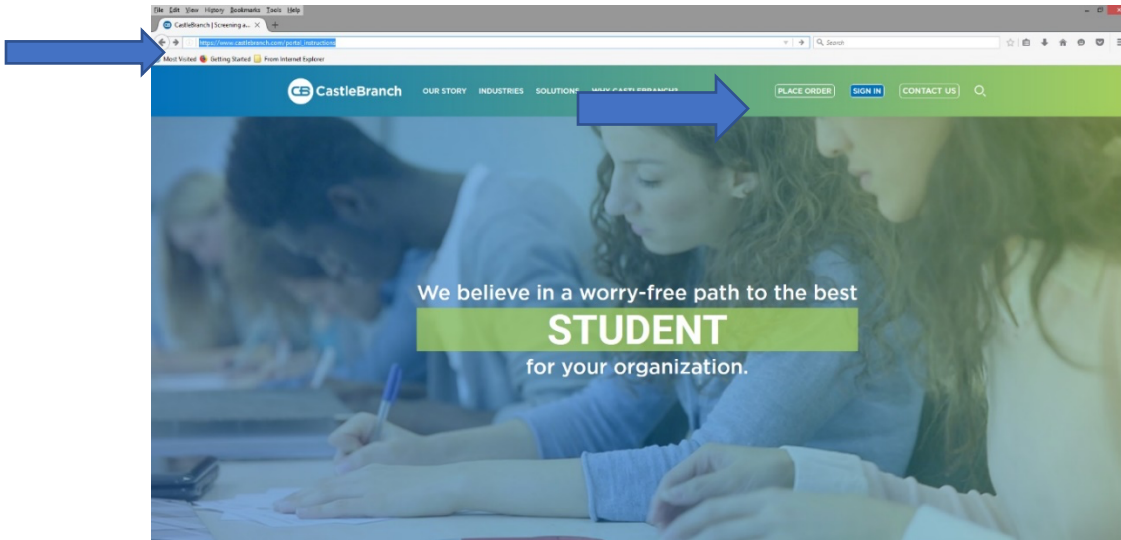


UNIVERSITY OF PITTSBURGH STEP BY STEP INSTRUCTIONS FOR PLACING CASTLEBRANCH ORDER



- Log into the CastleBranch portal and select Place Order
<https://discover.castlebranch.com/>
- Enter Package Code (See attached instruction sheet with code {UF97 PA resident or UF97b non-PA resident}) and Submit
- Review package, agree to Terms and Conditions of Use, and Continue

For Pennsylvania Residents

- \$83.75 pricing includes several background checks + Document Manager Package. Additional separate pricing needed is \$23.00 for the DHS FBI Fingerprint Background Check and \$13.00 for the PA DHS Child Abuse Background Check for a total of \$119.75.

For Non-Pennsylvania U.S. Residents

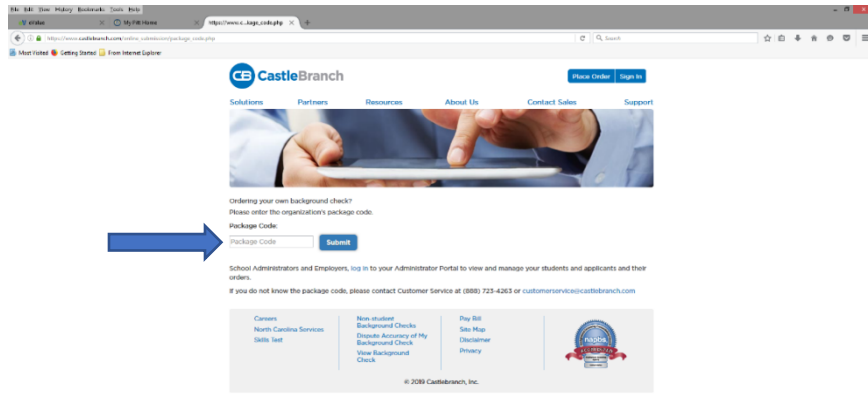
- \$99.75 pricing includes several background checks + Document Manager Package. Additional separate pricing needed is \$23.00 for the DHS FBI Fingerprint Background Check and \$13.00 for the PA DHS Child Abuse Background Check for a total of \$135.75.
 - For students who wish to get their fingerprints taken in the state where you reside, contact CastleBranch at 1-888-723-4263, Opt. #3 to request that your PA fingerprints be switched to the state where you live. Please ask for an ink card when talking to the CastleBranch's Customer Service representative. This will allow you to get your fingerprints in your home state instead of waiting to come to the University of Pittsburgh to obtain your fingerprints. In your P2-P4 years, when renewing your account, these can be done at School, there is no need to get out of state prints.

- For International Students
 - Please contact the Office of Experiential Learning (Anna Schmotzer/Robie Gosney) to receive pricing and package codes for the following countries (Cameroon, China, Korea, Vietnam and Mexico). Pricing varies based on the county you reside. Once you have created your account in your country of residence, *you will then need to complete the package code “For Pennsylvania Residents” – see page 1 for pricing.* Please note pricing for either cannot be waived.

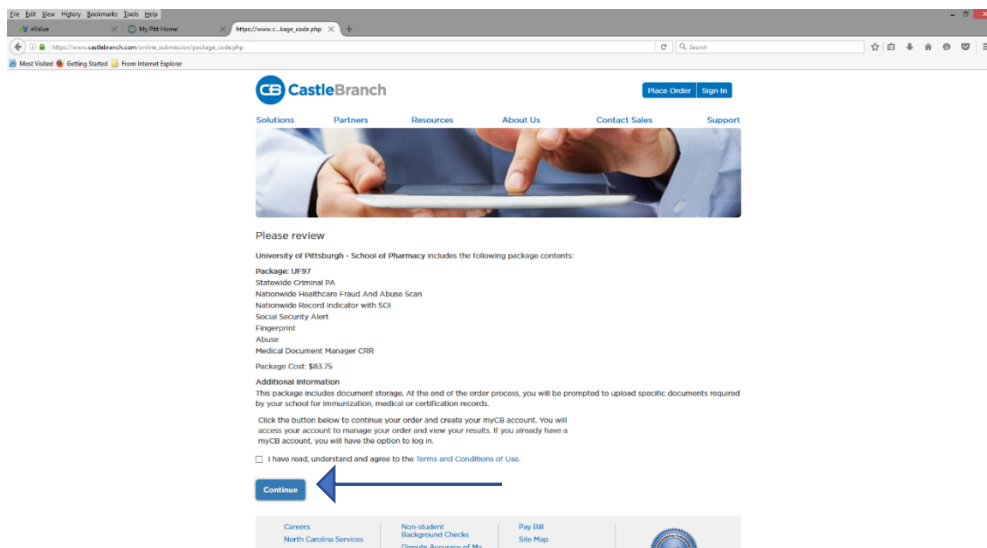
- Fill in personal information and select Next.

- There are then 7 total steps you will need to complete. Once you finish you will need to pay. You always have an opportunity to “chat” with a CastleBranch representative at any time.

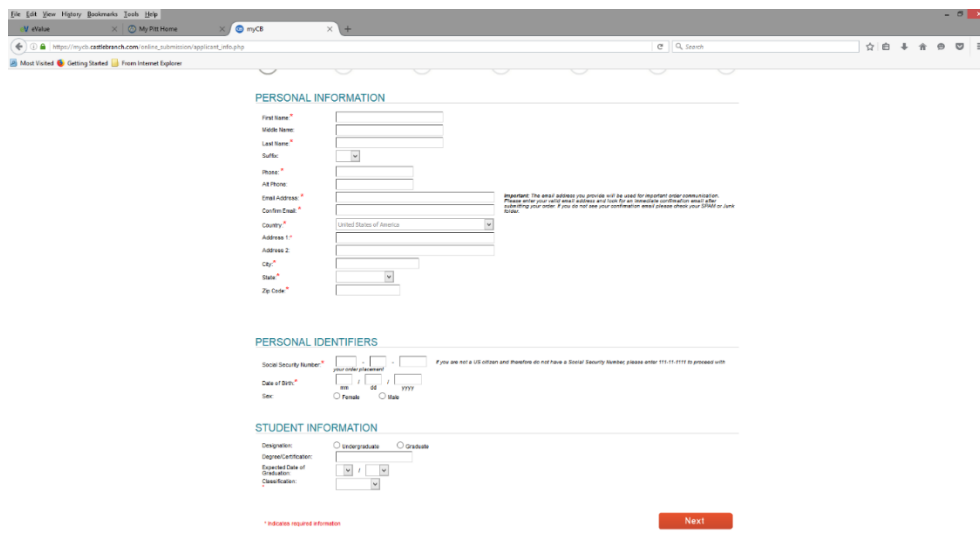
SCREEN SHOTS TO ASSIST WITH PLACING ORDER



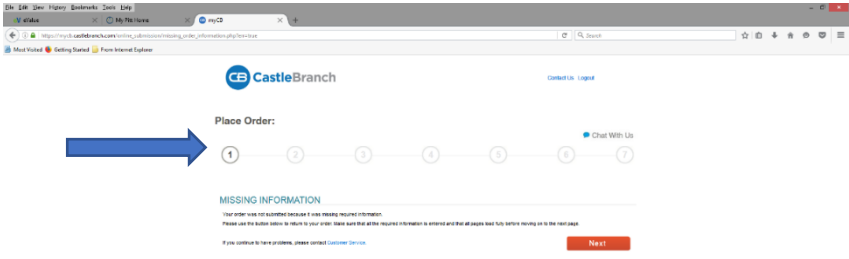
- Enter Package Code (See attached instruction sheet with code {UF97 PA resident or UF97b non-PA resident})



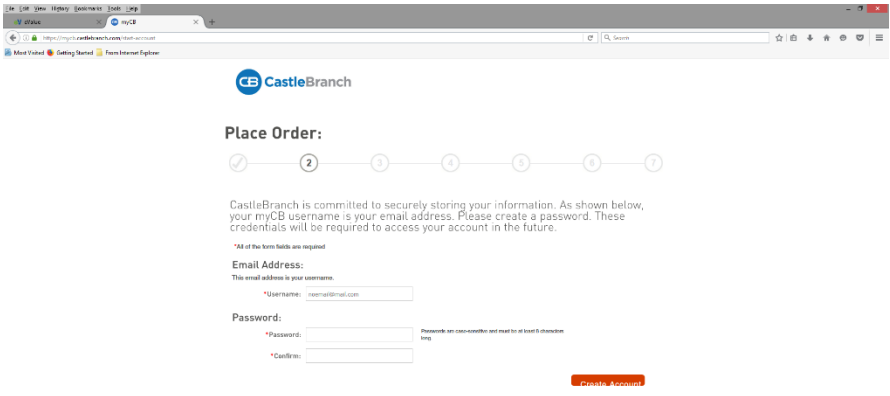
- Review what you need to complete in your CastleBranch order and accept terms to continue.



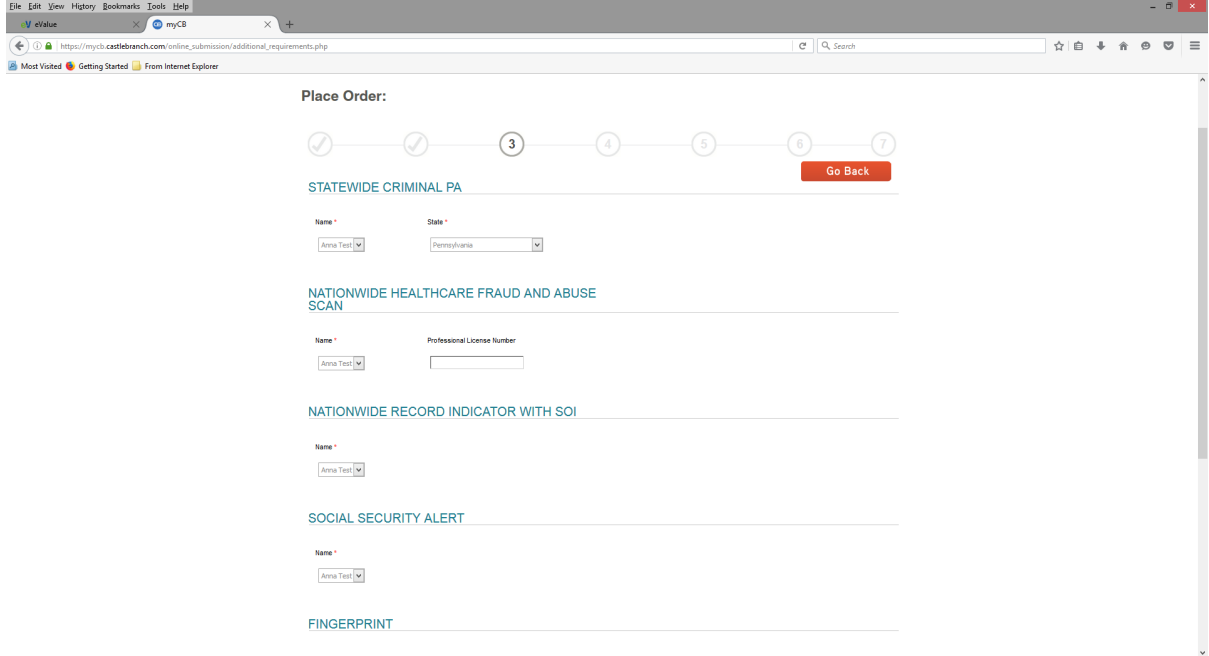
- Fill in personal information and select Next



- There are 7 steps (step 1 is place order) you will need to complete. You always have an opportunity to “chat” with a CastleBranch representative at any time.

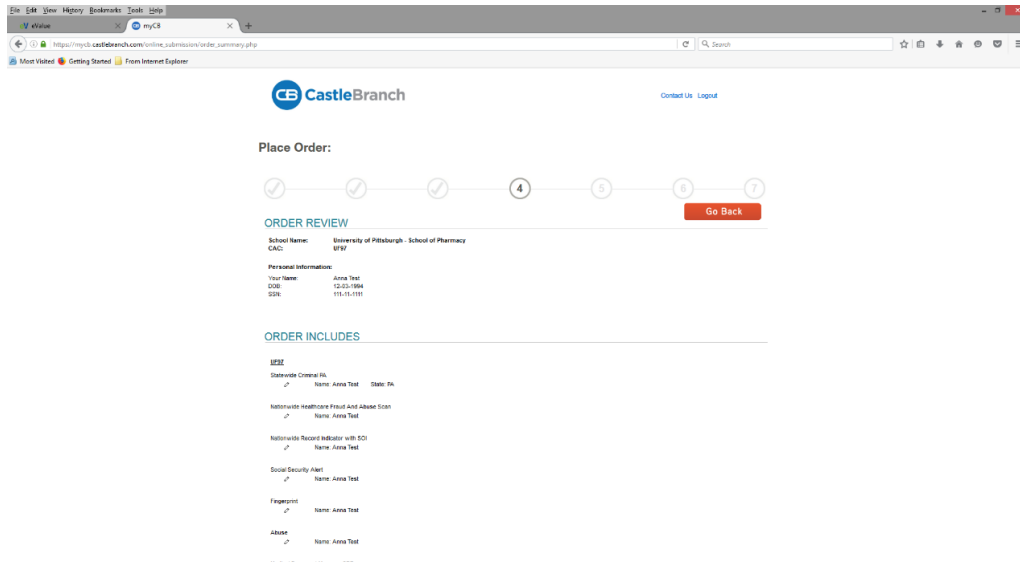


- Step 2 (create password).

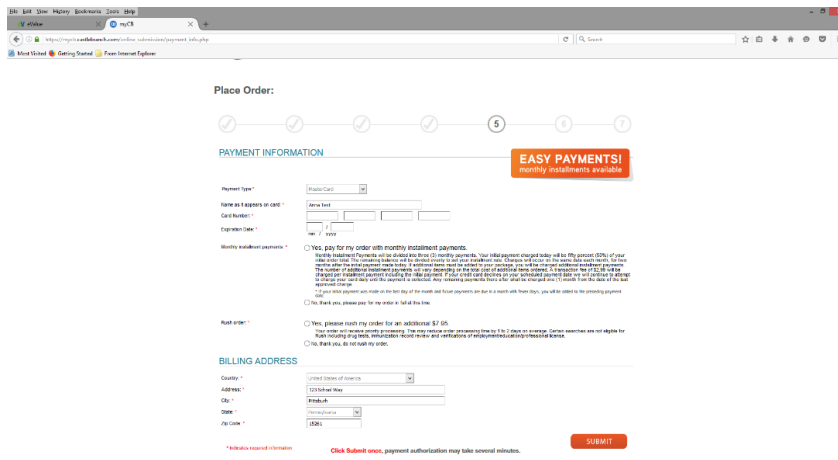
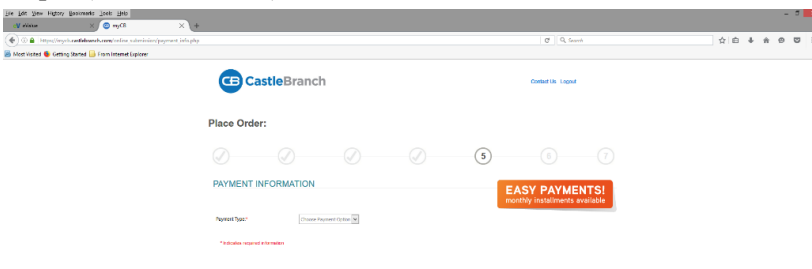


- Step 3 (place order), includes:
 - PA Criminal Background History Check (Act 34)
 - Document Manager Package

- **FBI Fingerprint (Identigo) and DHS Child Abuse Background Checks:**
Once your account is created you will be provided a “To Do List” under the Document Manager section to complete. All directions on how to obtain clearances (FBI Fingerprint and DHS Child Abuse Background checks will have specific directions to follow). Once you complete and pay for these the agency will send you the clearances via the US Mail.
 - **If you do not receive your FBI fingerprinting results within 21 days,** you will need to call Identigo at 1-844-321-2101, select your language preference, and then listen to the prompts and select option #6. This will allow you to speak directly with a representative and let them know when you completed your fingerprints and that it has been longer than 21 days and you still have not received your results. They will connect you with the Department of Human Services, who can see the status of your results are and where they were mailed.



➤ **Step 4 (order overview)**



- Step 5 (Payment information)
- Step 6 (Review)
- Step 7 (Accept and Submit)

Important Deadlines

- July 1st – Place your CastleBranch Order
- August 1st – Immunization information, tuberculin status and health insurance and all items listed on your “To Do List” should be uploaded to your CastleBranch account
- August 1st - PA DHS Child Abuse Background Check and DHS FBI Fingerprint Background Check results due and uploaded to your CastleBranch account
- September 3rd – PA Pharmacy Internship must be in-hand
- The Office of Experiential Learning will arrange CPR for your class in the spring term (February).
- *Exceptions*
 - *Influenza vaccine (deadline October 1st)*
 - *CPR card – due in February – arranged by School*
 - *APhA Immunization training certification – arranged by school*

If you have any additional questions please contact the Office of Experiential Learning (Anna Schmotzer (annas@pitt.edu or 412-624-8186) or Robie Gosney (rog8@pitt.edu or (412) 383-7542).