



University of Pittsburgh - School of Pharmacy

Instructions for Order Placement

To place your order, go to:

mycb.castlebranch.com

ENTER
PACKAGE CODE

ENTER
REQUIRED INFORMATION

SELECT
PAYMENT METHOD

PA Residents: UF97 – Background Check & Medical Document Manager Package
Price \$83.75 + PA Fingerprint (\$23.00) + DHS Child Abuse (\$8.00)

Out of State Residents: UF97b – Background Check & Medical Document Manager

Package Price \$99.75 + *PA Fingerprint (\$23.00) + DHS Child Abuse (\$8.00)

*For students who want to have their fingerprints taken in a state other than Pennsylvania, please contact the Office of Experiential Learning 412-624-8186 for the out-of-state code.

To place your order, you will be prompted to create a secure myCB account. Personal identifying information will be needed to complete this process. The email address provided will become your login.

myCB enables you to:

- ✓ View order results
- ✓ Upload documents
- ✓ Manage requirements
- ✓ Place additional orders
- ✓ Complete tasks

