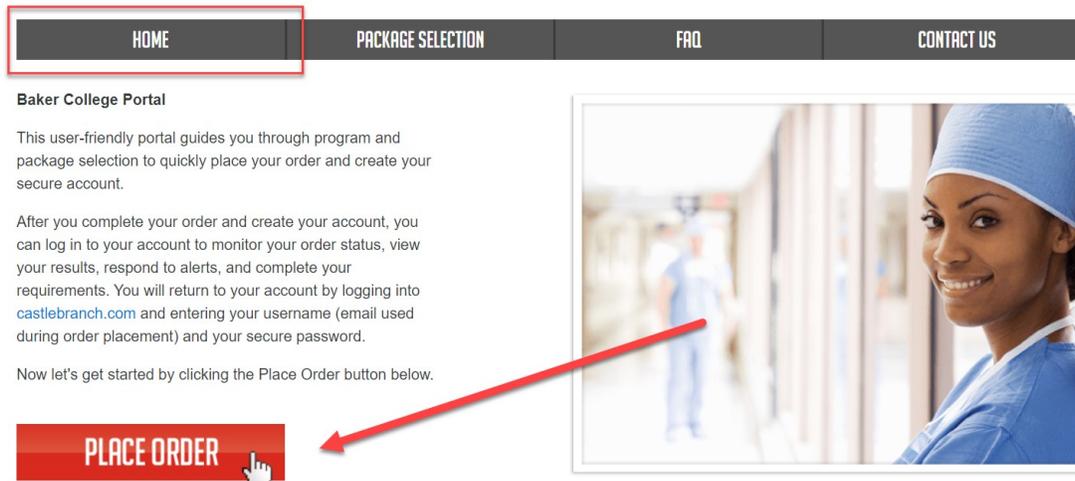
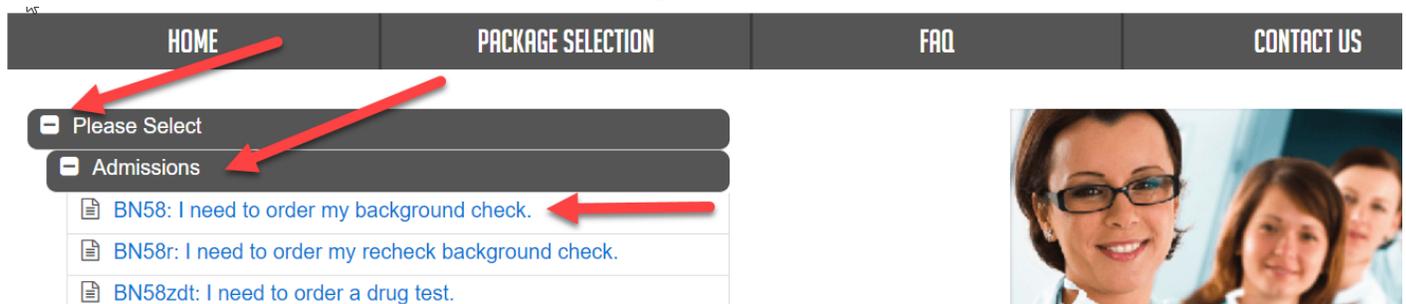


Completing a Background Check for the Running Start Program

1. Go to <https://portal.castlebranch.com/AO20> (Letter A, Letter O, Number 2, Number 0)
2. Click on the “Home” tab
3. Click on the “Place Order” button



4. Click the plus sign next to “Please Select” and then next to “Admissions”
5. Click on the “BN58: I need to order my background check” link



6. Read the directions and check the box next to “I have read order instructions”
7. Click the green “Click to Continue” button



8. Review the directions and click to check the two boxes at the bottom



9. Click the orange “Continue” button

10. Enter the necessary information in order to complete & submit your background check.