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

I have read order instructions
Click to Continue ▶

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

✓I understand that my package may require CastleBranch to conduct additional searches that may result in additional fees.
✓I have read, understand and agree to the Terms and Conditions of Use.

- 9. Click the orange "Continue" button
- 10. Enter the necessary information in order to complete & submit your background check.