

## Get Started

1.) Go to your portal URL: [gtc.castlebranch.com](http://gtc.castlebranch.com)

2.) Click the red "Place Order" button at the top

**PLACE ORDER**

3.) Select your program and desired package:

*Note: This is an example list and is not comprehensive of all options you have.*

**Select One...**

Dental Assistant  
Early Childhood Education  
EMT - Paramedic  
EMT - Advanced  
Fire Medic  
Fire Protection Student Internship  
Health Information Technology

4.) This will bring you to our Acknowledgment Page which provides information about your selected package. Users will confirm that they have viewed the information given and then be forwarded to their Order Review Page.

**Continue**

## Payment

At the end of the online order process, you will be prompted to enter your Visa or Mastercard information. Money orders are also accepted but will result in a \$10 fee and an additional turnaround-time.

## Access myCB

To view your results or update requirements, you will access [mycb.castlebranch.com](http://mycb.castlebranch.com) with your username (email address) and password. If you need online assistance, access the Need Help? menu within your account.