



## CNA BACKGROUND CHECK INSTRUCTIONS

# One week before Class Starts

### Un-sponsored Students

1. Go to <https://portal.castlebranch.com/GO31/package-selection> click Please Select.
2. Click “+Please Select” to begin the ordering process.
3. Select “CNA”
4. Select “GO59BG: Background Check”
5. Read and acknowledge the order instructions by **checking the box** at the bottom of screen and then “Click to Continue”
6. Read and acknowledge the Terms and Conditions of Use by **checking the box** at the bottom of screen and then click “Continue”
7. Complete all eight parts of the request. Castle Branch Help: <https://portal.castlebranch.com/GO31/contact-us>
8. Order Review
  - a. Please double check your details and package selection. The cost should be \$63.00. *Incorrect orders will not be refunded.*
9. Pay for your CNA Background Check.

### Sponsored Students <https://www.gogebic.edu/WorkForce/Job%20Opportunities.html>

1. Go to <https://portal.castlebranch.com/GO31/package-selection> click Please Select.
2. Click “+Please Select” to begin the ordering process.
3. Select “CNA”
4. Select “Sponsored Students”
5. Select “GI68BG: Background Check”
6. Read and acknowledge the order instructions by **checking the box** at the bottom of screen and then “Click to Continue”
7. Read and acknowledge the Terms and Conditions of Use by **checking the box** at the bottom of screen and then click “Continue”
8. Complete all eight parts of the request. Castle Branch Help: <https://portal.castlebranch.com/GO31/contact-us>
  - a. Your personal identification number is your GCC Student ID number. This number was emailed to you by Admissions after you were accepted into the college. Contact [JenniferA@gogebic.edu](mailto:JenniferA@gogebic.edu) if you need your student id.
9. Order Review
  - a. Please double check your details and package selection.

All Background checks are strictly confidential and cannot be shared between facilities. All information is sent directly to the Allied Health Coordinator. No need to forward your results. If you have any prior convictions or concerns, please reach out to the Allied Health Coordinator.

**Allied Health Coordinator**  
**Gogebic Community College**  
[nicoler@gogebic.edu](mailto:nicoler@gogebic.edu)  
**906-307-1224**