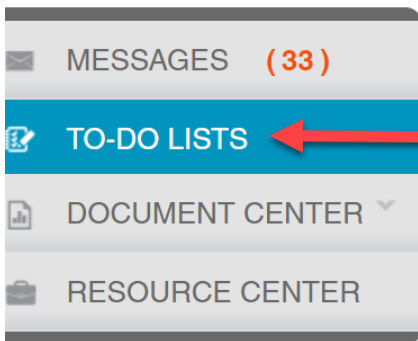


# How to Upload Required Documents to CastleBranch



To upload a document in Castle Branch, first head to the To-do List on the left navigation.

Under the folder “Clinical Requirements” click on a specific requirement.

**To-Do Lists**

1 Click the blue plus signs below to expand your requirements.

**Clinical Requirements GJ07** 14 Requirements **INCOMPLETE**

Need help completing your requirements? [CLICK HERE](#) for a full list of Video Tutorials that can assist you in completing the requirements in the list below.

Still have questions? [CLICK HERE](#) to submit a support request inquiry to our User Experience team. You can follow-up on your request by selecting View Service History Support Inquiries within the Need Help? menu, or simply [CLICK HERE](#).

6. Tetanus, Diphtheria & Pertussis (Tdap)

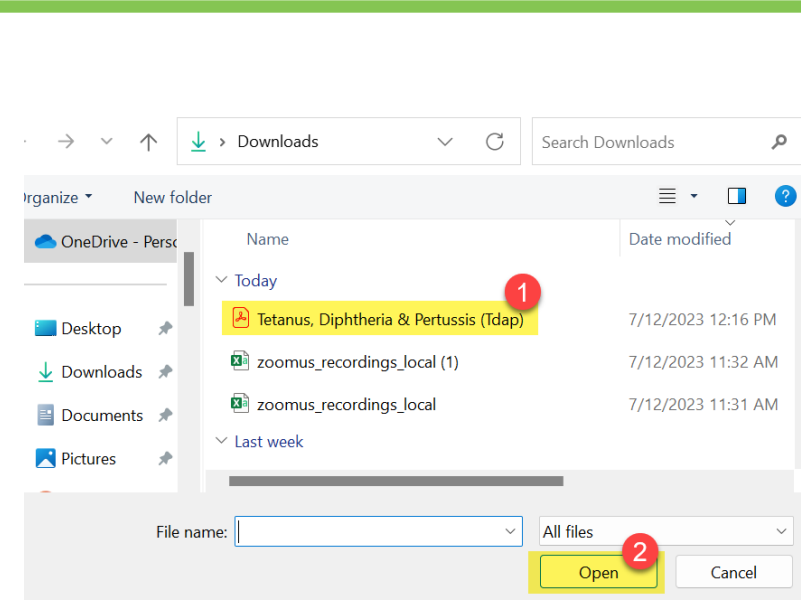
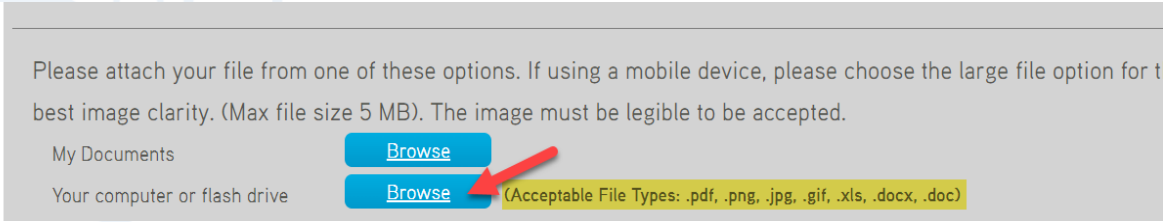
2

Submit documentation of a Tdap vaccine administered myCB within the past 10 years.

The renewal date will be set for 10 years from the administered date.

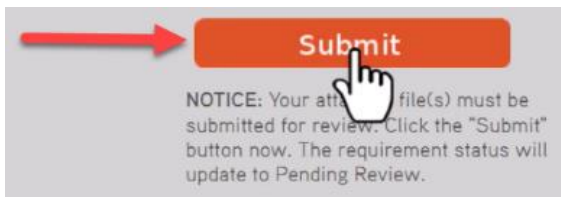
**Documentation Standards:**

Select "Browse" for the "Your computer files or flash drive" button.



Attach the desired documents.

**All files must be under 5MB and either PDF, JPG/JPEG, PNG, GIF, XLS, DOCX, and DOC.**



Once all desired documents have been attached, click submit.

**In Progress****Pending Review**

Your required documents will show a status of “In process” as they are converted. Once converted the status will show “Pending Review”.

---

**Note:** *Immunizations are required before entering clinical facilities to protect patients, visitors, staff, and you and your family. It is very important to make an appointment immediately to begin receiving your vaccines. Once you receive a vaccine, upload the documentation directly into Castlebranch. Do not load into Bridges but instead load in MYCB (My Castlebranch). Plan to have all your vaccines at least 3 months prior to your first clinical day when possible. Students with incomplete requirements will not be able to attend clinicals and will need to sit out of their program until they are completed. Do not extend your graduation date, but instead get your immunizations now! A checklist of all immunizations can be found here: [Immunization Requirements](#)*