MOUNT MARY UNIVERSITY

COUNSELING DEPARTMENT

Student Instructions for Accessing the Background Check Service

Mount Mary University has chosen CastleBranch as an approved provider of background checks for students.

CastleBranch is a service that allows students to order their own background checks online. Information collected through CastleBranch is secure, tamperproof, and kept confidential. The services performed by CastleBranch are based on guidelines provided by the college, so all the information needed can be obtained from one source. The results are available on the CastleBranch website where the student, as well as the school, can view them.

HOW TO ORDER YOUR BACKGROUND CHECK

1. Go to the CastleBranch website.
2. In the Package Code box, enter the package code **YU30bg** and click Submit.
3. Follow the instructions to place an order.

Once the order is submitted, you will receive a confirmation email containing the password needed to view the results of the background check. Follow the instructions provided in the email to view the results. Results are typically available in approximately three days, although some searches take longer. Please allow adequate time when ordering. The Program Director will automatically have access to the results. Results will not be shared with other internal or external entities.

For A Summary of Your Rights Under the Fair Credit Reporting Act visit www.ftc.gov.

QUESTIONS?

For questions regarding the background check, contact CastleBranch:
(888) 723-4263 | customerservice@castlebranch.com