



OKLAHOMA
PANHANDLE STATE
UNIVERSITY

College of Arts and Education



CastleBranch

The Power to Make Informed Decisions.

Instructions for Background Check

Go to: portal.castlebranch.com/OK48

(This portal takes you directly to Oklahoma Panhandle State's account – use Google Chrome or Firefox only.)

Follow these steps:

- Click on **Place Order**
- Click the + sign on Please Select
- Click **OK48** (for new background check) or **OK48re** (for renewal background check) Click Submit
- Click on the box that says, **I have read this information.**
- Review information then click on the box that says, **I have read, understand and agree to the Terms and Conditions of Use.**
- You then complete all your personal information and payment information.
- Cost \$39 (for new background check) or \$17 (for renewal background check)

NOTES

- **You do not need to purchase a badge or rush your order.**
- **You are not ordering your background check for clinical's**
- **Do not purchase anything additional.**
- **Your cost is \$39 if you have never purchased a background check from CastleBranch**
- **Your cost is \$17 if you are renewing a previous background check from CastleBranch.**

Please email if you have any questions regarding ordering a background check or renewing.

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