

Dear Students,

You should have received an [email](#) from Student Health on Monday, July 31, 2023 announcing that for this upcoming semester, we will no longer be using Complio as our compliance system but that CastleBranch will continue to be used for compliance. **The deadline for Student Health is now August 15, 2023.** Please see instructions below and read the message in its entirety, as we have tried to address common questions and concerns.

Continuing Students:

- You do not need to create a new Castlebranch account.
- You need to update your current CastleBranch account for any of the requirements that are overdue or expired.
- The deadline is **August 15, 2023**, for ALL requirements in your CastleBranch account. NOTE: Flu vaccine due **October 1, 2023**
- Please make sure to check if you have any requirements that will expire prior to the start of the semester (August 28, 2023) that will need to be updated.
- Please see the CastleBranch Instructions below to make sure you have both package 1 and package 2 in your account.

Incoming Students:

- If you already ordered package 1 and 2 for CastleBranch, you just need to fulfill all requirements listed.
- If you ordered and completed package 1 only, please order package 2 and complete those requirements.
- If you have not ordered either package 1 or 2, please order both and fulfill requirements as soon as possible.
- The deadline for package 1 is **August 15, 2023**.
- The deadline for package 2 is **August 21, 2023**.
- Please see below to know the contents of each package.

CastleBranch Instructions:

- Package 1: Medical Document Manager (UP93)
 - [Click here.](#)
 - Choose *Place Order*
 - Under *Please Select*, choose *Student Health*
 - Select *School of Nursing*
 - Choose *UP93im: Medical Document Manager*
 - Complete the form.
 - Contents: MMR, Varicella, Hepatitis B, TB, Tetanus, MCV
- Package 2: UMSON Required Package (UHxx)
 - [Click here.](#)
 - Choose *Place Order*
 - Select *I am a Student*

- Choose your program from the menu
- Select *I need to order my package* from the drop-down menu
- Review the contents of your package, check the box indicating you've read and understand the terms and conditions.
- Choose *Continue Order* and you will be directed to set up your myCB account.
- Provide evidence of completion of items outlined under "Compliance Requirements" below.
- Contents: Background check, drug screen, CPR, COVID-19, Flu, HIPAA, Code of Conduct, RN License/ACLS/PALS (for certain programs).
- NOTE: Flu vaccine due by October 1, 2023

Regarding Complio:

- If you completed your background check and drug screen in Complio, it will NOT transfer to CastleBranch and you will need to get a new one.
- There is discussion about reimbursing students who paid Complio directly for their account, background check, and drug screen. If reimbursement occurs it will be later in the fall semester.
- Please keep a copy of your receipt of payment to Complio.
- We do not have access to your Complio accounts to retrieve your information at this time.

Please continue to check the [compliance webpage](#) for updates and email nrscompliance@umaryland.edu for questions. Please use the attached documents as resources to assist with tracking your compliance. We appreciate your adaptability and patience through this transition.

Best,
Dr. Bradford

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