CertifiedBackground

STUDENT INSTRUCTIONS FOR **COLLEGE OF SOUTHERN IDAHO**

Teacher Education

**Not for State Certification**

**About CertifiedProfile**

CertifiedProfile is a secure platform that allows you to order your background check online. Once you have placed your order, you may use your login to access additional features of CertifiedProfile, including document storage, portfolio builders and reference tools. CertifiedProfile also allows you to upload any additional documents required by your school.

**Order Summary**

Required Personal Information:

In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number and e-mail address.

Payment Information: **Cost is $55.00**

At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. You may use your CSI EagleOne Card. Money orders are also accepted but will result in an additional $10 fee and increased turn-around-time.

**Place Your Order**

Go to: <https://www.castlebranch.com/sign-in> and enter package code: CU63

You will then be directed to set up your CertifiedProfile account.

**View Your Results**

Your results will be posted directly to your CertifiedProfile account

 [www.certifiedprofile.com](http://www.certifiedprofile.com) 888 666 7788.

You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as “In Process” until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password.

If you have any additional questions, please contact:

Student Support at 888-914-7279 or email studentservices@certifiedprofile.com