

# Welcome to Bridges™

## Vermont Technical College - General Admissions/Student Health

To set up an account and place an order, go to [castlebranch.com](https://castlebranch.com)

In the "Place Order" field, enter the following package code specific to your organization.

**VF61cbwc**

**CB Bridges™ is a platform designed to help schools, facilities, and most importantly, you, manage your clinical education experience.**

### Placing an Order

1. Please navigate to CastleBranch.com to place your order.
2. Select the "Place Order" icon on the menu bar at the top of the screen and enter in the package code.
3. Once you have placed your new CB Bridges™ order, please allow up to 24 hours for your account to be established. The CB Bridges™ access tile will then appear on your dashboard.

### Granting Consent

1. Once you have navigated to CB Bridges™, you will see two pop-up windows asking for your consent and signature before moving forward:
  - a. E-Signature and Transactions consent
  - b. Terms of Use and Conditions consent

### Tracking Your Wellness

1. Once you are in CB Bridges™, on the right side of the dashboard labeled COVID-19 Compliance, click "Enter."
2. Fill out all required fields: temperature, date and time.
3. Select "submit." You will receive a "successful submission" message once the log has been processed.
4. Using this method, submit a log twice daily for a period of at least 14 days.

### Receiving Your Placement

1. When your clinical coordinator has placed you into a clinical experience for the semester within CB Bridges™, you will receive an email notification to your primary email address on file alerting you that you have checklist items to complete.
2. Your first few checklist items are generated by CastleBranch. You will need to complete the Clinical Group Membership Checklist Items:
  - a. FCRA Consent
  - b. FERPA Consent
  - c. Consent to Share
  - d. CB Bridges™ Subscription - If you have already ordered CB Bridges™, this item will be marked as COMPLETE

### Working Through Your Checklist

1. Once you have completed all of the items above, you will receive another CB Bridges™ email notification alerting you when your COVID-19 items have been added to your Checklist. (This may not happen immediately because your clinical coordinator will need to trigger the items to be added.)
2. Your next interaction with CB Bridges™ will likely be completing checklist items such as COVID-19 symptom and exposure questionnaires with attestation, handwashing education, and uploading your temperature log. You will be able to read and review all documents provided, as well as download, fill out, sign and upload documents back into the system as needed. Your clinical coordinator will be able to see your progress as you work through your Checklist items. Some items may require review before they are considered complete. Some items may require review before they are considered complete. Items that are waiting to be reviewed will have a status of Pending.



### View User FAQ's

Click the link above or visit the student FAQ section of the CB Bridges website.

### Do you have questions? We have answers.

The Service Desk is available to assist you via phone, chat and email.  
Mon-Thurs: 8 am - 8 pm, Fri: 8 am - 6:30 pm & Sun: 10 am - 6:30 pm EST  
888.723.4263 | [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)



**NOTE:** If you are already obtaining your pre-clinical requirements through CastleBranch, you will continue to use myCB to complete background checks, immunization records, and/or drug testing requirements. CB Bridges is the place you will go to complete all other orientation requirements specific to a facility.