Subject: Create your Castlebranch Immunization account by June 15th

Dear Continuing MSW Day Student!

As many of you have heard, immunization tracking is being moved to a new vendor, Castlebranch. This shift will result in some real benefits for you:

* Less cost over time
* Your ability to check your own immunization status anytime
* Access to run a report of your own immunizations/screenings

It’s time to set up your Health Sciences Immunization Program (HSIP) account with Castlebranch in order to be able to upload your records so you will be cleared to start your practicum in the Summer/Fall.

Please use this link <https://portal.castlebranch.com/ux50> to create your account with CastleBranch.   Choose “School of Social Work – Seattle” then “UX62cont: I am a continuing Seattle Social Work Student”.

There is a one-time $35 set-up fee to do this**.**

**DEADLINE: June 15, 2018**

HSIP is transferring your immunization and TB screening information to CB. However, CB staff are unable to data enter this information, unless you set up your account.

If you don’t create your account by the deadline, you risk missing the “go live” date, and information will NOT be transferred for you. You’ll then need to submit documentation to your CB account as a new student, and will show non-compliant on the reports we generate from the tracking system until you do so. So, please, if at all possible, please set up your account ASAP.

Helpful hints for everyone:

* Google Chrome is the preferred web browser.
* Please save your login and password so you can login to check your compliance whenever you need to do so. If you’ve used Castlebranch in the past for your background checks, use the same login you used to create that account so you’ll be able to see ALL of your requirements together (CB merges the accounts after creation.)
* CastleBranch has a Service Desk with User Experience Representatives available to answer any questions in regards to your account. (see below)
* In August, earlier for some of you, you’ll need to upload your annual TB screening to your CB account.
* In late summer/early fall you’ll need to upload proof of an influenza vaccine once the 2018 vaccine becomes available (usually by September).
* If you do miss the June 15th deadline, we suggest you check through your sent mail to find the documentation which you previously sent into myshots@uw.edu. It should be there for 99% of you.
* Please use this checklist that explains the immunization requirements. It also has links to tips for tracking down documentation and to health care resources, at: <https://www.ehs.washington.edu/system/files/resources/HSIP-Requirements-Checklist.pdf>
* There is a separate $24 quarterly fee charged for HSIP’s services. The set up fee plus the quarterly fee equals LESS than the current HSIP fee that you’ve been charged in the past. For students attending more than one more year, the savings will be even more. More info about the fee at: <https://www.ehs.washington.edu/system/files/resources/2018-19-HSIP-Fee.pdf>
* You can ignore messages you receive from CB after account set up telling you to work on your “to-do” list until HSIP is able to transfer your current immunization data to CB.

**CastleBranch Service Desk at****888.666.7788** **Hours of Operation
Monday-Thursday 8am - 10pm EDT Friday: 8am - 6:30pm EDT
Sunday: 10am - 6:30pm EDT**